Worcester County

Adopted

5 Year Capital Improvement Plan
FY 2025 to FY 2029

NOTE: **The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.**

December 19, 2023

REQUESTED PLAN SUMMARY BY CATEGORY

12/19/2023

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2025 TO FY 2029 PROJECT SUMMARY

Project Category	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	10,680,317	2,030,000	1,000,000	1,000,000	1,000,000	15,710,317	8.69%	50,000	0	15,760,317
Public Safety	6,512,540	2,836,052	14,883,523	28,922,323	0	53,154,438	29.40%	11,897,919	0	65,052,357
Public Works	8,355,000	3,180,000	7,950,000	8,000,000	0	27,485,000	15.20%	0	0	27,485,000
Recreation & Parks and Natural Resources	11,191,000	0	0	0	0	11,191,000	6.19%	1,260,000	0	12,451,000
Public Schools	5,350,640	2,506,800	16,965,150	36,392,003	8,463,418	69,678,011	38.53%	955,000	58,958,564	129,591,575
Community College	0	0	0	171,875	3,437,500	3,609,375	2.00%	0	171,875	3,781,250
TOTAL	42,089,497	10,552,852	40,798,673	74,486,201	12,900,918	180,828,141	100.00%	14,162,919	59,130,439	254,121,499

Source of Funds	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	0	0	0	0	0	0	0.00%	0	0	0
User Fees	250,000	100,000	100,000	0	0	450,000	0.25%	0	0	450,000
Grant Funds	12,847,312	2,730,000	1,250,000	6,900,000	0	23,727,312	13.12%	0	0	23,727,312
State Match	6,130,339	1,530,000	5,399,000	3,028,000	0	16,087,339	8.90%	0	17,288,000	33,375,339
State Loan	2,200,000	0	0	0	0	2,200,000	1.22%	0	0	2,200,000
Assigned Funds	17,275,938	6,192,852	3,715,550	5,839,362	5,408,158	38,431,860	21.25%	3,482,249	171,875	42,085,984
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	0	0	6,600,000	1,100,000	0	7,700,000	4.26%	0	0	7,700,000
General Bonds	3,385,908	0	11,223,920	29,470,880	7,492,760	51,573,468	28.52%	10,680,670	41,670,564	103,924,702
General Bonds (Re-paid through VLT)	0	0	12,510,203	28,147,959	0	40,658,162	22.48%	0	0	40,658,162
TOTAL	42,089,497	10,552,852	40,798,673	74,486,201	12,900,918	180,828,141	100.00%	14,162,919	59,130,439	254,121,499

* Balance to Complete - Years FY2030 and future

FY 2025 TO FY 2029 SUMMARY BY PROJECT
REQUESTED

12/19/2023

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Broadband Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
New Pocomoke Library	6,685,317	1,030,000						7,715,317
Snow Hill Library Building Improvements	2,545,000							2,545,000
Isle of Wight Building Renovation	450,000					50,000		500,000
Total General Government Facilities	**10,680,317**	**2,030,000**	**1,000,000**	**1,000,000**	**1,000,000**	**50,000**	**0**	**15,760,317**
Public Safety								
Worcester County Jail Improvement Project	275,000					11,740,419		12,015,419
Public Safety Logistical Storage Facility	3,150,000					157,500		3,307,500
Fire Training Tower	1,700,000							1,700,000
Outdoor Warning Siren System	1,300,000							1,300,000
State's Attorney Building Addition	87,540	2,731,052	2,373,320	774,364				5,966,276
Public Safety Building		105,000	12,510,203	28,147,959				40,763,162
Total Public Safety	**6,512,540**	**2,836,052**	**14,883,523**	**28,922,323**	**0**	**11,897,919**	**0**	**65,052,357**
Public Works								
Roads- Cove Landing Road Cross Road Pipes	70,000	350,000						420,000
Roads- Gradall	535,000							535,000
Roads - Utility Pole Relocation	350,000							350,000
Water Wastewater								
Riddle Farm WWTP Bypass to OP WWTP	1,050,000							1,050,000
Riddle Farm WWTP Rehabilitation	1,700,000							1,700,000
Mystic Harbour Solids Handling & Storage Building	4,400,000							4,400,000
Ocean Pines WWTP Lagoon Expansion	250,000							250,000
Riddle Farm Water Tower Rehabilitation, Painting & Lowering		650,000						650,000
Mystic Harbour WTP Rehabilitation		1,400,000						1,400,000
Landings Water Tower Rehabilitation		580,000						580,000
Assateague Point WWTP Replacement Liner		100,000	600,000					700,000
River Run Sewer Interconnection to Ocean Pines		100,000	1,100,000					1,200,000
Mystic Harbour Effluent Connection to Riddle Farm Lagoon			6,000,000					6,000,000
River Run Replacement Liner			100,000	1,100,000				1,200,000
Newark WTP Rehabilitation			150,000	2,850,000				3,000,000
Mystic Harbour Effluent Disposal Expansion				2,100,000				2,100,000
Mystic Harbor Water to Riddle Farm				1,950,000				1,950,000
Total Public Works	**8,355,000**	**3,180,000**	**7,950,000**	**8,000,000**	**0**	**0**	**0**	**27,485,000**

FY 2025 TO FY 2029 SUMMARY BY PROJECT
REQUESTED

12/19/2023

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
Recreation & Parks and Natural Resources								
Recreation Center - HVAC Replacement	126,000					1,260,000		1,386,000
Ocean City Inlet and Harbor Navigation Improvement	11,065,000							11,065,000
Total Recreation & Parks	**11,191,000**	**0**	**0**	**0**	**0**	**1,260,000**	**0**	**12,451,000**
Public Schools								
Snow Hill Middle/Cedar Chapel School - Roof Replacement	4,164,000					80,000		4,244,000
Pocomoke Elementary School - Roof Replacement	100,000	2,143,000						2,243,000
Buckingham Elementary Replacement School	1,086,640	363,800	16,562,920	29,470,880	7,492,760	875,000		55,852,000
Worcester Technical High School - Roof Replacement			120,000	6,114,000				6,234,000
Snow Hill Elementary Replacement School			282,230	807,123	970,658		58,958,564	61,018,575
Total Public Schools	**5,350,640**	**2,506,800**	**16,965,150**	**36,392,003**	**8,463,418**	**955,000**	**58,958,564**	**129,591,575**
Wor-Wic Community College								
Wor-Wic Student Success and Wellness Center				171,875	3,437,500		171,875	3,781,250
Total Wor-Wic		**0**	**0**	**171,875**	**3,437,500**	**0**	**171,875**	**3,781,250**
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	**FY2025**	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**Prior Allocation**	**Balance to Complete**	**TOTAL**
General Fund								0
User Fees	250,000	100,000	100,000					450,000
Grant Funds	12,847,312	2,730,000	1,250,000	6,900,000				23,727,312
State Match	6,130,339	1,530,000	5,399,000	3,028,000			17,288,000	33,375,339
State Loan	2,200,000							2,200,000
Assigned Funds	17,275,938	6,192,852	3,715,550	5,839,362	5,408,158	3,482,249	171,875	42,085,984
Private Donation								0
Enterprise Bonds			6,600,000	1,100,000				7,700,000
General Bonds	3,385,908		11,223,920	29,470,880	7,492,760	10,680,670	41,670,564	103,924,702
General Bonds (Debt Service to be paid through Video Lottery Funds)			12,510,203	28,147,959				40,658,162
								0
TOTAL	**42,089,497**	**10,552,852**	**40,798,673**	**74,486,201**	**12,900,918**	**14,162,919**	**59,130,439**	**254,121,499**

CIP Project Name: Broadband Infrastructure

Project Director (Name & Title): Brian Jones, Director of IT
Phone Number: 410-632-9301

Project Summary and Purpose: To support the expansion of broadband infrastructure county-wide.

Project Location: Worcester County unserved areas.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: There could possibly be more grant funds available in the future. We continue to monitor grant availability. Most grants do require a match based on a percentage.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Not at this point

What is the useful life of the asset/project? Fiber has a 20-45 year shelf life depending on it being buried in innerduct or aerial. Once the fiber is installed and the computer hardware is purchased it will become the service providers (ISP) responsibility to replace and upgrade as needed.

Will this project generate revenue? The availability of broadband will increase property values and add equity to home owners as well as provide Economic Development to areas that don't already have adequate services.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			**5,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**0**	**0**	**5,000,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			**5,000,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**0**	**0**	**5,000,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Broadband Infrastructure

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

We have a feasibility study that determines the scope of the project. The scope was conducted by residential testing for broadband speeds available in respective neighborhoods. Data was collected and sent to CTC Consulting for their review and reporting.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This would allow all residents in unserved areas of the county to have broadband access. This will also help drive down the costs for those in the county already served. Having broadband in rural areas will increase property value and add equity home owners as well as add value to Economic Development. Delaying this progress will mean rising costs for hardware, fiber and labor as we have seen since other rural broadband projects started.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

We used the consultant of CTC to complete a feasibility study for Worcester County. The study was done a few years ago, prior to the pandemic. It was estimated to cost 52 to 54 million dollars for the entire project. As of 2/10/2022 the estimated costs jumped to 74 million dollars to complete. The cost per mile is estimated between $36 to $87 thousand per mile. This is dependent on road condition, population of the area and aerial verses in-ground cabling. The CTC original study can be found on the county internet site.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Timing is always a huge factor in this project as the costs and availability for fiber is constantly changing. The costs to produce and manufacture is on the rise while availability is shrinking. No special timing concerns other than overall costs.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Since the wide spread of the pandemic, the ability to telework or virtual school from home and telehealth/telemedicine has had a huge impact for citizens without broadband capabilities. We want to expand broadband countywide. This is a growing concern of many residents that need the ability to work from home. The pandemic has changed the way residents work and or educate.

CIP Project Name: New Pocomoke Library

Project Director (Name & Title): Jennifer Ranck, Library Director
Phone Number: 410-632-2600

Project Summary and Purpose: To replace the current 53-year old faculty with a new, larger building

Project Location: 307 Market Street, Pocomoke, MD 21851

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: Yes, the Public Library Capital Grant program is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25. The project will space two fiscal years and the library will apply for additional funding in FY 26. Grants are due at the end of May. In addition, the Library Foundation will try to raise funds to help with furnishings and materials.

Is there a Federal or State mandate related to this project? If so, please elaborate: Yes, the Public Library Capital Grant is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
The library will need to hire two additional part-time employees. We anticipate operating costs to go down with improved building systems.

What is the useful life of the asset/project? A new building is likely to last another 50 years.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	75,000	30,000						**105,000**
Land Acquisition								**0**
Site Work	274,500							**274,500**
Construction	5,942,029	500,000						**6,442,029**
Equipment/Furnishings		500,000						**500,000**
Other - Please Specify (permitti	393,788							**393,788**
TOTAL	**6,685,317**	**1,030,000**	**0**	**0**	**0**	**0**	**0**	**7,715,317**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match- Does not cover Engineering/Design/Demolition	2,993,158	500,000						**3,493,158**
State Loan								**0**
Assigned Funds	3,692,159	530,000						**4,222,159**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**6,685,317**	**1,030,000**	**0**	**0**	**0**	**0**	**0**	**7,715,317**
PROJECTED OPERATING IMPACTS	0	521,884	43,769	43,769	43,769			653,191

CIP Project Name: New Pocomoke Library

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. Unfortunately the grant was not successful and as requested in last year's CIP, the library would like to move forward with plans for a new branch on the current site, Market Street.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and a new facility will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum and school readiness but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A new building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The most recent cost estimate was developed by Whiting Turner in August 2023, currently construction cost is $593/SF.

CIP Project Name: New Pocomoke Library

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library apply for construction funding through the Public Library Capital Grant program in FY 24, but the grant did not move forward due to the location change. The Library has submitted a grant request for FY 25.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The Pocomoke library is over 50 years and some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.

CIP Operating Impact Projections

Project: New Pocomoke Library
Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Part-time Library Services Assistant		9,000	18,000	18,000	18,000	**63,000**
Part-time Library Services Assistant		9,000	18,000	18,000	18,000	**63,000**
Benefits		3,884	7,769	7,769	7,769	**27,191**
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**21,884**	**43,769**	**43,769**	**43,769**	**153,191**

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						**0**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Project: New Pocomoke Library

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings		500,000				**500,000**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**500,000**	**0**	**0**	**0**	**500,000**

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	521,884	43,769	43,769	43,769	653,191

Project: New Pocomoke Library

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

With a larger building, we anticipate the need of two additional part-time employees.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

New equipment should result in lower utility cost.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance costs may increase depending on building systems and if outside vendors will need to support. Custodial services will increase with a larger building.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

A larger building may increase property insurance.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

New telephone and updated security system will be needed; no additional computers in the adult and children's areas will be needed (though current machines will be replaced).

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

New shelving and furnishings will be needed, approximately $500,000. The Library Foundation will help us

CIP Project Name: Snow Hill Library Building Improvements

Project Director (Name & Title): Jennifer Ranck, Library Director
Phone Number: 410-632-2600

Project Summary and Purpose: Replace HVAC system and make energy improvements to plumbing and lighting systems

Project Location: 307 N. Washington Street, Snow Hill, Maryland 21863

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Funding is available through the Public Library Capital Grant program administered by the Maryland State Library. The total grant funding available is $7.5 million is available for all 24 jurisdictions, and the library has requested funds for the Pocomoke library.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No, not that the Library is aware of.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

What is the useful life of the asset/project? Equipment replacement should last 20-25 years.

Will this project generate revenue? The library generates very little revenue (book replacement and copy funds mainly).

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	2,545,000							**2,545,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,545,000**	**0**	**0**	**0**	**0**	**0**	**0**	**2,545,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	2,545,000							**2,545,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**2,545,000**	**0**	**0**	**0**	**0**	**0**	**0**	**2,545,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Complete the following questions.

CIP Project Name: Snow Hill Library Building Improvements

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. A new Facility Plan was completed in FY 23 and similar building deficiencies were noted.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper climate to help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

In May 2023, GIPE Engineering completed a Mechanical, Electrical, Plumbing, and Fire Protection Feasibility Study. The Study will be attached to the CIP request.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was first submitted in FY 2019, and has been requested for approval in the FY 2024 budget. Currently there is $800,000 allocated for the project. The Library needs help to determine how to phase the project. The timing of this project has been delayed due to the priority of the Pocomoke library project.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is necessary but not time critical; although the age of the building equipment is a concern. Building improvements should lower ongoing operating costs. Delays will of course increase the cost of the project. In addition, the library shelving is approaching 50 years old and is starting to wear. The Branch has a fund for new shelving but we have delayed ordering because

CIP Project Name: Isle of Wight Building Renovation

Project Director (Name & Title): Public Works
Phone Number:

Project Summary and Purpose: Renovation and repair at the Isle of Wight facility to improve the space needed for the Treasurers and Health Department employees and and the public served. Interior office spaces have remained unchanged since the building was constructed in 1971. The facility needs to be reconfgured to provide usable space to staff working at that location.

Project Location: Isle of Wight Service Building

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: N/A

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? This would make the space more efficient.

What is the useful life of the asset/project? 20 to 30 years

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						50,000		**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction	400,000							**400,000**
Equipment/Furnishings	50,000							**50,000**
Other - Please Specify								**0**
TOTAL	**450,000**	**0**	**0**	**0**	**0**	**50,000**	**0**	**500,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	450,000					50,000		**500,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**450,000**	**0**	**0**	**0**	**0**	**50,000**	**0**	**500,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Isle of Wight Building Renovation

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

CIP Project Name: Worcester County Jail Improvements Phase 2

Project Director (Name & Title): Fulton Holland, Warden: William Bradshaw P.E., County Engineer
Phone Number:410-632-1300:410-632-1200 x1150

Project Summary and Purpose: This project includes replacement of heating and ventilating equipment and ductwork, controls, fire alarms and electrical for the 1980's original housing units and 1988 work release addition housing unit. Also included is HVAC equipment for corridors and office areas in the 1980 and 1988 building areas and multipurpose rooms. This project includes roof replacement/repair for the original building. Maintenance and replacement of exterior steel coatings, kitchen doors, lighting in renovated areas, building controls and shower enclosures in the 1980/1988 areas are also included.
This project improves the 40 year old building sections heating, ventilating, and air conditioning equipment and will mitigate future outages and disruptions due to leaks and equipment failure. Construction began on this project in the Fall 2022 and is currently 50% complete.

Project Location: Worcester County Jail, 5022 Joyner Road Snow Hill, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: There are no grant funds included in the project. Bonds and general fund are the source for this project since planning began in 2020.

Is there a Federal or State mandate related to this project? If so, please elaborate: There are no mandates to complete this project.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The project does not increase personnel. The project does provide for energy costs savings as a result of more efficient equipment and LED lighting installation estimated at $40,000 per year. In addition, the Delmarva Energy Efficiency program is pre-approved for a $35,000 incentive to be paid at the end of the project.

What is the useful life of the asset/project? 20 years

Will this project generate revenue? No the project does not produce revenue.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						582,000		**582,000**
Land Acquisition								**0**
Site Work								**0**
Construction	275,000					11,058,670		**11,333,670**
Equipment/Furnishings								**0**
Other - Please Specify						99,749		**99,749**
TOTAL	**275,000**	**0**	**0**	**0**	**0**	**11,740,419**	**0**	**12,015,419**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds						1,059,749		**1,059,749**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds	275,000					10,680,670		**10,955,670**
Other - Please Specify								**0**
TOTAL	**275,000**	**0**	**0**	**0**	**0**	**11,740,419**	**0**	**12,015,419**
PROJECTED OPERATING IMPACTS	(66,992)	(32,000)	(32,000)	(32,000)	(32,000)		0	(194,992)

CIP Project Name: Worcester County Jail Improvements Phase 2

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 escalated the need for replacement of critical equipment based on operational priority and completed as phase 1 previously. The remaining improvements are generally designed to replace 40 year old equipment, improve building conditions including ventilation and space conditioning in select areas. Phase 2 also includes roof repairs and replacement of the original facility, painting of outdoor steel security enclosures, building control replacement/upgrades, and select replacement of interior doors and shower areas.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The County improves reliability by replacing 40 year old systems with a newer, more efficient systems. The occupants benefit by improving building ventilation and conditioning.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Base estimate is per Gipe Engineering - attached. Construction is awarded to Bancroft Construction (December 2022) and cash flows represent the current project schedule (as of August 2023) - attached. Based on construction cash flow the 2025 cash flow is increased $100,000. Prior allocation has decreased $100,000 for the same overall project total budget.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

There are no requested changes at this time. This project is planned to be substantially complete by July 2024. There is some risk that final payments extend beyond July 2024.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

CIP Operating Impact Projections

Project: Worcester County Jail Improvements Phase 2
Department & Signature of Department Head: Warden Fulton Holland

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	**(200,000)**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs	7,500	7,500	7,500	7,500	7,500	**37,500**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other (Estimate of additional building insurance ba	500	500	500	500	500	**2,500**
Delmarva Power Energy Program Incentive Payme	(34,992)					**(34,992)**
						0
						0
EXPENDITURES						
Operating TOTAL	**(66,992)**	**(32,000)**	**(32,000)**	**(32,000)**	**(32,000)**	**(194,992)**

Project: Worcester County Jail Improvements Phase 2

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	(66,992)	(32,000)	(32,000)	(32,000)	(32,000)	(194,992)

Project: Worcester County Jail Improvements Phase 2

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. No additional employees.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.
Estimated to reduce utility costs $40,000 per year beginning FY 25.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance costs are estimated to increase by $7,500 due to additional filtration and freeze protection systems beginning FY 25.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Based on the value of the improvements the facility insurance costs will increase. Estimate increase $500 per year.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below. None additional.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time? No.

Project Monthly Status Report

Project: CWCM0001 - WC Detention Center Ph2

Month Ending: 7/31/2023 Report Date: 08/11/2023

Date	Current/Actual Projected Monthly	Running
1/31/2022		$0
3/31/2022	$115,000	$115,000
4/30/2022	$5,000	$120,000
5/31/2022	$179,000	$299,000
6/30/2022	$70,000	$369,000
7/31/2022	$152,500	$521,500
8/31/2022	$611,000	$1,132,500
9/30/2022	$73,515	$1,206,015
10/31/2022	$995,500	$2,201,515
11/30/2022	$875,000	$3,076,515
12/31/2022	$654,000	$3,730,515
1/31/2023	$277,000	$4,007,515
2/28/2023	$483,000	$4,490,515
3/31/2023	$842,000	$5,332,515
4/30/2023	$345,500	$5,678,015
5/31/2023	$295,006	$5,973,021
6/30/2023	$349,000	$6,322,021
7/31/2023	$466,500	$6,788,521
8/31/2023	$445,800	$7,234,321
9/30/2023	$448,000	$7,682,321
10/31/2023	$331,000	$8,013,321
11/30/2023	$318,000	$8,331,321
12/31/2023	$336,425	$8,667,746
1/31/2024	$418,000	$9,085,746
2/28/2024	$330,500	$9,416,246
3/31/2024	$471,500	$9,887,746
4/30/2024	$320,500	$10,208,246
5/31/2024	$402,000	$10,610,246
6/30/2024	$382,500	$10,992,746
7/31/2024	$200,500	$11,193,246
8/31/2024		$11,193,246
TOTAL:	$11,193,246	
TOTAL CHECK:	$11,193,246	$0

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center
GAI PROJECT NO: 20059
DATE: 03/05/21
PREPARED BY: GAW

GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524
FACILITY TYPE: Detention Center
 # OF FLOORS: 1
ARCHITECT: Gipe Associates, Inc
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Design Development Total Estimate	QUANTITY		MATERIAL		LABOR		TOTAL
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	COST
BASE BID COST ESTIMATE							
DIVISION 01-DIVISION09	1.0	LS	$ -	$ -	$ 2,546,000.00	$ 2,546,000.00	$ 2,546,000.00
DIVISION 21-23	1.0	LS		$ -	$ 4,465,220.00	$ 4,465,220.00	$ 4,465,220.00
DIVISION 26-28	1.0	LS		$ -	$ 453,670.00	$ 453,670.00	$ 453,670.00
COMMISSIONING	1.0	LS		$ -	$ 32,000.00	$ 32,000.00	$ 32,000.00
CONTINGENCY ALLOWANCE	1.0	LS		$ -	$ 90,000.00	$ 90,000.00	$ 90,000.00
ALTERNATE #1 - 2 YEAR WARRANTY	1.0	LS		$ -		$ -	$ -
ALTERNATE #2 - ATC SYSTEM CONTRACTOR	1.0	LS		$ -		$ -	$ -
ALTERNATE #3 - PVC PIPE JACKET	1.0	LS		$ -		$ -	$ -
ALTERNATE #4 - HIGH EFFICENCY UNITS	1.0	EA		$ -		$ -	$ -
ALTERNATE #5 - LAUNDRY MAKE-UP	1.0	LS		$ -	$ 30,000.00	$ 30,000.00	$ 30,000.00
ALTERNATE #6 - EXERCISE ENCLOSURES (9 ENCLOSURES)	1.0	LS		$ -	$ 72,000.00	$ 72,000.00	$ 72,000.00
ALTERNATE #7 - ATC SYSTEM INTEGRATION	1.0	LS		$ -	$ 33,000.00	$ 33,000.00	$ 33,000.00
ALTERNATE #8 - STAINLESS STEEL SHOWER ENCLOSURE	1.0	LS		$ -	$ 95,000.00	$ 95,000.00	$ 95,000.00
ALTERNATE #9 - ROOF REPLACEMENT	1.0	LS		$ -	$ 538,000.00	$ 538,000.00	$ 538,000.00
ALTERNATE #10 - LED LIGHTING	1.0	LS		$ -	$ 247,500.00	$ 247,500.00	$ 247,500.00

COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	$ -	$ 7,586,890.00	$ 7,586,890.00
ALTERNATE #1 TOTAL COST	$ -	$ -	$ -
ALTERNATE #2 TOTAL COST	$ -	$ -	$ -
ALTERNATE #3 TOTAL COST	$ -	$ -	$ -
ALTERNATE #4 TOTAL COST	$ -	$ -	$ -
ALTERNATE #5 TOTAL COST	$ -	$ 30,000.00	$ 30,000.00
ALTERNATE #6 TOTAL COST	$ -	$ 72,000.00	$ 72,000.00
ALTERNATE #7 TOTAL COST	$ -	$ 33,000.00	$ 33,000.00
ALTERNATE #8 TOTAL COST	$ -	$ 95,000.00	$ 95,000.00
ALTERNATE #9 TOTAL COST	$ -	$ 538,000.00	$ 538,000.00
ALTNERATE #10 TOTAL COST	$ -	$ 247,500.00	$ 247,500.00
TOTAL BASE BID + ALTERNATES:	**$ -**	**$ 8,602,390.00**	**$ 8,602,390.00**
TOTAL BASE BID + ALT. COST PER SQUARE FOOT:	**$0.00 PER S.F.**	**$149.54 PER S.F.**	**$149.54 PER S.F.**

GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	5.0%	$ 379,344.50	
CONTRACTOR PROFIT	5.0%	$ 379,344.50	
GENERAL CONDITIONS	5.0%	$ 379,344.50	
PHASING OF GENERAL CONDITIONS	5.0%	$ 379,344.50	
DESIGN CONTINGENCY	5.0%	$ 379,344.50	
CONSTRUCTION CONTINGENCY	5.0%	$ 379,344.50	
BUILDER'S RISK INSURANCE	1.0%	$ 75,868.90	
PERMIT FEES	1.0%	$ 75,868.90	
CONTRACTOR INSURANCE	2.0%	$ 151,737.80	
PAYMENT BOND	1.0%	$ 75,868.90	
PERFORMANCE BOND	1.0%	$ 75,868.90	
UTILITY COST (ELECTRIC, GAS, ETC…)	0.0%	$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		**$ 2,731,280.40**	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		**$ 10,318,170.40**	**$179.37 PER S.F.**
GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)		**$ 11,333,670.40**	**$197.03 PER S.F.**

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center
GAI PROJECT NO: 20059
DATE: 03/05/21
PREPARED BY: GAW

GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524
FACILITY TYPE: Detention Center
 # OF FLOORS: 1
ARCHITECT: Gipe Associates, Inc
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Architectural Estimates	QUANTITY NO. OF UNITS	QUANTITY UNIT OF MEASURE	MATERIAL PER UNIT	MATERIAL TOTAL	LABOR PER UNIT	LABOR TOTAL	TOTAL COST
BASE BID COST ESTIMATE							
Section 051200 - Roof Dunnage	1.0	LS	$ -	$ -	$ 40,000.00	$ 40,000.00	$ 40,000.00
Section 072100 - Insulation (~50,000 sq ft roof)	1.0	LS		$ -	$ 250,000.00	$ 250,000.00	$ 250,000.00
Section 076200 Flashing and Trim (~50,000 sq ft roof)	1.0	LS		$ -	$ 450,000.00	$ 450,000.00	$ 450,000.00
Section 075600 Silicone Roof Coating (~11,500 sq ft roof)	1.0	LS		$ -	$ 250,000.00	$ 250,000.00	$ 250,000.00
Section 081113 Detention Doors (10 Kitchen Doors)	1.0	LS		$ -	$ 30,000.00	$ 30,000.00	$ 30,000.00
Section 092900 Gy. Board (Ceilings)	1.0	LS		$ -	$ 150,000.00	$ 150,000.00	$ 150,000.00
Section 099113 Exterior Paint (Exercise Yards) - Alternate 6	1.0	LS		$ -	$ -	$ -	$ -
Section 099123 Interior Paint (Kitchen doors and ceilings)	1.0	LS		$ -	$ 30,000.00	$ 30,000.00	$ 30,000.00
099600 High Performance Coatings	1.0	LS		$ -	$ -	$ -	$ -
Section 075216 - SBS Modified Bituminous Rooofing	1.0	LS		$ -	$ 1,270,000.00	$ 1,270,000.00	$ 1,270,000.00
Section 096723 - Polymer Flooring (Resurface 19 showers)	1.0	LS		$ -	$ 76,000.00	$ 76,000.00	$ 76,000.00

COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	$ -	$ 2,546,000.00	$ 2,546,000.00
TOTAL BASE BID	**$ -**	**$ 2,546,000.00**	**$ 2,546,000.00**
BASE BID COST PER SQUARE FOOT:	**$0.00 PER S.F.**	**$44.26 PER S.F.**	**$44.26 PER S.F.**

GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	%X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	$ -	
CONTRACTOR PROFIT	0.0%	$ -	
GENERAL CONDITIONS	0.0%	$ -	
BUILDER'S RISK INSURANCE	0.0%	$ -	
PERMIT FEES	0.0%	$ -	
CONTRACTOR INSURANCE	0.0%	$ -	
PAYMENT BOND	0.0%	$ -	
PERFORMANCE BOND	0.0%	$ -	
UTILITY COST (ELECTRIC, GAS, ETC…)	0.0%	$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		**$ -**	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		**$ 2,546,000.00**	**$44.26 PER S.F.**

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center
GAI PROJECT NO: 20059
DATE: 03/05/21
PREPARED BY: GAW

GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524
FACILITY TYPE: Detention Center
 # OF FLOORS: 1
ARCHITECT: Gipe Associates, Inc
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Mechanical Systems	QUANTITY		MATERIAL		LABOR		TOTAL
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	COST
BASE BID COST ESTIMATE							
DEMOLITION	1.0	LS	$ -	$ -	$ 287,620.00	$ 287,620.00	$ 287,620.00
GYM AHU	1.0	EA	$ 143,810.00	$ 143,810.00	$ 115,048.00	$ 115,048.00	$ 258,858.00
CORRIDOR RTU	3.0	EA	$ 57,524.00	$ 172,572.00	$ 43,143.00	$ 129,429.00	$ 302,001.00
CRANE	1.0	LS	$ 70,000.00	$ 70,000.00	$ -	$ -	$ 70,000.00
REFRIGERANT/CONDENSATE PIPE	1.0	LS	$ 43,143.00	$ 43,143.00	$ 31,638.20	$ 31,638.20	$ 74,781.20
HOT WATER PIPE	1.0	LS	$ 103,543.20	$ 103,543.20	$ 135,181.40	$ 135,181.40	$ 238,724.60
INSULATION	1.0	LS	$ 94,914.60	$ 94,914.60	$ 94,914.60	$ 94,914.60	$ 189,829.20
AUTOMATIC TEMP. CONTROLS (ATC)	1.0	LS	$ 287,620.00	$ 287,620.00	$ 402,668.00	$ 402,668.00	$ 690,288.00
RELIEF FAN	12.0	EA	$ 3,500.00	$ 42,000.00	$ 1,500.00	$ 18,000.00	$ 60,000.00
TEST AND BALANCE	1.0	LS	$ -	$ -	$ 138,057.60	$ 138,057.60	$ 138,057.60
DUCTWORK	1.0	LS	$ 483,201.60	$ 483,201.60	$ 819,717.00	$ 819,717.00	$ 1,302,918.60
FIRE PROTECTION	1.0	LS	$ 43,143.00	$ 43,143.00	$ 109,295.60	$ 109,295.60	$ 152,438.60
H&V UNIT	11.0	EA	$ 30,000.00	$ 330,000.00	$ 15,000.00	$ 165,000.00	$ 495,000.00
PLUMBING PIPING	2,300.0	LF	$ 7.00	$ 16,100.00	$ 10.00	$ 23,000.00	$ 39,100.00
FREEZE PUMPS	15.0	EA	$ 600.00	$ 9,000.00	$ 800.00	$ 12,000.00	$ 21,000.00
PLUMBING CHASE	54.0	EA	$ 800.00	$ 43,200.00	$ 1,500.00	$ 81,000.00	$ 124,200.00
SHOWERS	17.0	EA	$ 400.00	$ 6,800.00	$ 800.00	$ 13,600.00	$ 20,400.00

COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	$ 1,889,047.40	$ 2,576,169.40	$ 4,465,216.80
TOTAL BASE BID COST PER SQUARE FOOT:	$32.84 PER S.F.	$44.78 PER S.F.	$77.62 PER S.F.

GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	$ -	
CONTRACTOR PROFIT	0.0%	$ -	
GENERAL CONDITIONS	0.0%	$ -	
BUILDER'S RISK INSURANCE	0.0%	$ -	
PERMIT FEES	0.0%	$ -	
CONTRACTOR INSURANCE	0.0%	$ -	
PAYMENT BOND	0.0%	$ -	
PERFORMANCE BOND	0.0%	$ -	
UTILITY COST (ELECTRIC, GAS, ETC…)	0.0%	$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		**$ -**	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		**$ 4,465,216.80**	**$77.62 PER S.F.**

Gipe Associates, Inc.
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center
GAI PROJECT NO: 20059
DATE: 03/05/21
PREPARED BY: EMP

GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524
FACILITY TYPE: Detention Center
 # OF FLOORS: 1
ARCHITECT: Gipe Associates, Inc
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Electrical Systems	QUANTITY NO. OF UNITS	QUANTITY UNIT OF MEASURE	MATERIAL PER UNIT	MATERIAL TOTAL	LABOR PER UNIT	LABOR TOTAL	TOTAL COST
BASE BID COST ESTIMATE							
DEMOLITION	1.0	LS	$ -	$ -	$ 48,895.40	$ 48,895.40	$ 48,895.40
FIRE ALARM	1.0	LS	$ 71,905.00	$ 71,905.00	$ 106,419.40	$ 106,419.40	$ 178,324.40
GYM AHU	1.0	EA	$ 2,400.00	$ 2,400.00	$ 6,000.00	$ 6,000.00	$ 8,400.00
CORRIDOR RTU	2.0	EA	$ 1,000.00	$ 2,000.00	$ 3,000.00	$ 6,000.00	$ 8,000.00
MAU	1.0	EA	$ 900.00	$ 900.00	$ 1,500.00	$ 1,500.00	$ 2,400.00
WORK REPLEASE RTU	1.0	EA	$ 1,200.00	$ 3,500.00	$ 2,500.00	$ 1,500.00	$ 5,000.00
H&V UNIT	11.0	EA	$ 1,000.00	$ 11,000.00	$ 3,500.00	$ 38,500.00	$ 49,500.00
ERV UNIT	11.0	EA	$ 1,000.00	$ 11,000.00	$ 3,500.00	$ 38,500.00	$ 49,500.00
FANS	9.0	EA	$ 450.00	$ 4,050.00	$ 1,100.00	$ 9,900.00	$ 13,950.00
LIGHTING (REMOVE, CLEAN & REPLACE)	550.0	EA	$ 75.00	$ 41,250.00	$ 35.00	$ 19,250.00	$ 60,500.00
UPS CIRCUITS	1.0	LS	$ 2,700.00	$ 2,700.00	$ 6,500.00	$ 6,500.00	$ 9,200.00
PANEL	2.0	EA	$ 5,000.00	$ 10,000.00	$ 5,000.00	$ 10,000.00	$ 20,000.00
ALTERNATE #1 - REPLACE LIGHTING IN KIND WITH LED LIGHTING							
ALTERNATE #1 - LIGHTING	550.0	EA	$ 300.00	$ 165,000.00	$ 150.00	$ 82,500.00	$ 247,500.00
ALTERNATE #2 -							
ALTERNATE #2 -	1.0	LS	$ -	$ -		$ -	$ -

COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	$ 160,705.00	$ 292,964.80	$ 453,669.80
ALTERNATE #1 TOTAL COST	$ 165,000.00	$ 82,500.00	$ 247,500.00
ALTERNATE #2 TOTAL COST	$ -	$ -	$ -
TOTAL BASE BID + ALTERNATES:	**$ 325,705.00**	**$ 375,464.80**	**$ 701,169.80**
TOTAL BASE BID + ALT. COST PER SQUARE FOOT:	**$5.66 PER S.F.**	**$6.53 PER S.F.**	**$12.19 PER S.F.**

GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	%X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	$ -	
CONTRACTOR PROFIT	0.0%	$ -	
GENERAL CONDITIONS	0.0%	$ -	
BUILDER'S RISK INSURANCE	0.0%	$ -	
PERMIT FEES	0.0%	$ -	
CONTRACTOR INSURANCE	0.0%	$ -	
PAYMENT BOND	0.0%	$ -	
PERFORMANCE BOND	0.0%	$ -	
UTILITY COST (ELECTRIC, GAS, ETC…)	0.0%	$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		**$ -**	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		**$ 453,669.80**	**$7.89 PER S.F.**
GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)		**$ 701,169.80**	**$12.19 PER S.F.**

CIP Project Name: Public Safety Logistical Storage Facility

Project Director (Name & Title): Matthew Owens, Fire Marshal

Phone Number:410-632-5666

Project Summary and Purpose: The proposed building will house vehicles and storage for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. The proposed building will hold the current 22 vehicles and the many trailers used by all three departments. The proposed building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous material responses (CBRNE) and secure impound facility.

Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. Although the county currently leases space for the LSA, the accessibility and security of the lease space is not desirable.

Project Location: The proposed location is on the property of the existing Fire Training Center which is owned by the county (approximately 12 acres of cleared land/adjacent to a proposed Public Safety Building).

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:

No grants.

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a personnel standpoint, no immediate personnel is projected for this project. Obviously there would be an increase in maintenance cost due to the larger size building.

What is the useful life of the asset/project? 30 + Years

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work						157,500		**157,500**
Construction	2,887,500							**2,887,500**
Equipment/Furnishings	52,500							**52,500**
Other - Please Specify	210,000							**210,000**
TOTAL	**3,150,000**	**0**	**0**	**0**	**0**	**157,500**	**0**	**3,307,500**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	39,092					157,500		**196,592**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds	3,110,908							**3,110,908**
Other - Please Specify								**0**
TOTAL	**3,150,000**	**0**	**0**	**0**	**0**	**157,500**	**0**	**3,307,500**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Public Safety Logistical Storage Facility

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The project was discussed between the 3 public safety departments to include Emergency Services, Sheriff's Office and the Fire Marshal's Office. A larger "warehouse" style building is needed for several purposes. To include current emergency response vehicles to be stored inside, out of the weather. These vehicles are critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE type incidents.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project? The proposed project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the county's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate was difficult to determine due to the current environment of supplies and materials. The county is currently entered into a contract with Davis Bowen and Friedel to provide architectural and engineering services. At this time the building product cost vary from day to day and have steadily increased over the past several years. There was no scope performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceeding $1,000,000.00 in value. A square foot estimate is being prepared by DBF. A concern of material cost exist due to the current building industry.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? There is no CIP timing. This project was driven by the pandemic, the need for LSA storage and to reduce damage to current emergency equipment and vehicles stored outside. In the past several years the county has added to the vehicles and equipment which is stored outside in harsh weather conditions.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? We consider this project critical to Public Safety in Worcester County. Protecting current assets is crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

March 10, 2023

Re: Worcester Co Vehicle Storage Building
Preliminary Building Budget
Building Square Footage: 17,657
140 MPH Wind, Building Risk Category C
DBF Job # 0085B049.A01

1. Finished Conditioned Square Footage: 246 x $200.00 =	$49,200.00
2. Unfinished Heated Square Footage: 13,712 x $100.00 =	$1,371,200.00
3. Well:	Item removed using on site well.
4. Sprinkler System	County has a budget price for this item.
4. 250kW Gen Set Installed (1):	$96,000.00
5. Building Cost:	$1,516,400.00
6. Site Work:	$371,335.00
9. Project Cost (2)	$1,887,735.00

(1) Use $385 per kW if other genset size is desired, installation costs are included in the building square footage cost.

(2) Does not include Sprinkler System, future Architectural/Engineering Fees, Construction Contingency, Cost Escalations, Builders Rick Insurance, Testing & Inspections, Owner's Contingency, Legal Fees Security and Technology or FF&E Costs.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.

Christopher L. Cullen, AIA
Associate/Sr. Architect

CLC

R:\0085\0085B049.A01 Vehicle Storage\2-SD\Program\Budget.docx

Attachment C

LSF Building @ Central Site Lane

Capital Cost Estimate - Phase 1 | 13958 | Existing Site
Estimate Rev Date - 3/22/23 | 1 Story | Parking, Stormwater

		Building			Site Development			Project Total	
	DBF or Contractor Estimates								
	Area Based or fixed Estimates	13958	GSF		1.5	Acre		13958	GSF
	Divison	Cost	$/SF	%	Cost	$/Acre	%	Cost	$/SF
	Construction Work								
1	Finished Cond Space - DBF Est (246 SF)	$ 49,200.00	200	2.53	$ -	0	0.00	$ 49,200.00	200.00
2	Unfinished Heated Space - DBF Est (13712 SF)	$ 1,371,200.00	100	70.55	$ -	0	0.00	$ 1,371,200.00	100.00
3	Tank and Pump Building - DBF	$ 250,000.00		12.86	$ -		0.00	$ 250,000.00	
4	Genset - DBF	$ 96,000.00	0	4.94	$ -		0.00	$ 96,000.00	0.00
5	Integrated Automation	$ 25,000.00	fix	1.29	$ -		0.00	$ 25,000.00	
6	Electrical Utility	$ -	0	0.00	$ 22,500.00	15000	5.57	$ 22,500.00	1.61
7	Communications/IT	$ 37,200.00	IT	1.91	$ -		0.00	$ 37,200.00	
8	Electronic Safety & Security	$ 115,000.00		5.92	$ -		0.00	$ 115,000.00	
9	Exterior Site Improvements (DBF Est)	$ -		0.00	$ 371,335.00	0	91.95	$ 371,335.00	26.60
10	Site utilities (Sanitary & Water)	$ -		0.00	$ 10,000.00	10000	2.48	$ 10,000.00	0.72
	Subtotal Cost of Work	$ 1,943,600.00	$ 139.25 Base Bldg $/SF	100	$ 403,835.00	25000	100	$ 2,347,435.00	$ 168.18 Base Bldg + Site $/SF
	General Contractor Services								
1	Preconstruction Services	$ -	0.00	0.00	$ -	0.00	0	$ -	0.00
2	Design Contingency	$ 117,371.75	8.41	5.00	$ 8,076.70	5384.47	2	$ 125,448.45	8.79
3	Construction Contingency	$ 117,371.75	8.41	5.00	$ 20,191.75	13461.17	5	$ 137,563.50	9.37
4	General Conditions (Div 1)	$ -	0.00	0.00	$ -	0.00		$ -	0.00
5	Bond and Insurance	$ 23,474.35	1.68	1.00	$ 4,038.35	2692.23	1	$ 27,512.70	1.87
6	CM Fee	$ -	0.00	0.00	$ -	0.00	0	$ -	0.00
	Subtotal Construction	$ 2,201,817.85	157.75		$ 436,141.80	290761.20		$ 2,637,959.65	188.221143
		$ 2,201,817.85	Bldg $/SF						Bldg+ Site $/SF
	Owners Costs								
1	Schematic Prelim Design	$ 19,500.00	DBF contract					$ 19,500.00	
2	Furnishings & AV	$ 60,000.00		fix				$ 60,000.00	
3	Permitting Fees + EDU	$ 14,734.00		fix				$ 14,734.00	
4	Moving Expenses & Temp Office	$ -						$ -	
5	Architect/Engineer Fees Est	$ 251,500.00	DBF proposal	8				$ 251,500.00	
6	Testing & Inspection Costs	$ 20,000.00	geotech $9k	fix				$ 20,000.00	
7	Forest Conservation	$ 25,000.00						$ 25,000.00	
8	Legal + Insurance								
9	Owner Contingency	$ 135,933.45		5				$ 135,933.45	
10	Escalation	$ 46,948.70		2				$ 46,948.70	
	Subtotal Owners Costs	$ 573,616.15						$ 573,616.15	
	GRAND TOTAL PROJECT COST	$ 2,775,434.00	157.7459414		$ 436,141.80	290761.2		**$ 3,211,575.80**	
	Total Contingency	$ 398,945.40		14%					
	Project Budget	$ 3,300,000.00							

CIP Project Name:Fire Training Tower

Project Director (Name & Title): Matthew Owens, Fire Marshal
Phone Number: 410-632-5666

Project Summary and Purpose: The proposed project is the replacement of the county's 40+ year old Fire Training Tower located at the Fire Training Center. The current Fire Training Tower has reached its end-of-life and needs to be replaced. The current tower has numerous structural problems and the cost to repair out ways the cost to replace. The current tower provides interior fire training to the 10 Worcester County Volunteer Fire Companies and mutual-aid companies. Law Enforcement also utilize the tower for training evolutions. The current Fire Training Tower does not meet current fire training codes and practices.

Project Location: Fire Training Center

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: I would like to think there are grants available for this type of project. This proposed project would be utilized for the training and development of new and existing firefighters, law enforcement officers and other public safety partners.

Is there a Federal or State mandate related to this project? If so, please elaborate: The existing Fire Training Tower does not meet today's codes for a fire training facility.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No new personnel and utility. Maintenance cost should remain approximately the same.
What is the useful life of the asset/project? 40+ Years

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work	300,000							**300,000**
Construction	1,400,000							**1,400,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,700,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,700,000							**1,700,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,700,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
PROJECTED OPERATING IMPACTS	2,000	0	0	0	0			0

CIP Project Name:Fire Training Tower

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The existing Fire Training Tower has provided training to new and existing firefighters for over the past 40 years. Moving into the future, we would like to provide state-of-the-art training to the career and volunteer firefighters helping to protect the citizens and visitors of Worcester County. There are several vendors which offer this type of training facility and we are currently researching pricing. We have formed a training committee consisting of all 10 volunteer fire companies and law enforcement departments in Worcester County to assist in making informed decisions regarding future training of firefighters and law enforcement officers in Worcester County.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project? This project would benefit the entire county. State-of-the-art training for Worcester County firefighters would only enhance the current level of service and professionalism provided by Worcester County fire service. This proposed project would also be used by law enforcement departments in Worcester County to further their training capabilities.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

This cost estimate is provided based on similar projects and based on estimates received from vendors which do this type of work.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? The replacement of the Fire Training Tower is part of the site plan for the proposed LSA building currently under design and engineering which is to be constructed on the same property located at the Fire Training Center.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? This project is critical to the continued training and development of new and existing firefighters and law enforcement officers in Worcester County. In the development of the site plan for the future of the Fire Training Center and the proposed LSA building, a new location for a State-of-the-art Fire Training Tower has been established. The existing Fire Training Tower has served Worcester County for the past 40+ years and is failing and needs to be replaced.

CIP Project Name: Outdoor Warning Siren Replacement

Project Director (Name & Title): James E Hamilton, JR - Deputy Director DES
Phone Number: 410-632-3080

Project Summary and Purpose: This project seek to continue the replacement of the Worcester County outdoor warning system.

Project Location: Countywide

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Not at this time however the department continues to explore grant options.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? This project directly impacts operating and personnel costs.

What is the useful life of the asset/project? 20 years

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	100,000							**100,000**
Land Acquisition								**0**
Site Work	400,000							**400,000**
Construction								**0**
Equipment/Furnishings	800,000							**800,000**
Other - Please Specify								**0**
TOTAL	**1,300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,300,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,300,000							**1,300,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,300,000**
PROJECTED OPERATING IMPACTS	0	19,000	19,000	19,000	19,000	19,000	19,000	0

CIP Project Name: Outdoor Warning Siren Replacement

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Scope is a best estimate based on experience in more recent siren replacements along with long lead times and rising costs.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Project will ultimately provide for coverage of the majority of most populated areas of the county.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate developed based on experience from previous project coupled with anticipation of continued rising costs.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

No Change

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Project urgency is based on the continuing aging system in place within major portions of the county. Absent project proceeding as contained herein, staff will continue to provide maintenance and singular replacements of sirens as they fail.

CIP Operating Impact Projections

Project:

Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						**0**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Project:

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	0	0	0	0	0

Project:

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

CIP Project Name: State's Attorney Building Addition

Project Director (Name & Title): William Bradshaw, P.E. County Engineer
Phone Number: 410-632-1200

Project Summary and Purpose:
Provide office space for the State's Attorney Offices (SAO). The current building will not accommodate authorized and projected staffing levels. This estimate is for a 6,000 SF building addition adjacent to the existing SAO building with elevator. No formal design has been completed for this conceptual estimate. This estimate includes preliminary schematic design professional services.

Project Location: Snow Hill MD (Walking proximity to both Circuit and District Courthouses)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
None Identified

Is there a Federal or State mandate related to this project? If so, please elaborate:
State mandate for law enforcement to use body/video cameras increases personnel/attorney resources required to process.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Yes operating costs including utilities and maintenance.

What is the useful life of the asset/project? 40 years

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000	200,000	50,000	50,000				**350,000**
Land Acquisition	0							**0**
Site Work		600,000	703,852					**1,303,852**
Construction		1,705,813	1,194,069	511,744				**3,411,625**
Equipment/Furnishings			50,000	100,000				**150,000**
Other - Contingency, Permit	37,540	225,240	375,400	112,620				**750,799**
TOTAL	**87,540**	**2,731,052**	**2,373,320**	**774,364**	**0**	**0**	**0**	**5,966,276**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	87,540	2,731,052	2,373,320	774,364				**5,966,276**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**87,540**	**2,731,052**	**2,373,320**	**774,364**	**0**	**0**	**0**	**5,966,276**
PROJECTED OPERATING IMPACTS	12,950	12,950	13,025	13,025	13,450			65,400

CIP Project Name: State's Attorney Building Addition

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The scope of this project is to design and build an addition adjacent to the existing SAO office building. The building will need to be elevated to maintain ground level stormwater system function for the existing facility and to accommodate new roof/collection requirements for the addition. New parking lot expansion will be needed on Washington street. There is a vacant lot the County owns for the purpose of additional parking.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project? The County will benefit by locating State's Attorney personnel in a central location adjacent to existing court facilities and supervisory staff.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

This estimate is based on order of magnitude building area metrics and fee base percentages of construction cost (eg., architect fees, construction management fees, etc.)currently in use for similar projects. The estimate spreadsheet is attached.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project is requested by direction of the County Commissioners on 9/6/22 as a result of new SAO employee needs.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is necessary and high priority to accommodate approved employee hiring.

CIP Operating Impact Projections

Project: State's Attorney Building Addition

Department & Signature of Department Head: William Bradshaw

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities	8,500	8,500	8,575	8,575	9,000	**43,150**
Telephone						**0**
Custodial	1,200	1,200	1,200	1,200	1,200	**6,000**
Cleaning						**0**
Maintenance Repairs	1,500	1,500	1,500	1,500	1,500	**7,500**
Refuse						**0**
Fire/Security Alarm	1,000	1,000	1,000	1,000	1,000	**5,000**
Internet						**0**
Vehicle Expense						**0**
Other	750	750	750	750	750	**3,750**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**12,950**	**12,950**	**13,025**	**13,025**	**13,450**	**65,400**

Project: State's Attorney Building Addition

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	12,950	12,950	13,025	13,025	13,450	65,400

Project: State's Attorney Building Addition

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. This project is required due to the prior authorization of additional employees. No additional employees are required for this addition to the existing building.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs. Yes utility costs will increase due to the increase in building size. Primarily electricity costs will increase for heating/cooling additional space.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance. Yes, additional custodial services, alarm systems maintenance/monitoring and general maintenance costs will increase.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Yes, est. $750 per year.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

CIP Project Name: Public Safety Building

Project Director (Name & Title): Sheriff Matthew Crisafulli
Phone Number: 410-632-1111

Project Summary and Purpose: The construction of a Public Safety Facility

Project Location: Parcel of land adjacent to the Health Department/Jail off of Route 113 or on the 12 acres of land where the Fire Training Center is located.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: No grant funds available.

Is there a Federal or State mandate related to this project? If so, please elaborate: No Federal mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Employee positions may increase due to future unfunded mandates. Utility costs would increase due to operations being in a new facility other than the government center building.

What is the useful life of the asset/project? Indefinite useful life of the building.

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		105,000	1,563,775					**1,668,775**
Land Acquisition								**0**
Site Work			1,251,020					**1,251,020**
Construction			9,695,408	27,835,204				**37,530,612**
Equipment/Furnishings				312,755				**312,755**
Other - Please Specify								**0**
TOTAL	**0**	**105,000**	**12,510,203**	**28,147,959**	**0**	**0**	**0**	**40,763,162**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds		105,000						**105,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - General Bond to be re-paid thru VLT			12,510,203	28,147,957				**40,658,160**
TOTAL	**0**	**105,000**	**12,510,203**	**28,147,957**	**0**	**0**	**0**	**40,763,160**
PROJECTED OPERATING IMPACTS	0	0	261,500	262,500	262,500			786,500

CIP Project Name: Public Safety Building

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The new building amounts are based on the new MSP Cumberland Barrack that was recently opened and the Wicomico County Public Safety Building.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Consolidation of Public Safety into one building will allow for improved coordination between departments and offices. This will also allow for future growth as mandated by the State Legislature.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

There have been no consultants used or engineering studies done as of yet.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

CIP Operating Impact Projections

Project: Public Safety Building
Department & Signature of Department Head: Matt Crisafulli

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities			26,000	26,000	26,000	**78,000**
Telephone			210,000	211,000	211,000	**632,000**
Custodial			5,000	5,000	5,000	**15,000**
Cleaning			10,000	10,000	10,000	**30,000**
Maintenance Repairs						**0**
Refuse			1,000	1,000	1,000	**3,000**
Fire/Security Alarm			7,500	7,500	7,500	**22,500**
Internet			2,000	2,000	2,000	**6,000**
Vehicle Expense						**0**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**261,500**	**262,500**	**262,500**	**786,500**

Project: Public Safety Building

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	0	261,500	262,500	262,500	786,500

Project: Public Safety Building

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

Employee positions may be increased due to future unfunded mandates.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Utilities would increase due to operations being in a new facility other than the government center building.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Custodial and cleaning services would be needed. Maintenance costs should be very low since the building would be newly constructed.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Property Insurance costs are unknown at this point in time.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

All new communications infrastructure would be part of the design and construction.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

Equipment and furniture are considered in the CIP Project first page of this document.

CIP Project Name: Cove Landing Road

Project Director (Name & Title): Dallas Baker, Jr., P.E, Public Works Director
Phone Number: 410-632-5623

Project Summary and Purpose: Engineer design and construction of 3 new crossroad pipes on Cove Landing Road.

Project Location: Cove Landing Road, Bishopville, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
25+ years

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	70,000							**70,000**
Land Acquisition								**0**
Site Work								**0**
Construction		350,000						**350,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**70,000**	**350,000**	**0**	**0**	**0**	**0**	**0**	**420,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	70,000	350,000						**420,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**70,000**	**350,000**	**0**	**0**	**0**	**0**	**0**	**420,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Cove Landing Road

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

We are requesting to hire an engineering firm to design construction drawings to replace 3 failed crossroad pipes located on Cove Landing Road. Once drawings are complete and approved, we are requesting hiring an outside contractor to perform the work detailed in the engineer drawings. Due to the depth of the pipes and the amount of water present, County Road's doesn't have the means to handle this size of project in house. The project would go much smoother and safer for all involved to hire a contractor that can perform the work.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The residents that utilize Cove Landing Road in their daily travels would benefit directly by having these pipes replaced, as this is the only roadway that access their homes. Delaying or not funding this project will only allow the pipes to deteriorate further and could result in a total road failure, which would completely close off numerous County residents from getting to and from their homes.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

This cost estimate was developed based off past engineer costs on similar related projects.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project needs to be completed first on the CIP given the current state of the roadway and pipes and the importance that roadway has to the residents who utilize it in their daily commute.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is very urgent and critical based off the current state of the pipes and the roadway. Should that roadway completely fail, the residents would have no means of access to/from their homes. Emergency vehicles would have no access to the homes should that road fail and a emergency arise.

CIP Project Name: Gradall XL4100-V

Project Director (Name & Title): Kevin Lynch- Superintendent
Phone Number: 410-632-2244

Project Summary and Purpose: To acquire a new gradall to perform essential daily job duties all through out Worcester County. This will allow each Roads Division shop (Berlin, Snow Hill, and Pocomoke) to have a gradall which will allow the Department to provide the County with better response time and efficiency especially during storm events.

Project Location: Worcester County

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: N/A

Is there a Federal or State mandate related to this project? If so, please elaborate: N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? General preventative maintenance such as but not limited to filter, tires, batteries, oil etc.

What is the useful life of the asset/project? Typically 20+ years

Will this project generate revenue? We use our gradalls to install new driveway pipes which is how the Road's Department gains

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction								**0**
Equipment/Furnishings	535,000							**535,000**
Other - Please Specify								**0**
TOTAL	**535,000**	**0**	**0**	**0**	**0**	**0**	**0**	**535,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	535,000							**535,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**535,000**	**0**	**0**	**0**	**0**	**0**	**0**	**535,000**
PROJECTED OPERATING IMPACTS	536,000	1,000	1,000	1,000	1,000			540,000

CIP Project Name: Gradall XL4100-V

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

N/A

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

All citizens and visitors to Worcester County would benefit from this purchase. Adding another gradall to our fleet would allow us to respond to after hour emergency calls for tree's blocking roadways faster by allowing us to house a gradall in each section of the County. It would allow us to continue daily operations should one of our other gradalls break down or is in placed out of service for repairs. This would also allow for quicker response time during snow and storm events as it would be able to service all areas (North, Central, and South) locations within Worcester County.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed based off a quote, dated 10/11/23. We are requesting a straight purchase since this particular piece of equipment we tend to keep for at least 20+ years in our fleet. The quote price is $535,000.00 which includes a 60" ditching bucket and 42" excavating bucket with bucket carrier.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

We believe this project is critical given the age of our current gradalls and the importance of their function to not only the Road's Division, but to all the citizens and visitors to Worcester County. Further delaying this project will only allow our current equipment to deteriorate further and cost more in maintenance and also the cost for an replacement Gradall to increase.

CIP Operating Impact Projections

Project: Gradall XL4100-V
Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						**0**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense	1,000	1,000	1,000	1,000	1,000	**5,000**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**5,000**

Project: Gradall XL4100-V

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						**0**
Equipment	535,000					**535,000**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**535,000**	**0**	**0**	**0**	**0**	**535,000**

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	536,000	1,000	1,000	1,000	1,000	540,000

Project: Gradall XL4100-V

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

N/A

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

N/A

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Adding a new gradall to our fleet would help to preserve the maintenance costs on the two current gradalls.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Would be a slight increase to our insurance costs adding a new vehicle to our fleet. Insurance estimate provided by Risk Manager based on similar equipment in our fleet - estimated at $1,000 per year.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

N/A

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

N/A

ELLIOTT & FRANTZ, INC.

38420 Sussex Highway Delmar, DE 19940
Territory Manager: David L. Willin
Email: david@elliottfrantz.com
Cell: 302-858-6973
WWW.ELLIOTTFRANTZ.COM

PROPOSAL

TO :	Worcester County Roads Division 5764 Worcester Hwy Snow Hill, MD 21863	ATTN: PHONE :	Kevin Lynch 410-632-2244

QTY	DESCRIPTION	LIST PRICE	TOTAL PRICE
1	**2023 GRADALL XL4100-V**		**$534,583.00**
	***OPTIONS**		
	AM/FM Radio Upper/Lower		
	Beacon Upper/Lower		
	Rear Step		
	Fire Extinguisher		
	60" Grading Bucket		
	***Last machine in stock with this pricing**		
	***Sourcewell Pricing - $559,000.00**		

DESCRIBE TRADE-IN

MAKE : _____

MODEL : _____

YEAR : _____

SN :

SUBTOTAL	**$534,583.00**
TAX	
TOTAL	**$534,583.00**
TRADE-IN	
NET PRICE	

HANGE WITHOUT NOTICE -

D. Willin — Authorized By

10/11/2023 — Date

CIP Project Name: Utility Pole Relocation

Project Director (Name & Title): Dallas Baker, Jr., P.E., Public Works Director
Phone Number: 410-632-5623

Project Summary and Purpose: Relocation of utility pole

Project Location: St Martins Neck Road, Bishopville, MD 21813

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: No

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? After the pole relocation County Roads personnel will be constructing a right hand turn lane onto Rt 90. After the construction, routine maintenance will be performed.

What is the useful life of the asset/project? Once pole moved, permanent.

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	350,000							**350,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**350,000**	**0**	**0**	**0**	**0**	**0**	**0**	**350,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	350,000							**350,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**350,000**	**0**	**0**	**0**	**0**	**0**	**0**	**350,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Utility Pole Relocation

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project involves the relocation of a utility pole on St Martins Neck Road at the intersection with Rt 90 (photo attached). Once the utility pole is relocated, Worcester County Roads will build a right turn only lane for access onto Rt 90. This will also involve the relocation of the roadside ditch. Currently, there is no right turn only lane which causes a lot of vehicle congestion, safety concerns, and shoulder damage on the County road. Having a right turn only lane will allow for better flow of traffic onto Rt 90 and less vehicle congestion and shoulder damage.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project will impact all Worcester County residents or visitors in this area of Worcester County. The negative impact if not funded will be a continuous congestion problem/safety issues in this area which could possibly result in vehicular accidents.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

CIP Timing.

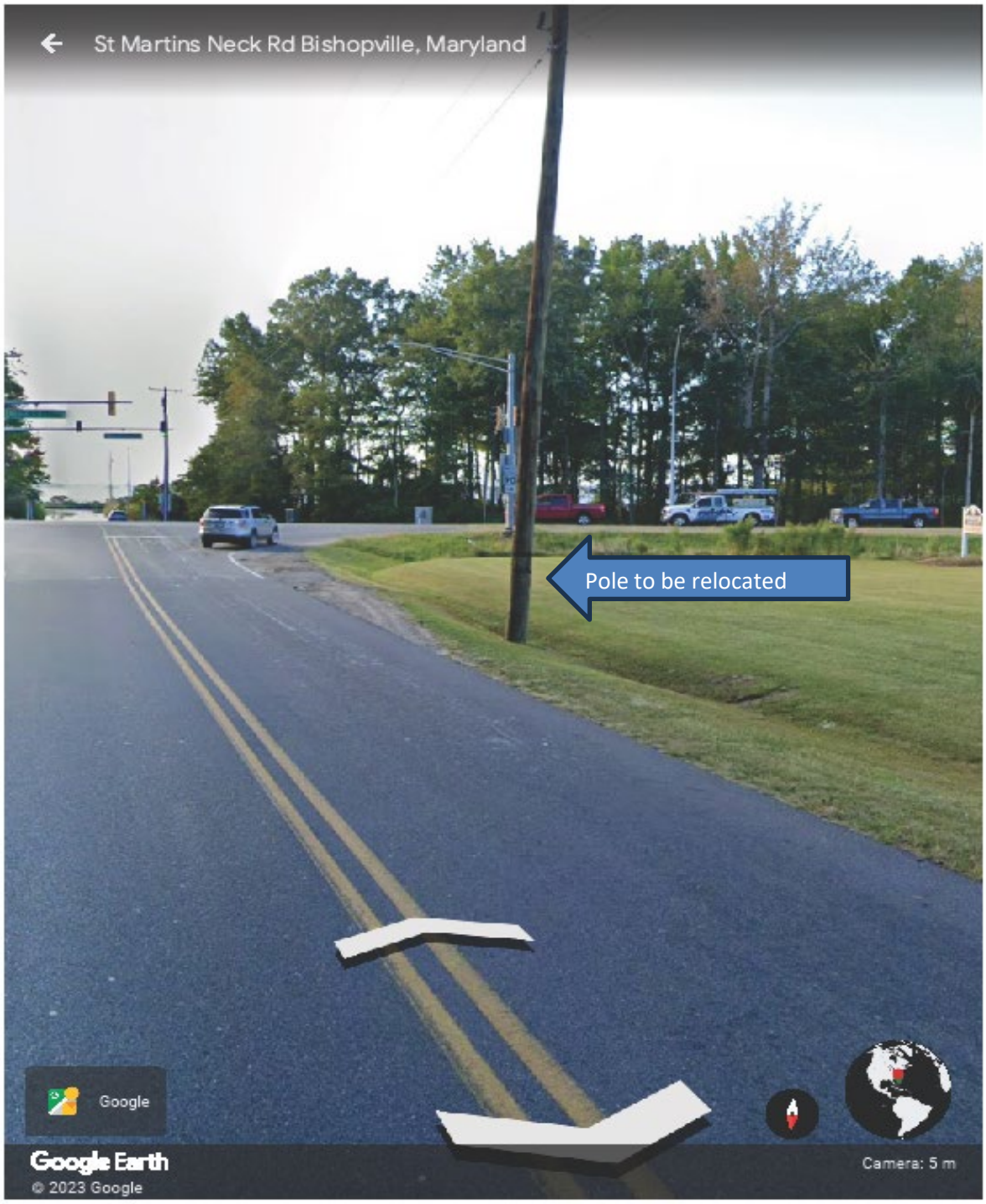
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

We have placed this project in year 2027. This is definitely needed, especially in this particular area; however, it is not immediately critical.


St Martins Neck Rd Bishopville, Maryland
Pole to be relocated
Google
Google Earth
© 2023 Google
Camera: 5 m

CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Install a sewer force main bypass line to allow untreated wastewater to flow from the Riddle Farm Service Area to the Ocean Pines WWTP for treatment. This will allow for the Riddle Farm WWTP to be bypassed during emergency plant shutdowns and future rehabilitation without the need for pumping & hauling operations. This will also eliminate the risk of sanitary sewer overflows that are a risk during plant shutdown or failure.

Project Location: Riddle Farm WWTP (Riddle Farm Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No direct mandates, but DPW is at risk of violating discharge permits if pumping & hauling operations continue or if a plant failure resulted in sewer overflows at the plant.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30-40 years

Will this project generate revenue?
Yes, this will allow for the Riddle Farm WWTP to stay in-service during the plant rehabilitation.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000							**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction	1,000,000							**1,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,050,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,050,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds	50,000							**50,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Federal Earmark or MDE	1,000,000							**1,000,000**
TOTAL	**1,050,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,050,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The scope of this project is to design and install a sewer force main running from the Riddle Farm WWTP to the Ocean Pines WWTP. This scope was determined due to the need for the interconnect of the two plants so that raw, untreated sanitary sewerage can be treated during the Riddle Farm WWTP upgrades and during emergency situations that could impact plant operations. The Riddle Farm WWTP has been having issues treating wastewater effectively over the past few years due to ineffective membranes. This project will allow for wastewater to still be treated while the plant is taken offline for rehabilitation.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
Yes, this bypass force main needs to be done first to allow for raw, untreated wastewater to be directed to another treatment plant while the Riddle Farm WWTP has to be taken offline for rehabilitation.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The project is critical and needs to be completed as soon as possible so that raw wastewater flow can be routed to another WWTP while the Riddle Farm WWTP is taken offline for rehabilitation.

CIP Project Name: Riddle Farm WWTP Rehabilitation

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Rehabilitate the existing WWTP to include new membranes and aeration processes that will increase the treatment capacity of the plant. The overall purpose of this project is to provide a functional plant that has the ability to treat the flows coming to it, rather than having to pump & haul raw wastewater away due to inadequate capacity in the current membranes.

Project Location: Riddle Farm WWTP (Riddle Farm Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, Tri-County and Federal Earmarks have already been applied for to cover the entire project budget.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No direct mandates, but DPW is at risk of violating disharge permits if pumping and hauling operations continue.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
15-20 years, based off of estimated lifespan of membranes at other County-operated facilities
Will this project generate revenue?
Yes, additional EDUs will be available as plant capacity will be increased.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	100,000							**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction	1,600,000							**1,600,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,700,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Tri County Grant	1,700,000							**1,700,000**
TOTAL	**1,700,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Riddle Farm WWTP Rehabilitation

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The scope of the project was determined via an engineering report by GMB. The original membranes lasted 14 years and were replaced by membranes from an alternate supplier. These alternate membranes are failing and have already been replaced by the manufacturer. It is the intent of this project to replace the faulty membranes and add new membranes from the original membrane supplier to make the operation more reliable and capable of treating higher flows.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional capacity and plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Yes, bypass forcemain needs to be done first to eliminate pumping and hauling.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The project is critical and needs to be completed as soon as possible.

CIP Project Name: Mystic Harbour Solids Handling & Storage Building

Project Director (Name & Title): Dallas Baker, Jr., P.E, Public Works Director
Phone Number: 410-632-5623

Project Summary and Purpose: Upgrades to the Mystic Harbour Solids Dewatering process which will resolve the dewatering problems at the Mystic Harbor Wastewater Treatment Plant. This project also includes retrofitting the existing storage building as part of its scope of work.

Project Location: Mystic Harbour/West OC

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years

Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction	4,200,000							**4,200,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**4,400,000**	**0**	**0**	**0**	**0**	**0**	**0**	**4,400,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan	2,200,000							**2,200,000**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - MDE	2,200,000							**2,200,000**
TOTAL	**4,400,000**	**0**	**0**	**0**	**0**	**0**	**0**	**4,400,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Solids Handling & Storage Building

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project includes improvement to the Mystic Harbour Wastewater Treatment Plan by construction of needed improvements to the sludge handling facilities. Also, includes rehabilitation of the storage building in order to provide a conditioned space for safe storage of equipment.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project will permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant and provide adequate safe storage of equipment to benefit the Mystic Harbour Service.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate for the Solids Handling and Storage Building improvements were taken from a 2017 Preliminary Engineering Report completed by GMB. This is a complete design, permitting, and construction cost estimate including Construction Admin and Inspection. The two projects were combined as part of a grant application completed by GMB that yielded $2.2Million in Grant and $2.2Million in State Loan.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This was on last years CIP for FY 23 & FY 24 but not funded.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these building improvements are required.

CIP Project Name: Ocean Pines WWTP Lagoon Expansion

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: This project is to provide an increase in emergency storage capacity in the Ocean Pines WWTP lagoon. In doing so, the increase in storage will provide additional EDU's for sale.

Project Location: Ocean Pines WWTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years, based off of estimated
Will this project generate revenue?
Yes, from the EDU sales.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	250,000							**250,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees	250,000							**250,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**250,000**	**0**	**0**	**0**	**0**	**0**	**0**	**250,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Ocean Pines WWTP Lagoon Expansion

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project scope involves the expansion of the Ocean Pines WWTP lagoon storage. EA Engineering provided 100% design early August and a cost estimate. The work includes building a retaining wall around one side of the lagoon to support the soil to account for the 1ft height increase in the berm elevation.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project benefits the Ocean Pines service area to aid in additional capacity and EDU sales for development. The negative impacts are additional growth in the service area could not occur.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was completed by EA Engineering and revised in March 2023. The project was broken down per unit item and cost per each.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

New Project

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Yes, this project is critical. This project needs to be completed to provide the Ocean Pines service area additional EDU's allowing for growth and divide the cost of maintenance amongst a greater population of customers.

CIP Project Name: Rehabilitation, painting and lowering of the Riddle Farm Water Tower

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Painting, Lowering and rehabilitation of the Riddle Farm Water Tower in order to extend the life of the Riddle Farm Water Tower and to lower the tower and bring it to the same hydraulic elevation as surrounding service areas.

Project Location: Riddle Farm WTP (Riddle Farm Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, Federal Earmarks and Tri-County Grant funding has been requested in the full amount of cost estimate.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No
Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
15-20 years
Will this project generate revenue?
Yes, this will allow for efficient operations of the Riddle Farm WTP; hence allowing for water production for the service area.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		50,000						**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction		600,000						**600,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**650,000**	**0**	**0**	**0**	**0**	**0**	**650,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		650,000						**650,000**
TOTAL	**0**	**650,000**	**0**	**0**	**0**	**0**	**0**	**650,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Rehabilitation, painting and lowering of the Riddle Farm Water Tower

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Repainting, lowering and miscellaneous improvements to the Riddle Farm Water Tower

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of an important water storage tower. Lowering the tower will allow for better compatibility with adjoining service areas.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Cost estimate was developed based off of an inspection done by the County's trusted water tower consultant, MWB Tanks.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
No change in timing.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Waiting will increase the deterioration and increase rehabilitation cost

CIP Project Name: Mystic Harbour WTP Rehabilitation

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block,painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

Project Location: Mystic Harbour

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, Tri-County and Federal Earmarks have already been applied for to cover the entire project budget.
Is there a Federal or State mandate related to this project? If so, please elaborate:
No
Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
40 years
Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		200,000						**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction		1,200,000						**1,200,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**1,400,000**	**0**	**0**	**0**	**0**	**0**	**1,400,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		1,400,000						**1,400,000**
TOTAL	**0**	**1,400,000**	**0**	**0**	**0**	**0**	**0**	**1,400,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour WTP Rehabilitation

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Project is required to maintain the operation of the Mystic Harbour Water system.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is from the preliminary engineering study conducted in December 2021. The estimated impact (IF NO GRANT FUNDING WERE TO BE USED) to water debt service (EDUs) will increase the rate by $7.78 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This was on last years CIP for FY 23 & FY 24 but not funded.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This facility is the primary supplier of water to the Mystic Harbour and West Ocean City Area

CIP Project Name: Landings Water Tower Rehabilitation

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Painting and rehabilitation of the Landings Water Tower.

Project Location: Landings WTP (Landings Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
15-20 years, based off of estimated lifespan at other County-operated facilities

Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		30,000						**30,000**
Land Acquisition								**0**
Site Work								**0**
Construction		550,000						**550,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**580,000**	**0**	**0**	**0**	**0**	**0**	**580,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		580,000						**580,000**
TOTAL	**0**	**580,000**	**0**	**0**	**0**	**0**	**0**	**580,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Landings Water Tower Rehabilitation

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of an important water storage tower

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from water tower inspection in December 2021 and historical costs from other tower painting projects. If a grant is not obtained, the estimated impact to water debt service (EDUs) will increase the rate by $24.17 per EDU per quarter assuming a 15 year repayment term. This estimate does not factor in interest rates on repayments.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
Second time on CIP

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Waiting will increase the deterioration and increase rehabilitation cost

CIP Project Name: Assateague Point Replacement Liner

Project Director (Name & Title): Dallas Baker Jr., P.E. -Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Replacement of the liner at the Assateague Point WWTP Lagoon

Project Location: Assateague Point WWTP (Assateague Point Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No grant funds are available.

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction			600,000					**600,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**100,000**	**600,000**	**0**	**0**	**0**	**0**	**700,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees		100,000						**100,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds			600,000					**600,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**100,000**	**600,000**	**0**	**0**	**0**	**0**	**700,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Assateague Point Replacement Liner

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

CIP Project Name: River Run Sewer Interconnection to Ocean Pines

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

Project Location: River Run WWTP (River Run Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
40 years

Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction			1,100,000					**1,100,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**100,000**	**1,100,000**	**0**	**0**	**0**	**0**	**1,200,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		100,000	1,100,000					**1,200,000**
TOTAL	**0**	**100,000**	**1,100,000**	**0**	**0**	**0**	**0**	**1,200,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: River Run Sewer Interconnection to Ocean Pines

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project involves the interconnection of the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This interconnection allows for redundancy in the event of an emergency, unexpected shutdown, or maintenance of one of the connected plants. As a result of this interconnection, sewer flows can be directly sent to a connected treatment plant during shutdown periods which will avoid the need for expensive and intrusive pumping & hauling operations.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from recent force main installs in Worcester County.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
First time on CIP, requesting the interconnection sooner due to the need to send wastewater flow elsewhere for treatment during the River Run lagoon liner replacement. Once this project is complete, the raw wastewater from River Run can be directed to Ocean Pines for treatment while the River Run WWTP is take offline for the liner rehabilitation.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Not funding this project will lead to extremely high pumping & hauling costs that would be incurred during the River Run lagoon liner replacement. The need to resort to pumping & hauling operations could also open up the County to violation of the MDE permit regulations for the treatment plant.

CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon

Project Director (Name & Title): Dallas Baker, Jr., P.E, Public Works Director
Phone Number: 410-632-5623

Project Summary and Purpose: Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.
Project Location: Mystic Harbour/West OC

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years
Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			400,000					**400,000**
Land Acquisition								**0**
Site Work								**0**
Construction			5,600,000					**5,600,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**6,000,000**	**0**	**0**	**0**	**0**	**6,000,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds			6,000,000					**6,000,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**6,000,000**	**0**	**0**	**0**	**0**	**6,000,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon. George Miles and Buhr provided the County with a preliminary cost estimate on July 25, 2023 outlining two paths. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was $8,551,410 and Option two total cost was $6,209,830.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

By interconnecting, Public Works would have the ability to store treated effluent during extreme weather events without sending the flow to the Ocean City WWTP (where it would have to be treated again). There is a cost saving to the rate payers by not having to pay for treatment and disposal fees from the Town of Ocean City.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of George Miles and Buhr provided a preliminary cost estimate on July 25, 2023 outlining two options. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was $8,551,410 and Option two total cost was $6,209,830.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas. Due to the cost of the project needing to be bonded the project is being moved back to FY26.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

CIP Project Name: Newark WTP Rehabilitation

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is nearing the end of its useful life.
Project Location: Newark WTP (Newark Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
40 years
Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			150,000					**150,000**
Land Acquisition								**0**
Site Work								**0**
Construction				2,850,000				**2,850,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**150,000**	**2,850,000**	**0**	**0**	**0**	**3,000,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG			150,000	2,850,000				**3,000,000**
TOTAL	**0**	**0**	**150,000**	**2,850,000**	**0**	**0**	**0**	**3,000,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Newark WTP Rehabilitation

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of recent estimates for similar engineering estimates for projects in Worcester County.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new CIP item. Construction funding is added for the last year of the CIP. Engineering/design funding is requested in FY27 in order to have construction documents and permitting complete prior to bidding for construction.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This facility is the only supplier of water to Newark Area and needs to be replaced in order to maintain plant resiliency. It is critical to fund the engineering/design/permitting phases sooner as plan development and permitting with the State may take an extended period of time.

CIP Project Name: River Run Replacement Liner

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623

Project Summary and Purpose: Replacement of the liner at the River Run lagoon.

Project Location: River Run WWTP (River Run Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			100,000					**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction				1,100,000				**1,100,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,100,000**	**0**	**0**	**0**	**1,200,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees			100,000					**100,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds				1,100,000				**1,100,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,100,000**	**0**	**0**	**0**	**1,200,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: River Run Replacement Liner

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Replacement of the liner at the River Run WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypolon liner with a more durable 100 mil thick HDPE liner.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

CIP Project Name: Mystic Harbour Effluent Disposal Expansion

Project Director (Name & Title): Dallas Baker, Jr., P.E, Public Works Director
Phone Number: 410-632-5623

Project Summary and Purpose: Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network.

Project Location: Mystic Harbour/West OC

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years

Will this project generate revenue?
Yes, this will free up the sale of additional EDU's currently limited at the Landings development due to inadequate effluent disposal capacity.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				100,000				**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction				2,000,000				**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**2,100,000**	**0**	**0**	**0**	**2,100,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG				2,100,000				**2,100,000**
TOTAL	**0**	**0**	**0**	**2,100,000**	**0**	**0**	**0**	**2,100,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Effluent Disposal Expansion

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Continued development along the Rt 611 cooridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of similar utility connection projects that have recently taken place in Worcester County.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Continued development along the Rt 611 cooridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

CIP Project Name: Mystic Harbour Water to Riddle Farm

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:410-632-5623

Project Summary and Purpose: Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency.

Project Location: Mystic Harbor WTP to Riddle Farm WTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
40 years, based off of estimated

Will this project generate revenue?
No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction				1,950,000				**1,950,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**1,950,000**	**0**	**0**	**0**	**1,950,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE				1,950,000				**1,950,000**
TOTAL	**0**	**0**	**0**	**1,950,000**	**0**	**0**	**0**	**1,950,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Water to Riddle Farm

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring underneath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate is pending from J.W. Salm Engineering.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

New Project

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Yes, this project is critical. This project needs to be completed as soon as feasibly possible to provide a interconnect and backup for Riddle Farm. In the event of delay or failure of equipment at Ocean Pines it would result in a water outage for Riddle Farm.

CIP Project Name: Recreation Center - HVAC replacement

Project Director (Name & Title): Kelly Rados, Director Recreation & Parks
Phone Number: 410-632-2144 x2502

Project Summary and Purpose:
This project will include a complete replacement of the existing ground mounted packaged rooftop HVAC units for the gym arena at the Recreation Center. The current gymnasium HVAC units are undersized and inadequate. They are 19 years old and past their useful life expectancy of 15 to 18 years.

Project Location: Worcester County Recreation Center, 6030 Public Landing Road, Snow Hill, MD 21863

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: N/A

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? General preventative maintenance and continued maintenance repairs

What is the useful life of the asset/project? 20 years

Will this project generate revenue? No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	126,000					1,260,000		**1,386,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**126,000**	**0**	**0**	**0**	**0**	**1,260,000**	**0**	**1,386,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	126,000					1,260,000		**1,386,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**126,000**	**0**	**0**	**0**	**0**	**1,260,000**	**0**	**1,386,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Recreation Center - HVAC replacement

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project involves replacement of the two current ground mounted packaged rooftop units and incorporating a single zone VAV (supply and exhaust fans) control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for a single zone VAV operations. The project had an analysis completed in 2018 including a detailed scope of the projects and recommendations.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project would benefit citizens that utilize the Recreation Center facility, addressing comfort complaints while attending and participating in Recreation programs and events. Not funding or delaying the project could result in decreased attendance and registration to programs and unsatisfactory working conditions to employees. Delaying the project would result in increased costs trying to maintain the current systems and overall increased project costs due to construction costs continuing to increase.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate was provided by Gipe Associates, Inc. Consulting Engineers. Gipe provided an HVAC Systems Analysis in 2018 for this project. Last year they provided us with an updated cost estimate based on actuals for construction projects similar to what is needed for the Recreation Center, including projections for increased construction. This year we were advised to add an additional 5 to 10% for escalation that has occurred in the last year. Concerns with my estimated would be the continued costs of construction and materials.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

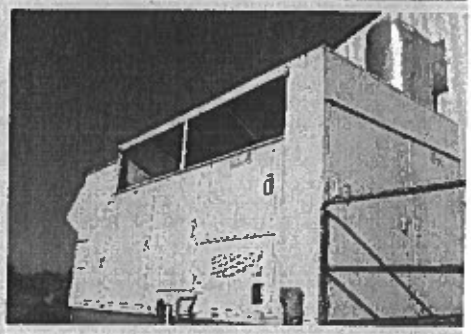
The condenser coils on the outside HVAC units are in bad shape and were scheduled for replacement 5-6 years ago. $300,000 was earmarked, at the time, for the Recreation Center - HVAC improvements in assigned funds, when the coil replacements were in the works. This work was never completed as pricing came back to high. The units have now aged out and are not worth spending $30-$40K per unit for replacement coils.

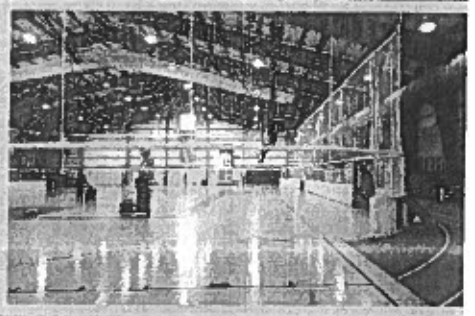
Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The current HVAC units are not able to maintain the temperatures in the gym arena. The existing cooling set point of 80 degrees is inappropriate for multipurpose area of this size related to temperature/humidity performance. Prolonging the project will incur additional maintenance costs and overall increased projects costs.

Worcester County, Maryland
www.co.worcester.md.us

Worcester County Recreation Center
Multipurpose Space HVAC Systems Analysis





Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing
8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
(410) 822-8688

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Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O.#: 18030

June 19, 2018

Mr. Ken Whited
Worcester County Dept of Public Works
6113 Timmons Road
Snow Hill, MD 21863

Project: Worcester County Recreation Center – Snow Hill, MD
Reference: HVAC Systems Analysis

Dear Ken:

Thank you for the opportunity to assist you with evaluating the heating, ventilating, and air conditioning (HVAC) systems at the Worcester County Recreation Center Building (Approximately 35,700 square feet) located in Snow Hill, Maryland. The following report summarizes our review and recommendations related to the ground mounted packaged roof units #1 and #2 that serve the Multi-Purpose portion of the building.

INTRODUCTION

The existing HVAC systems were installed in 2004 and are approximately 14 years old. In addition, there have been many comfort complaints and questions about the installed capacity and it is our hope that you will find that the following report provides a solid overview of the HVAC systems with specific focus on the capacity versus required cooling and heating loads. All of the existing cooling systems contain R-22 refrigerant, which is currently being phased out of use in refrigerant systems in the United States due to ozone depletion in the atmosphere. Therefore, due to the age and condition of the existing HVAC systems and type of refrigerant in the installed cooling systems the time is ideal to consider either equipment upgrades or system replacements.

The following report will review the existing Ground Mounted Rooftop Units #1 & #2, provide ventilation calculation analysis, cooling/heating load calculation analysis and evaluate options for improving the HVAC systems based on the results of our analysis. We also will include all relevant information in the Appendix so that in the future you have a comprehensive location for information related to these two (2) HVAC systems at the Worcester County Recreation Center. First, we will spend some time evaluating and describing the existing HVAC systems.

To assist with describing the HVAC systems we have prepared the following HVAC zoning diagram (See Figure #1) that graphically illustrates what area of the building is served by what HVAC unit.

1220 East Joppa Road
Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

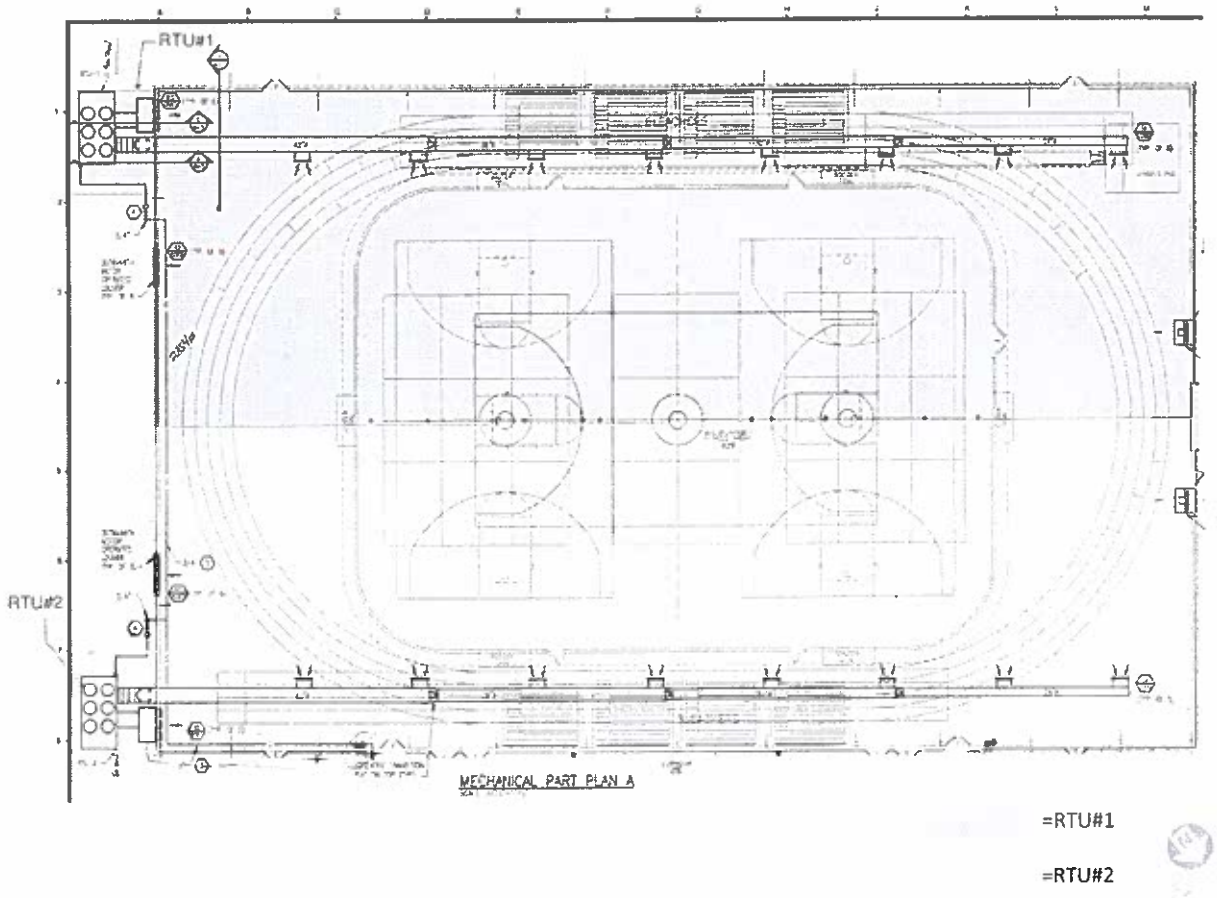


Figure # 1- HVAC Zoning Diagram
(Not to Scale)

As shown, the Multi-Purpose portion of the Worcester Recreation Center is basically served by the following types of equipment:

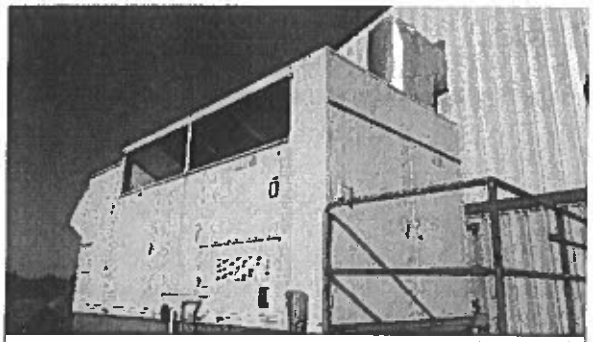
Tag	Equipment Type	Description	Refrigerant Type
RTU #1	Packaged Ground Mounted Rooftop Unit	Constant volume rooftop unit with direct expansion cooling and propane gas heat	R-22
RTU #2	Packaged Ground Mounted Rooftop Unit	Constant volume rooftop unit with Direct Expansion cooling and propane gas heat	R-22

Table #1 – Existing HVAC System Types

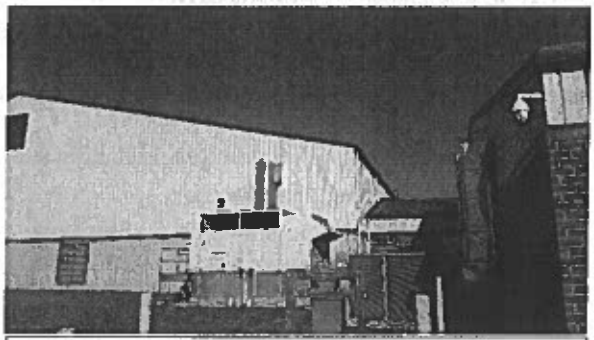
EXISTING GROUND MOUNTED PACKAGED ROOFTOP UNITS

As graphically illustrated, the majority of the Worcester County Recreation Center is heated and cooled with packaged ground mounted rooftop HVAC units located outside on grade as shown in Photograph #1 and #2.

Both Rooftop units are direct expansion rooftop units utilizing R-22 refrigerant for cooling and propane gas furnaces for heating. As shown in Figure #1 above, each unit serves half of the building. We were able to obtain a portion of the original submittal data and the same has been included in Appendix A.



Photograph #1 – Existing RTU #1



Photograph #2 – Existing RTU #2

GROUND MOUNTED PACKAGED ROOFTOP UNITS #1 AND #2

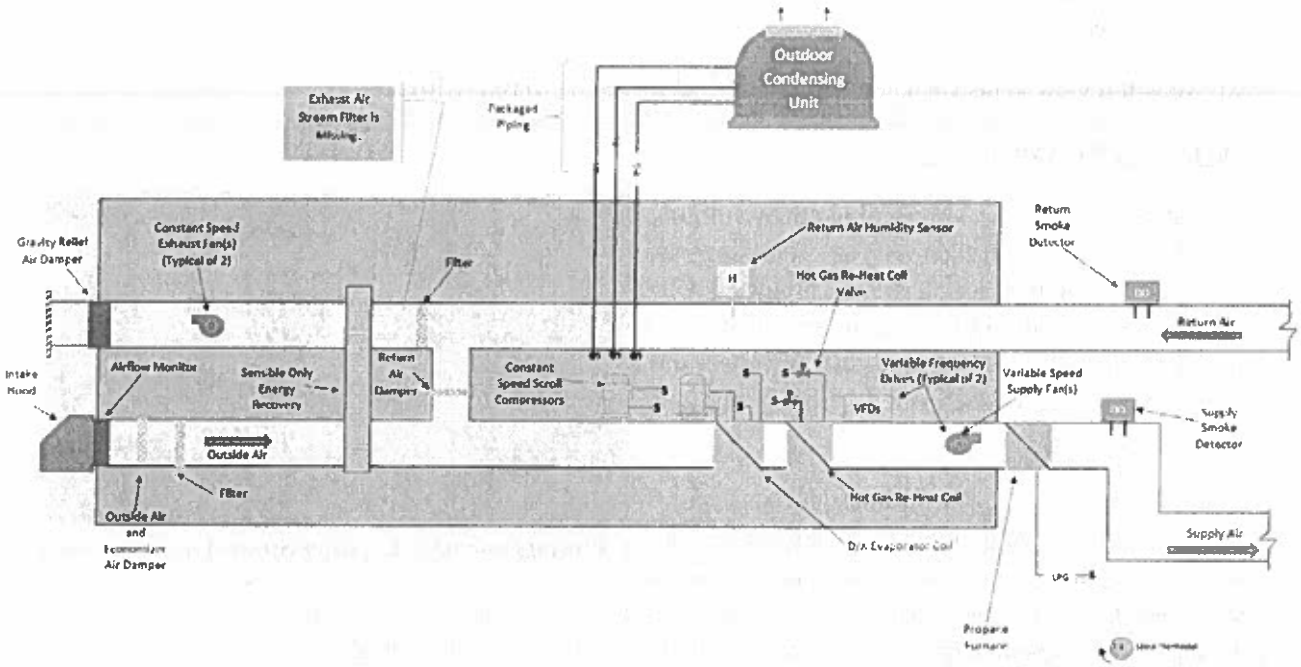


Figure #2 – Typical Ground Mounted Packaged Rooftop Unit Schematic

As shown in Figure #1, Ground Mounted Packaged Rooftop Unit #1 serves the Southwest portion of the Multi-Purpose Area and Ground Mounted Packaged Rooftop Unit #2 serves the Northeast portion of the Multi-Purpose Area. The existing units have the following characteristics/capacity data as shown in Table #2:

Unit	Model #	Serial #	Air Flow Rate (Per TAB Report)	Nominal Cooling Capacity	Nominal Heating Capacity	Outside Air Flow Rate
RTU#1	RN04030AB04-72	200408-ANGV00467	15,000 cfm	40 tons	437,000 btu/hr	5,150 cfm
RTU #2	RN05030AB04-72	200408-ANGW00468	14,000 cfm	50 tons	437,000 btu/hr	5,150 cfm

Table #2 – RTU Data

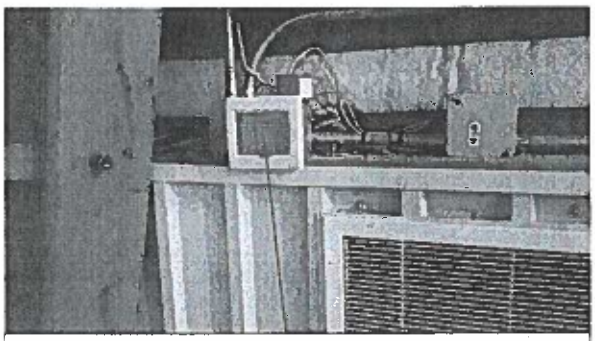
In addition as shown in Figure #2, both ground mounted rooftop units include the following components:

1. Economizer damper with enthalpy control.
2. Multiple Power Exhaust Fans
3. Duct Smoke Detectors (supply and return duct streams)
4. Multiple Scroll Compressors
5. Multiple Condenser Fans
6. Multiple Supply Air Fans with Variable Frequency Drives
7. Hot gas re-heat coils and return air humidity sensors.
8. Outside air/return air dampers.
9. Sensible heat energy recovery wheels.
10. Programmable thermostats.
11. Ductsox for air distribution.

Next, we will review items we noted during our field survey on May 11, 2018.

EXISTING THERMOSTATS

The existing thermostats are typical Honeywell touch screen Residential Type thermostats. As shown in Photograph #3, the thermostats are not protected with guards. We would highly recommend that wire guards be installed on the thermostats to protect the same against projectiles such as balls from hitting and damaging the same.



Photograph #3 – Existing Space Thermostats

In addition, the existing thermostats are standalone thermostats and we would highly recommend that the HVAC equipment in the Worcester County Recreational Center be connected to a web based direct digital control system to allow remote monitoring, scheduling, and set point adjustment. Next, we will discuss the sequence of operation.

ROOFTOP UNIT SEQUENCE OF OPERATION

The original contract documents did not include a control diagram. However, the specifications did include a sequence of operation which has been copied below for convenience:

A. VVT System

1. Provide control panel for a space temperature zoning system that will allow for automatic system changeover from heating to cooling and the reverse from any zone.

Control shall be for two stages heat and two stages cooling. Purge timer between heating and cooling changeovers shall be adjustable from two to three and a half minutes. Auto changeover time shall be field selected as five or ten minutes. LED lights shall indicate system operation and damper movement.

B. Control Sequence of Operation:

1. Control sequences of operation shall be as follows:

i. Multipurpose/Gym: Space thermostat program function shall energize RTU-1 and 2 in stages. First stage heat or cool shall energize RTU-1, second stage heat or cool shall energize RTU-2. Space temperature setpoints shall be 68°F heating (adjustable) and 80°F cooling (adjustable). RTU's shall control their heating, cooling, dehumidification, and outdoor air functions by their factory furnished controls. When in heating mode, ceiling fans shall be energized. Provide space CO2 sensor to energize RTU outdoor air dampers to maintain setpoint (1000 ppm, adjustable).

As indicated, the sequence of operation is very minimal and reviewing the same indicates the existing ground mounted packaged rooftop units have the following automatic temperature control strategies:

1. Staged capacity control for cooling using the rooftop units in a lead/lag fashion.
2. 2 Stages minimum for heating/cooling at each unit.
3. Active Dehumidification utilizing hot gas re-heat.
4. Demand Controlled Ventilation
5. Automatic changeover from cooling to heating and vice versa.

In addition, as indicated in the control sequence the space temperature setpoints in heating/cooling were indicated to be 68°F and 80°F, respectively. These setpoints are extremely low for heating and extremely high for cooling. In fact, the cooling set point of 80°F is so high that proper humidity control was likely a problem with the existing units due to poor part load performance when trying to maintain such a high temperature in cooling mode.

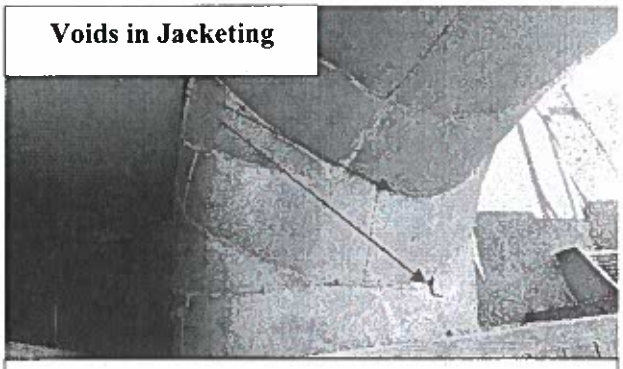
Furthermore, while we were onsite performing our survey we did not find the units properly staging in a lead/lag fashion. There were only about 25 people in the track area of the Multipurpose space and both rooftop units were operating. Due to the size of the space and potential high occupancy load we would recommend that a single zone VAV control strategy be implemented for the Multi-Purpose portion of the building. We will further discuss this strategy later in the report.

AIR DISTRIBUTION SYSTEM

As previously mentioned, the interior ductwork is a non-metallic duct system as shown in Photograph #4. The non-metallic ductwork was manufactured by ductsox and we feel the same is in good shape and was a very good choice for the application. We find the existing ductsox to be quiet and we did not notice any condensation, so regardless of what HVAC options are considered, we would recommend re-use of the same and if additional ductwork is required incorporate additional non-metallic ductwork.

The exterior ductwork is metallic ductwork with an exterior insulation system as shown in Photograph #5.

Photograph #4 – Non-Metallic Duct System with Blue DuctSox

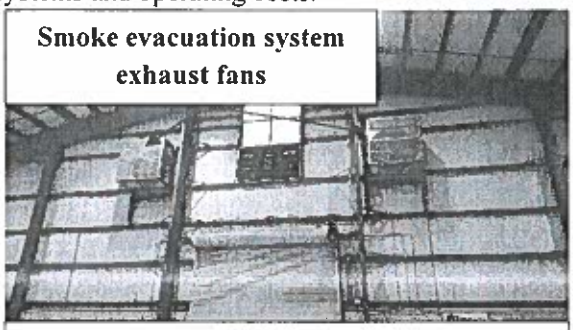


Photograph #5 – Exterior Metallic Ductwork

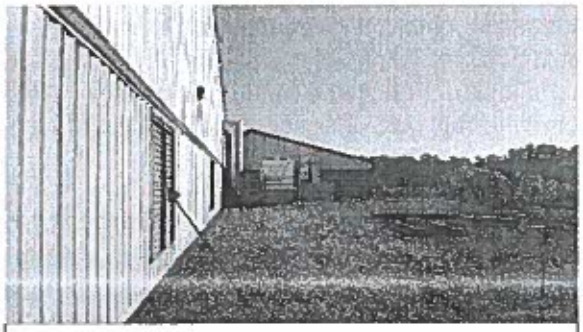
As shown in Photograph #5, the exterior ductwork does have a metallic jacket, but the same has numerous openings in the supply and return ductwork. We would recommend that all tears, voids, and openings in the exterior duct jacketing be repaired and sealed to prevent the entry of water.

SMOKE EVACUATION SYSTEM

While we are discussing the air distribution system we thought we should also mention the smoke evacuation system. The smoke evacuation system is not directly related to the ground mounted rooftop units. However, as shown in Photograph #6 and #7, the smoke evacuation exhaust fan and intake louvers are very large creating a path for infiltration at the dampers. We would recommend that these dampers include seals on the damper blades to reduce leakage which would impact the facilities climate control systems and operating costs.



Photograph #6 – Smoke Evacuation System Exhaust Fans



Photograph #7 – Smoke Evacuation Intake Louver

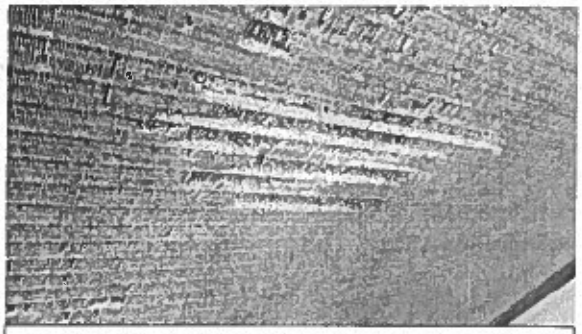
Next, we will review specific ground mounted packaged rooftop unit deficiencies.

EXISTING ROOFTOP UNIT DEFICIENCIES

Due to the ground mounted packaged rooftop units #1 and #2 being the primary focus of our study, we thought it prudent to dedicate a section of our report just to rooftop unit deficiencies noted during our May 11, 2018 field work as follows:

Condenser Coil Fins

As shown in Photograph #8, the existing condenser coil fins on both units are damaged beyond repair.



Photograph #8 – Damaged Condenser Coil Fins

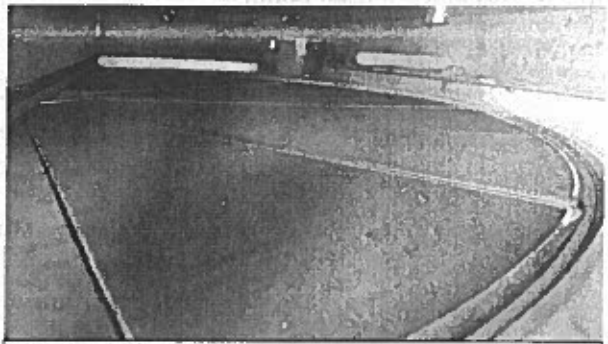
It is our understanding that the condenser coil fins were accidently cleaned with a caustic cleaner that was not intended to be left on the fins for a prolong time, but was accidently applied and remained on the fins for too long resulting in complete deterioration of the fins. We just "touched" the fins during our survey and the same crumbled immediately. The condenser coils and all tubing would need to be replaced completely to provide, proper heat transfer during the cooling season. This is the most severe deficiency and the highest cost deficiency and the only way to correct the same would be evacuation of the refrigerant, replacement of all condenser coil parts and re-testing of the same. Due to the age of the existing equipment and difficulty in performing this corrective action we were forced to evaluate refurbishment versus new units which we address later in this report.

Energy Recovery Wheels

The original drawings do not indicate energy recovery wheels on the schedules. We do not have the specifications so we could not verify if the existing units were specified with energy recovery wheels, nonetheless, both ground mounted packaged rooftop units do contain sensible only energy recovery wheels as indicated in the original submittal –Appendix A. The original sequence of operation does not mention the control of the same. However, we found that at both ground mounted rooftop units the sensible only energy recovery wheels were "off" and the exhaust fans were "off". We suspect the reasons for the sensible only energy recovery wheels being turned "off" are as follows:

1. The sensible energy recovery wheels were found to be severely fouled preventing proper energy recovery.
2. The inlet side of the exhaust portion of the sensible energy recovery wheels were found to be not filtered which explains item #1 above.

The typical sensible energy recovery wheel is shown in Photograph #9 below.



Photograph #9 – Existing Energy Recovery Wheel

Upon close inspection you will see that the heat transfer fins are very dirty and fouled. Until long term decisions are made for the ground mounted packaged rooftop units we would recommend that the ERV wheels be cleaned and a filter housing be installed upstream of the same on the exhaust side of the ERV wheels. In addition, the minimum outside air would need to be tested to make sure the proper ventilation air flow rate is being provided at all occupied times. Currently, the existing ground mounted rooftop units are not providing fresh air to the building, which violates ASHRAE 62.1 – Ventilation for Acceptable indoor Air Quality Requirements!

The deficiencies associated with the damaged condenser coils and the inoperable and dirty sensible energy recovery wheels were the most severe deficiency items noted that essentially render the existing units ineffective in conditioning the building. In addition, to these two major deficiency items we noted the following minor deficiency items summarized in Table #3.

Minor Deficiency	Impact/Importance
Economizer Cycle disabled on both units	Results in higher energy consumption during times of the year when cooling is required and ambient air is cold enough to provide "free" cooling.
Condensate traps serving cooling coils are too small (i.e. ¾")	The existing traps were only ¾" in size. The condensate traps for equipment of this size should be 1-1/4" minimum. We would recommend two (2) traps per unit to provide proper condensate removal.
Relief/exhaust air fans were disabled.	This is related to the economizer control. Without proper relief/exhaust air when fresh air is provided the space will over-pressurize.
Outside air dampers on both units where closed even during occupied periods.	Prevents code required ventilation from being provided to the breathing zone of occupants.
The relief/exhaust dampers are barometric type not motor operated.	Barometric or gravity dampers do not relieve air at partial economizer or when outside air is lowered during demand control ventilation mode.
Constant speed exhaust fans.	The use of constant speed exhaust fans results in higher noise levels, poor capacity control, and higher than needed fan speeds. We would recommend variable speed exhaust fans.
Service platforms are only on one side of the units.	Makes it difficult to service the rear side of each unit. We would recommend that the existing service platforms be extended to serve both side of the units.
The fan wheel on RTU #1 that is closest to the access door is wobbling.	This indicates a mass imbalance of the fan wheel likely due to dirt. This would require analysis by a vibration consultant.
The original sequence indicates the outside air dampers should remain closed until the carbon dioxide level gets the 1,000 ppm.	This does not meet code (i.e. ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality) requirements. The outside air must be provided at all times. The only value that can deviate during occupied periods is the "people component" of the ventilation air flow rate which is directly related to space CO_2 levels.

Table #3 – Rooftop Unit Deficiencies/Impacts

The ground mounted packaged rooftop Units serve the main Multi-purpose area of the facility and it is our understanding that the original expected peak people load for this space was expected to be substantial. We will further discuss this later in the report when we review the engineering calculations. However, it is worth noting that the original control portions of the mechanical specifications (See Appendix B – Mechanical Specifications) indicated that both units were supposed to be provided with space carbon dioxide sensors (CO_2) that would modulate the outside air flow rate to maintain the space CO_2 level at 1,000 parts per million (ppm) by modulating the outside air damper to the minimum position

when less people were in the room. We feel that this was a good intent of the original design, but we doubt if the same is operating as intended because there is no mention of the same being tested in the original Test and Balance Report. If the CO_2 sensors were installed we highly recommend that the same be calibrated and the sequence of operation along with outside air flow measurement be verified.

Due to its importance to comfort and performance, Gipe Associates took a considerable amount of time to review the original Test and Balance (TAB) Report from when the project was first "turned over" to the Worcester County Department of Public Works. We were able to obtain a copy of the 2007 TAB Report and we feel that we should review the same because many of the findings are very interesting and need to be addressed. The next section of our report reviews the 2007 TAB Report and provides recommendations based on our review.

REVIEW OF THE ORIGINAL TEST AND BALANCE REPORT

The original Test and Balance Report dated August 2007 was obtained by Gipe Associates, Inc. from Ken Whited for our use in preparing our study. (Refer to the Appendix C.) We are not confident that this was the final Test and Balance Report, but it was the only data we were able to obtain after contacting multiple sources. Due to testing/balancing's importance to the performance of HVAC (Heating, Ventilating, and Air Conditioning) systems, we feel it was prudent to review the same and note any observations. The complete Test and Balance Report is included in the Appendix C and our summary of observations are provided below.

Test and Balance Report Observations	Recommendations
1. Duct detectors were not tested.	Test fan shut-down and record results.
2. No coil temperature readings were taken in heating or cooling mode.	Dry bulb and wet bulb temperatures of all coils and across all energy recovery devices should be tested and recorded in both heating mode and cooling mode to verify performance.
3. Page #1: Rooftop Unit #1 air flow rate was below design by 6%.	This is acceptable in the industry.
4. Page #1: RTU #1: VFD output could not be increased to achieve the design air flow rate.	This would require investigation of drives/motor BHP. However, it does explain why the total air flow rate was below design.
5. Page #5: RTU #1 exhaust air flow rate was found to be 8% high.	We would recommend slowing fan down to within 5% of design air flow rate.
6. Page #7: RTU#2 supply air flow rate is 14% below design air flow rate.	Investigate duct leakage, seal openings, and re-test air flow rates.
7. Page 11: RTU#2 exhaust air fans are 6% high.	This is acceptable.

Table #4 – Summary of Test and Balance Report Observations

We hope that based on our review of the TAB Report that it is obvious that the original testing and balancing work was not complete nor, to the best of our knowledge, did any of the noted issues actually get addressed. If this is the case and this was the only TAB Report produced then we highly recommend that the entire system be Tested and Balanced and the same be retro-commissioned to verify not only proper air flow rates, but also verify temperatures, setpoints and the sequences of operation.

Next, we will review the current utility costs.

CURRENT UTILITY COSTS

Worcester County Public Works provided the building's utility costs for the Worcester Recreation Center as shown in Table #5.

FY 2016-17 Utility Charges			
Month	**Propane Charges**	**Electric Charges**	
	Sandpiper	**Delmarva Power**	**Washington Energy**
Jul-16	$124.99	$2,612.29	$4,385.20
Aug-16	$4,258.02	$2,483.80	$3,754.40
Sep-16	$5,812.56	$2,331.17	$2,378.80
Oct-16	$125.28	$1,709.70	$2,325.60
Nov-16	$514.07	$1,703.96	$2,728.32
Dec-16	$1,456.41	$1,916.25	$2,568.24
Jan-17	$5,411.33	$1,688.70	$2,310.72
Feb-17	$3,147.63	$1,513.51	$2,157.60
Mar-17	$1,382.31	$1,615.53	$1,976.64
Apr-17	$608.77	$1,938.56	$2,519.52
May-17	$227.06	$2,421.01	$4,039.20
Jun-17	$4,455.49	$3,652.66	$4,066.00
	$27,523.92	**$25,587.14**	**$35,210.24**
Budget Year	**Propane Charges**	**Electricity Charges**	**Grand Total**
FY 13 - 14	$39,496.07	$38,690.72	$78,186.79
FY 14 - 15	$33,921.30	$42,609.24	$76,530.54
FY 15 - 16	$22,067.68	$50,285.17	$72,352.85
FY 16 - 17	$27,523.92	$60,797.38	$88,321.30
FY 17 - 18	$26,638.94	$38,588.97	
****Propane and Electrical Expenses in FY 17 - 18 are based on expenses through January.**			

Table #5 – Utility Costs (Propane and Electric)

The last full year of data was fiscal year 2016/2017 which resulted in a propane cost of $27,523.92 and electrical cost of 60,737.38 for a total yearly utility (energy) cost of $88,321.30. We realize these utility costs are for the entire building and not just our portion (Multi-Purpose) of the building we are evaluating. However, if you utilized the current square footage of the entire building which is 52,150 ft^2 and divide the same into the total energy cost the result is $1.69/$ft^2$ which is reasonable for this type/size building. However, keep in mind that the outside air dampers currently being closed are preventing proper ventilation which artificially lowers utility costs. Therefore, in the future with proper code required ventilation air the utility costs are likely to rise.

SERVICE COSTS

The existing packaged ground mounted rooftop units have experienced numerous operational issues. Some of the operational issues were normal components wearing out. However, for equipment that is only 14 years old, we find the service costs to be excessive. As indicated in Appendix D the service costs for the existing packaged ground mounted units is in excess of $33,000 since 2009. We believe a major contributor to the excessive service costs were the following (2) major deficiencies previously discussed.

1. The damaged condenser coil fins.
2. The disabling of the sensible energy recovery wheel system.

The proposed options discussed later in the report will address both operational issues and should lower service costs substantially.

OWNER'S PROJECT REQUIREMENTS

Prior to performing detailed engineering calculations we felt it was important to document the Owner's Project Requirements regarding the peak occupancy and temperature set points for the multipurpose portion of the building as follows in Table #6:

2017 Monthly Attendance Totals	
January	7,028
February	6,662
March	1,915
April	1,885
May	2,116
June	2,111
July	1,743
August	1,866
September	2,141
October	3,723
November	2,800
December	3,686
Total	**36,676**

Notes:

1. **Track meets are held on Wednesdays in December & January.**
2. **The average attendance for a track meet is 613.**
3. **During track meets/tournaments the temperature is lowered to prevent athletes from getting overheated.**

Recreation Center Hours of Operation
Monday – Thursday: 6:00am – 9:00pm
Saturday: 6:00am – 5:30pm
Open Saturdays (six months a year): January, February, March, September, October & November
Closed Saturdays (six months a year): April, May June, July, August, & December

Table #6: Worcester County Recreation Center 2017 Yearly Attendance/Peak Occupancy

The peak occupancy during track meets is 613 people. During our discussions with staff and the Wicomico County Department of Public Works it was mutually agreed upon to use 1,000 people as the peak design occupancy. Therefore, the engineering calculations for determining ventilating loads and subsequent cooling loads were both based on a peak occupancy of 1,000 people.

SET POINTS

As indicated in Table #7 below the interior design temperature for heating is 68°F and the interior design temperature for cooling during track meets is 68°F. However, track meets occur in the winter months so for cooling load calculations we utilized 72°F as the cooling design temperature. These values were utilized for the heating and cooling loads and also for the preliminary selections of the replacement units.

Gymnasium Thermostat in Heating Mode	
Day Temperature	68°F
Night Temperature	65°F
Track Meets	68°F
Tournaments	68°F
Monday – Thursday	On: 5:00am Off: 10:00pm
Friday	On: 6:00am Off: 5:30pm
Saturday	On: 7:00am Off: 5:30pm
Sunday	On: 12:00pm Off: 4:00pm
Gymnasium Thermostat in Cooling Mode	
Day Temperature	72°F
Night Temperature	75°F
Track Meets	68°F
Tournaments	68°F
Monday – Thursday	On: 5:00am Off: 9:00pm
Friday	On: 5:00am Off: 5:30pm
Saturday	Closed (Unit on 78°F all day, per Don)
Sunday	Closed (Unit on 78°F all day, per Don)

Table #7: Setpoints/ Schedules

Next, we will review our engineering calculations which are based on the previously mentioned peak occupancy load of 1,000 people, 68°F heating mode setpoint temperature, and 72°F cooling setpoint temperature.

ENGINEERING CALCULATIONS

Ventilation Calculations

Due to its contribution to load calculations and the health and well-being of the staff and visitors to the Worcester County Recreation Center, we have calculated the ventilation or fresh air flow rates needed to properly ventilate the portions of the Building served by Ground Mounted Packaged Rooftop Units #1 and #2. One of the most important criteria for determining the ventilation air flow rates besides the square footage of each room is the expected peak people density. Gipe Associates requested feedback from the staff at the Worcester County Recreation Center and they provided the following people count (See Table #8 below) for our use in ventilation calculations and load calculations.

Room Name/Number	Square Footage	Owner Desired Occupancy for Load Calculations
A-100 Fitness Arena – Multipurpose (1/2) – RTU #1 – South	17,625	500 (Seated at Rest)
A-100 Fitness Arena – Multipurpose (1/2) – RTU #2 – North	17,625	500 (Seated at Rest)

Table #8: Owner Desired Occupancy per Room

Based on ASHRAE 62.1- Ventilation for Acceptable Indoor Air Quality criteria, we calculated the ventilation requirements (See Appendix E) for each HVAC system as shown in Table #9 below:

HVAC System	Original Ventilation Air Flow Rate	Calculated Ventilation Air Flow Rate	% difference
RTU # 1	5,150 CFM	4,450 CFM	-15%
RTU # 2	5,150 CFM	4,450 CFM	-15%

Table #9: Ventilation Airflow Rate Summary

As indicated, the original ventilation air flow rates are slightly higher than what we calculated. This is primarily a result of our using the current occupancy counts based on **Table #8**, which are likely much lower than what was utilized when the building was originally designed.

Now that we have determined the correct amount of ventilation air for each HVAC system we can calculate the cooling and heating loads utilizing the same.

Heating and Cooling Load Calculations

Prior to making recommendations relative to the existing HVAC improvements/replacement, we feel it is prudent to verify the capacities and total air flow rates of the existing HVAC systems.

The existing HVAC units serve various spaces as previously illustrated in Figure #1. We have utilized an hourly analysis load program (Carrier HAP Version 5.01) to determine the capacities, air flow rates, and ventilation air flow rates.

The capacity or heating/cooling load calculations are based on the following assumptions in Table #10:

Heating Coil Leaving Air Condition	95°F DB
Cooling Coil Leaving Air Conditions	53°F DB, 52°F WB
Wall U-Value =	0.081 Btu/hr/s.f./°F
Roof U-Value =	0.049 Btu/hr/s.f./°F
Window U-Value =	0.766 Btu/hr/s.f./°F
Lighting Power Density Average =	2.0 watts/ft^2
Interior Plug Load Average Density =	0 watts/ft^2
Space Interior Design Condition Heating =	68°F DB
Space Interior Design Condition Cooling =	72°F DB, 60%RH (max)
Infiltration Air Flow Rate =	0.1 CFM/s.f.
Ambient Design Condition Heating =	10°F DB
Ambient Design Condition Cooling =	95°F DB 78°F WB

Table #10 - Heating/Cooling Load Calculation Assumption

Based on the above assumptions the heating/cooling load coil calculations were performed (See Appendix F) and compared to the original HVAC units' performance data as follows in Table #11:

		Original Scheduled Coil Data	Calculated Coil Load Values	% Difference
RTU #1	Heating Capacity	437,000 btu/hr	366,929 btu/hr	+16%
	Cooling Sensible Capacity	363,840 btu/hr	488,858 btu/hr	-26%
	Cooling Total Capacity	521,240 btu/hr	706,418 btu/hr	-26%
	Supply Air Flow Rate	16,000 cfm	17,500 cfm	-9%
RTU #2	Heating Capacity	437,000 btu/hr	366,929 btu/hr	+16%
	Cooling Sensible Capacity	421,060 btu/hr	488,858 btu/hr	-14%
	Cooling Total Capacity	664,440 btu/hr	706,418 btu/hr	-6%
	Supply Air Flow Rate	16,000 cfm	17,500 cfm	-9%

Table #11 Heating/Cooling Coil Load Calculation Summary

Please note, the calculations above, also include the heating and cooling load for the ventilation airflow rate calculated in the previous section of the report. The loads are based on the use of an enthalpy (total) energy recovery wheel for pre-treatment of outside air with a minimum energy recovery efficiency of 70%.

As indicated in Table #11, the installed equipment capacities are below the calculated required capacities for each of the HVAC systems. The major contributors to this scenario are as follows:

1. The actual people counts result in higher space latent loads requiring lower leaving coil air temperatures than the original HVAC units can produce on peak days.
2. The original design relative humidity setpoint was much higher than the 60% value we utilized.

It is safe to say that the existing HVAC systems are substantially undersized for the current expected peak cooling loads, ventilation loads, and design setpoints. The undersizing will in the future and has in the past resulted in poor temperature/humidity control and higher than necessary utility costs. The next section of the report will review HVAC options based on the results of our calculations.

HVAC OPTIONS

As previously stated the main goals of evaluating the HVAC systems at the Worcester County Recreation Center are as follows:

1. Prolong the life of replacement HVAC equipment.
2. Incorporate energy recovery if possible.
3. Improve the temperature/humidity in the building.
4. Improve ventilation in the building.
5. Provide automatic temperature controls that allow monitoring, trending, scheduling, and remote adjustments of set points.
6. Improve reliability of the HVAC systems.
7. Incorporated variable supply and outside air flow rates due to varying loads/people.
8. Reduce service/maintenance costs.
9. Improve overall efficiency.

Based on these goals, Gipe Associates feels there are two (2) reasonable HVAC options that should be considered as follows:

- Option #1 – Repair and Refurbish the Existing Ground Mounted Packaged Rooftop Units
- Option #2 – Replace Existing Ground Mounted Packaged Rooftop Units with new units.

Next, we will review the details of each option.

Option #1 – Repair and Re-use Existing Ground Mounted Packaged Rooftop Units

Option #1 would involve re-using the existing ground mounted packaged rooftop units in place. This would involve the installation of automatic temperature controls on the existing ground mounted packaged rooftop units and completely refurbishing the existing ground mounted packaged rooftops.

Option #1 would involve the following work and tasks:

1. Coordination with Worcester County Public Works Department on any possible long weekends or down time to allow proper time for repairs.
2. Lock/tag out all applicable energy sources.
3. Furnish Worcester County Public Works Department with a complete service report.
4. Submit a Test/Balance Report to Worcester County Public Works Department for review.
5. Air Survey the Existing Systems.
6. Re- Sheave Units as needed.
7. Install New Belts on units as needed.
8. Clean evaporator coils.
9. Replace condenser coils and associated components
10. Service gas furnaces / perform flue gas analysis
11. Replace condensate traps with correct size traps.
12. Clean all drain pans and condensate pipes
13. Clean fan wheels and correct mass imbalance in "wobbling fan".
14. Replace or clean the existing energy recovery wheel and install filter housing on exhaust air stream.
15. Perform start-up of refurbished HVAC units
16. Test and Balance all New systems
17. Address demand controlled ventilation.
18. Install new controls on both rooftop units.
19. Commissioning of all HVAC systems.

Table #12 – Option #1 Repair and Re-use Existing Ground Mounted Packaged Rooftop Units

We would estimate the construction cost to implement Option #1 to be approximately $258,750. Please refer to the detailed cost estimate in Appendix G.

Option #2 – Replace Existing Ground Mounted Packaged Rooftop Units

Option #2 would involve a complete replacement of all ground mounted packaged rooftop units and incorporating single zone VAV control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for single zone VAV operations.

Option #2 would involve the following scope and tasks:

1. Lock/tag out all applicable energy sources.
2. Replace Ground Mounted Packaged Rooftop Unit #1.
3. Install VFD (Supply and exhaust fans).
4. Replace Ground Mounted Packaged Rooftop Unit #2.
5. Install new duct smoke detectors.
6. Install new plenum curbs.
7. Remove existing Ground Mounted Packaged Rooftop Units.
8. Crane Rental/ Rigging.
9. Phasing Costs.
10. Electrical Connections for New Ground Mounted Packaged Rooftop units.
11. Perform start-up of new HVAC units.
12. Test and Balance all new systems.
13. Address demand controlled ventilation.
14. Install new controls on RTU-1 and RTU-2.

15. Commissioning of all HVAC systems.
16. Miscellaneous Ductwork.
17. Mechanical Insulation.
18. Patch and Repair.
19. Miscellaneous gas and condensate piping.
20. Furnish Worcester County Public Works Department with complete start-up report.
21. Submit Test/Balance Report to Worcester County Public Works Department.
22. Install extended service platforms.

Table #13 – Option #2 Replace Ground Mounted Packaged – Scope/Tasks

We would estimate the construction cost to implement Option #2 to be approximately $536,500. (Please refer to the detailed cost estimate in Appendix H.

Obviously, Option #2 costs substantially more to implement than Option #1. However, first cost, should not be the only criteria since the existing units are already 14 years old and contain refrigerant R-22. Incorporation of Life Cycle Cost Analysis shall be utilized to further evaluate both options.

The next portion of our report will review the Life Cycle Cost Analysis.

LIFE CYCLE COST ANALYSIS:

As previously discussed in the report there are multiple potential options for the HVAC systems that can serve the Worcester County Recreation Center, but to be of maximum benefit, any HVAC system must meet the following criteria:

1. High energy efficiency;
2. Must be easy to maintain;
3. Must provide code required amount of ventilation airflow for people and spaces;
4. Have the capability to maintain temperature and humidity levels in the space required for comfort and maintain good indoor air quality;
5. Must be able to adjust capacity based on widely varying occupancies and event functions.
6. Have low life cycle cost;
7. Have long useful service life.

We have evaluated two (2) potential HVAC Options for incorporation into the Worcester County Recreation Center based on the following criteria:

- Availability of cooling/heating energy sources;
- Required mechanical space;
- Installation costs (first costs);
- Service and maintenance costs (annual costs);
- Annual energy costs;
- Fuel Types;
- Maintenance involvement;
- Utility costs.

Based on the above criteria, the following two (2) Options (previously described in the report) were analyzed for a Life Cycle Cost Analysis for the Multipurpose Room. They are as follows:

Option #1: Repair and Re-use existing packaged ground mounted rooftop units. This would involve the installation of automatic temperature controls on the existing rooftop units and completely refurbishing the existing packaged ground mounted rooftop units.

Option #2: Replace existing packaged ground mounted rooftop units. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives for both supply and exhaust air fans to allow for single zone variable air volume operations.

Because each system has unique advantages and disadvantages, a life cycle cost analysis was performed on each system which evaluates initial cost, operating costs, and maintenance costs associated with each system over a 20 year period.

The initial mechanical installation costs for the two options are tabulated in Table #14.

Option	Mechanical Construction Cost	Cost/Square Foot
Option #1: Re-Furbish Rooftop Units	**$258,750**	$7.34/S.F.
Option #2: Re-Place Rooftop Units	**$563,500**	$15.99/S.F.
Note: Mechanical Construction costs indicated above include supporting electrical connection costs. Mechanical construction costs do not include costs associated with plumbing systems, future additions, or architectural work.		

Table #14: Estimated Initial Mechanical Installation Costs

The next step of the life cycle analysis is to identify the annual operating cost based on energy, service, and maintenance costs. The estimated costs for each of these are summarized below in Table #15.

Option	Annual Energy Cost ($)	Annual Service Cost ($)	Annual Maintenance Cost ($)	Total Annual Operating Cost ($)
Option #1: Re-Furbish Rooftop Units	**$97,631**	**$5,700**	**$7,000**	**$110,331**
Option #2: Re-Place Rooftop Units	**$67,661**	**$3,950**	**$5,000**	**$76,611**

Table #15: Estimated Annual Operating Cost

The final step in the life cycle analysis is to apply a present worth factor to these costs as appropriate for a 20 year life. This factor accounts for escalation in cost of utilities and discount (interest rate) over a 20 year period. Applying the factor to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below.

The total 20-year life cycle cost for Option #1 and Option #2 are as follows:

- Option #1(Re-Furbish) – 20 year life cycle cost = **$2,702,327**
- Option #2 (Replace) – 20 year life cycle cost = **$1,696,757**

From this data the recommended Option based on a life cycle cost analysis is Option #2 (Replacement of Existing Ground Mounted Packaged Rooftop Units). The replacement of the existing units appears to be the overall optimal system due to its energy savings, service cost savings, incorporation of total energy

recovery wheels, and the relatively high first costs associated with re-furbishing the existing units. The full Life Cycle Cost Analysis can be found in the Appendix I.

It is also important to note that Option #1 and Option #2 do not both provide the same design interior conditions. As indicated earlier in the report the existing ground mounted packaged rooftop units do not provide sufficient airflow or a cold enough leaving air temperature (during cooling mode) to achieve the Owner's design conditions inside the Multi-Purpose Space. Therefore, Option #2 is even more desirable because the same when implemented can achieve the Owner's Project Requirements.

The final section of our report shall summarize our findings/recommendations.

SUMMARY & RECOMMENDATIONS

We hope that the preceding sections of our HVAC Analysis have clearly identified the following major findings related to the existing HVAC systems:

1. The existing HVAC systems are 14 years old and nearing the end of their useful life expectancy of 15 to 18 years.
2. The existing cooling systems all contain R-22 refrigerant which should be phased out of the building industry and be replaced with equipment that utilizes R-410A refrigerant.
3. The existing thermostats are residential touch screen type without guards. We would recommend an automatic temperature control system be incorporated into the building with remote sensors protected by guards.
4. The existing cooling set point of 80°F which is completely inappropriate for a multipurpose area related to temperature/humidity performance.
5. The existing ground mounted packaged units are not properly staged in a lead/lag fashion.
6. The smoke evacuation system exhaust fan and intake dampers are not properly fitted with air seals/gaskets.
7. The existing ground mounted packaged roof top unit condenser coils are damaged beyond repair. If the existing units are retained the condenser coils would require replacement.
8. The existing energy recovery wheels are sensible only devices and should have been total energy recovery wheel devices to allow transfer of moisture in addition to sensible (temperature) heat. We would only recommend a total energy recovery wheel (sensible and later) for a multipurpose space HVAC application.
9. The existing energy recovery wheel did not have a filter housing on the upstream side of the exhaust air stream. All air entering the energy recovery wheels must be filtered.
10. Demand controlled ventilation operation on both rooftop units needs to be commissioned and the CO_2 sensor calibrated/tested.
11. The automatic temperature control system is not user friendly and is very limited in its ability to schedule equipment, monitor equipment and trend equipment.
12. When the HVAC system were originally tested/balanced many issues were noted in the TAB Report that have never been addressed resulting in an incomplete start-up and balancing of the original installed HVAC systems.
13. Both existing rooftop units have operational issues related to economizer operation, energy recovery wheel operation, and compressor/ condenser fan staging.

14. The original specified ventilation (fresh air) air flow rates are slightly higher than what is needed to meet current ventilation code requirements.
15. The existing packaged ground mounted rooftop units are substantially undersized when you compare the installed capacities with the calculated heating, cooling, and air flow rate calculations.

Based on the above major findings we previously presented two (2) HVAC options as follows:

HVAC Option #1 – Repair and re-use packaged ground mounted rooftop units	$258,750.00
HVAC Option #2 – Replace existing packaged ground mounted rooftop units	$563,500.00

Table #16 – Summary HVAC Options and Estimated Construction Cost

Due to the age of the existing packaged ground mounted rooftop units and the inability of the existing packaged ground mounted rooftop units to provide proper ventilation, temperature control, and humidity control, we would recommend that the HVAC Option #2 (Install new ground mounted single zone VAV units) be pursued as a long term solution for the multi-purpose portion of the Worcester County recreation center.

HVAC Option #1 (Repair and Re-use Rooftop Units) is obviously less first cost than HVAC Option #2. However, in our opinion this option does not fully address all of the goals of a long term solution for the multi-purpose portion of the Worcester County recreation center building. Therefore, we recommend that you seriously consider replacement of the existing HVAC systems with new HVAC systems using current technologies. Of course, should you decide to pursue Option #1 or any other option, we would be glad to assist you with the same.

We appreciate the opportunity to review the multi-purpose space HVAC systems at the Worcester County Recreation Center and look forward to reviewing our finding with you after you have had a chance to review our HVAC system Analysis Report.

Thank you for allowing Gipe Associates, Inc. to continue to serve you and Worcester County.

Very truly yours,
GIPE ASSOCIATES, INC.

David R. Hoffman, P. E., C.P.D., LEED AP
President
DRH/lks

APPENDIX

Appendix A: Ground Mounted Rooftop Unit Submittal Data
Appendix B: Mechanical Specifications
Appendix C: Original Test and Balance Report
Appendix D: Service Costs
Appendix E: Ventilation Calculations
Appendix F: Heating and Cooling Load Coil Calculations
Appendix G: Cost Estimate for Option #1
Appendix H: Cost Estimate for Option #2
Appendix I: Life Cycle Cost Analysis

CIP Project Name: Ocean City Inlet and Harbor Navigation Improvement Project

Project Director (Name & Title): Robert Mitchell, Director, Department of Environmental Programs
Phone Number: 410-632-1220 x1601

Project Summary and Purpose: Building a structure to alter patterns for sediment deposit, deepening the channel and realigning the channel to deeper water.

Project Location: Ocean City Inlet, Ocean City, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: This is a Section 107 Grant through the Corps of Engineers. Grant funding process has already been initiated, studied, and engineering estimates and designs prepared.

Is there a Federal or State mandate related to this project? If so, please elaborate: The Section 107 process is federally mandated as far as the process for funding the project and the limits on the design parameters authorized by the Section 107 of the Federal River and Harbor Act of 1960.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The project will have a slight impact on the General Fund to provide the 10% local match that Maryland DNR and perhaps the Town of Ocean City cannot match.
What is the useful life of the asset/project? Historical work of this nature lasted over 30 years for the replacement structures designed for this project.
Will this project generate revenue? It will have an indirect effect on commercial fishing and recreational use of the inlet and both activities generate local revenues.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work	1,256,000							**1,256,000**
Construction	9,309,000							**9,309,000**
Equipment/Furnishings								**0**
Other - Construction Management	500,000							**500,000**
TOTAL	**11,065,000**	**0**	**0**	**0**	**0**	**0**	**0**	**11,065,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds	7,897,312							**7,897,312**
State Match	250,000							**250,000**
State Loan								**0**
Assigned Funds	2,574,507							**2,574,507**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Other matching funds, leftove	343,181							**343,181**
TOTAL	**11,065,000**	**0**	**0**	**0**	**0**	**0**	**0**	**11,065,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Ocean City Inlet and Harbor Navigation Improvement Project

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Scope and design solutions were determined after modeling done by the Corps of Engineers. The Corps utilized extensive local interviews and information in the design and modeling done for the project's proposed construction solutions.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project? This is a navigational improvement project designed to benefit vessel safety and provide a long term solution to the shoaling in the OC Inlet. Section 107 projects are formulated for commercial navigation. Economic justification for projects based solely on analysis of operating costs for commercial vessels. The benefits extend to recreational vessels as well.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Estimate was completed as a part of the modeling and design required for federal projects of this type. Estimated is attached along with 15% contingency estimates alongside current contingencies ranging from 10-44%.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

While the Corps decided against project in Spring of 2023, it appears economic justification was not done with consideration of other local economic impacts of not completing a constructed solution. Costs are updated as well.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Shoaling is getting exponentially worse each year and have been exacerbated since Hurricane Sandy in 2013. Besides the Assateague Island Restoration dredging, we are dependent on federal budgeted for maintenance and emergency funds to dredge the inlet where and when we need it. This is dependent on the federal budgeting process and federal, not state or local funding priorities.

****** TOTAL PROJECT COST SUMMARY ******

PROJECT: OC 107 - 65%
PROJECT NO: P2 113070
LOCATION: Wicomico County, MD

DISTRICT: NAB District
POC: CHIEF, Estimating and Specs Section, Perris J. McGhee-Bey
PREPARED: 7/8/2022

This Estimate reflects the scope and schedule in report: FS Report (underway)

Civil Works Work Breakdown Structure		ESTIMATED COST				PROJECT FIRST COST (Constant Dollar Basis)						TOTAL PROJECT COST (FULLY FUNDED)			
						Program Year (Budget EC): 2022 Effective Price Level Date: 1 OCT 21									
WBS NUMBER A	Civil Works Feature & Sub-Feature Description B	COST ($K) C	CNTG ($K) D	CNTG (%) E	TOTAL ($K) F	ESC (%) G	COST ($K) H	CNTG ($K) I	TOTAL ($K) J	Spent Thru: 1-Oct-21 ($K) K	TOTAL FIRST COST ($K) L	INFLATED (%) M	COST ($K) N	CNTG ($K) O	FULL ($K) P
12	NAVIGATION PORTS & HARBORS (Inlet Channel to Jetty Foundational Areas)	$974	$282	29.0% 15%	$1120 $1,256	0.0%	$974	$282	$1,256	$0	$1,256	4.2%	$1,015	$294	$1,309
10	BREAKWATER & SEAWALLS	$6,466	$2,842	44.0% 15%	$7435 $9,309	0.0%	$6,466	$2,842	$9,309	$0	$9,309	6.4%	$6,880	$3,024	$9,904
	CONSTRUCTION ESTIMATE TOTALS:	$7,440	$3,125		$10,565	0.0%	$7,440	$3,125	$10,565	$0	$10,565	6.1%	$7,894	$3,318	$11,212
01	LANDS AND DAMAGES	$0	$0 -		$0	-	$0	$0	$0	$0	$0		$0	$0	$0
30	PLANNING, ENGINEERING & DESIGN	$0	$0	0.0%	$0	-	$0	$0	$0	$2,614	$2,614		$0	$0	$2,614
31	CONSTRUCTION MANAGEMENT	$744	$77	10.4% Total Mgmt	$500 $821	0.0%	$744	$77	$821	$0	$821	4.8%	$780	$81	$861
	PROJECT COST TOTALS:	$8,185	$3,202	39.1%	$8,055 Possible Total $11,386		$8,185	$3,202	$11,386	$2,614	$14,000	6.0%	$8,674	$3,399	$14,687

CHIEF, Estimating and Specs Section, Perris J. McGhee-Bey

Project contingencies (final) dont unusually exceed 10-15%

PROJECT MANAGER, Amber C. Metallo

CHIEF, REAL ESTATE, Susan Lewis

ESTIMATED TOTAL PROJECT COST: $12,073
(excluding projected spent cost)

CIP Project Name: Replace Roof: Snow Hill Middle School/Cedar Chapel S.S.

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new built-up roof at Snow Hill Middle School (90,000 square feet) and Cedar Chapel Special School (17,175 square feet). Existing roof at Snow Hill Middle School is 29-years-old and the existing roof at Cedar Chapel Special School is 37-years-old.

Project Location: Snow Hill Middle School, 522 Coulbourne Lane, Snow Hill, MD. 21863
Cedar Chapel Special School, 510 Coulbourne Lane, Snow Hill, MD. 21863

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for construction.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Snow Hill Middle School and Cedar Chapel Special School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						80,000		**80,000**
Land Acquisition								**0**
Site Work								**0**
Construction	4,164,000							**4,164,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**4,164,000**	**0**	**0**	**0**	**0**	**80,000**	**0**	**4,244,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	1,981,000							**1,981,000**
State Loan								**0**
Assigned Funds	2,183,000					80,000		**2,263,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**4,164,000**	**0**	**0**	**0**	**0**	**80,000**	**0**	**4,244,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Snow Hill Middle School/Cedar Chapel S.S.

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School and Cedar Chapel Special School roofs. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

CIP Project Name: Replace Roof: Pocomoke Elementary School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new built-up roof at Pocomoke Elementary School (52,512 square feet). Existing roof at Pocomoke Elementary School is 30-years-old.

Project Location: Pocomoke Elementary School, 2119 Pocomoke Beltway, Pocomoke, MD. 21851

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Pocomoke Elementary School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	100,000							**100,000**
Land Acquisition								**0**
Site Work		2,143,000						**2,143,000**
Construction								**0**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**100,000**	**2,143,000**	**0**	**0**	**0**	**0**	**0**	**2,243,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	50,000	1,030,000						**1,080,000**
State Loan								**0**
Assigned Funds	50,000	1,113,000						**1,163,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**100,000**	**2,143,000**	**0**	**0**	**0**	**0**	**0**	**2,243,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Pocomoke Elementary School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Worcester Technical High School.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

CIP Project Name: Buckingham Elementary School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: A Feasibility Study for the Buckingham Elementary School project began in July 2022. The Study documented existing building, site and instructional deficiencies at Buckingham Elementary School and provided options to address those deficiencies. The Study, and construction of a replacement school on the existing site, was approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. Conceptual Planning for the replacement school was completed in September 2023..

Project Location: Buckingham Elementary School, 100 Buckingham Road, Berlin, MD. 21811

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State school construction funding will be requested through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Buckingham Elementary Replacement School project will provide more square footage than the existing 49,000 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

What is the useful life of the asset/project? 30-50 years.

Will this project generate revenue? No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	1,053,640	198,800	238,560	337,960	159,040	875,000		**2,863,000**
Land Acquisition								**0**
Site Work								**0**
Construction			15,895,360	26,823,420	6,954,220			**49,673,000**
Equipment/Furnishings				1,666,000				**1,666,000**
Construction Management, Co	33,000	165,000	429,000	643,500	379,500			**1,650,000**
TOTAL	**1,086,640**	**363,800**	**16,562,920**	**29,470,880**	**7,492,760**	**875,000**	**0**	**55,852,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	513,000		5,339,000					**5,852,000**
State Loan								**0**
Assigned Funds	573,640	363,800				875,000		**1,812,440**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds			11,223,920	29,470,880	7,492,760			**48,187,560**
Other - Please Specify								**0**
TOTAL	**1,086,640**	**363,800**	**16,562,920**	**29,470,880**	**7,492,760**	**875,000**	**0**	**55,852,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Buckingham Elementary School

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The Buckingham Elementary School project began in July 2022 with the Feasibility Study. The Study, and the replacement school construction option, were approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. The Conceptual Planning phase of the project was completed in September 2023. The Schematic Design phase will commence upon preliminary approval of State funding in December 2023.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the Buckingham Replacement School project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 45-year-old facility.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As Conceptual Planning is still in progress, projected replacement school size and the associated cost estimates are very preliminary. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Buckingham Elementary is a 45-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

CIP Project Name: New Central Office Building

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Worcester County Public Schools' Central Office operations are currently located in the old Worcester High School. This building was constructed in 1952. There have been no major renovation or addition projects to the building. The existing and original building systems, including water, sewer, electrical and mechanical, have surpassed their expected life. The building will require major systemic upgrades over the next few years in order for the building to remain a viable space for Central Office operations. This project is a preliminary evaluation of required space requirements for a future new Central office facility and the associated costs.

Project Location: Worcester County Schools Central Office, 6270 Worcester Highway, Newark, MD. 21841

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: There are no grants available at this time.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Without the construction of a new Central Office facility, energy and maintenance costs required to maintain the existing 71-year-old Central Office will continue to increase annually. A new Central Office building will provide energy efficiency elements, reducing existing energy costs, and new building systems requiring minimal maintenance costs.

What is the useful life of the asset/project? 50+ years.
Will this project generate revenue? No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		442,408	805,814	132,722	199,084			**1,580,028**
Land Acquisition								**0**
Site Work								**0**
Construction				12,066,360	20,545,425			**32,611,785**
Equipment/Furnishings					790,014			**790,014**
Other - Please Specify: Construction Manager			195,924	626,956	1,136,356			**1,959,236**
TOTAL	**0**	**442,408**	**1,001,738**	**12,826,038**	**22,670,879**	**0**	**0**	**36,941,063**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds		442,408	1,001,738					**1,444,146**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds				12,826,038	22,670,879			**35,496,917**
Other - Please Specify								**0**
TOTAL	**0**	**442,408**	**1,001,738**	**12,826,038**	**22,670,879**	**0**	**0**	**36,941,063**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: New Central Office Building

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

WCPS developed a Preliminary Space Study in September 2022. The Space Study calculated existing square footage for each department within Central Office and projected future square foot requirements. The Study differentiated office space requirements from warehouse space requirements. The Study will be provided to the Project Architect as an initial step in developing a more detailed Space Summary for design of the proposed new building.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the New Central Office construction project will provide current and future school leadership, instructional, finance, technology, transportation, food services, maintenance and facilities personnel with a complete upgrade to the existing 71-year-old facility to provide support to our 14 schools

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects over the past twenty years. As this was a brand new CIP project last year, the required size of the new Central Office facility and the associated cost estimates are very preliminary. The preliminary cost estimate provides unique projected square foot costs for office space and for warehouse space. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

No school construction project is dependent on the completion of this project.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the existing WCPS Central Office building is a 71-year-old structure with aging structural/mechanical/electrical systems and has far exceeded its life expectancy with no major building or systemic upgrades. Maintenance and repair costs will only increase as the building systems continue to age.

CIP Project Name: Replace Roof: Worcester Technical High School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new roof at Worcester Technical High School. The existing shingle roof at Worcester Technical High School will be 20-years-old when this project is scheduled to be executed in summer 2027.

Project Location: Worcester Technical High School, 5290 Worcester Highway, Newark, MD. 21841

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Worcester Technical High School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			120,000					**120,000**
Land Acquisition								**0**
Site Work								**0**
Construction				6,114,000				**6,114,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**120,000**	**6,114,000**	**0**	**0**	**0**	**6,234,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match			60,000	3,028,000				**3,088,000**
State Loan								**0**
Assigned Funds			60,000	3,086,000				**3,146,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**120,000**	**6,114,000**	**0**	**0**	**0**	**6,234,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Worcester Technical High School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Preliminary scope is to replace the shingle system roof at Worcester Technical High School with a metal roof system (the original design intent roofing system for the school). Due to ongoing roof issues, WCPS requested and received a Limited Building Enclosure Evaluation for WTHS in January 2022 from an independent roofing manufacturer. The Evaluation identified deterioration of sheathing due to air space limitations, insufficient ventilation throughout the roof system and valley flashing issues. The Evaluation recommended short-term and long term solutions to the roof issues, including replacement of the roof system.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Worcester Technical High School roof replacement project request timing was a new project identified last year for both the Board of Education and County Capital Improvement Programs. As both the Board of Education and County CIP's progress into the late 2020's, WCPS will continue to identify and include new systemic projects in the CIP.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Worcester Technical High School shingle roof system continues to deteriorate over time.

CIP Project Name: Snow Hill Elementary School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: A Feasibility Study for the Snow Hill Elementary School project is scheduled to begin in July 2026. The Study will document existing building, site and instructional deficiencies at Snow Hill Elementary School and will provide options to address those deficiencies (Replacement School on site, Replacement School off-site or Renovation/Addition to existing school). The Study is scheduled to be complete and presented to the Worcester County Board of Education in December 2026, to the State Interagency Commission on School Construction (IAC) in December 2026 and to the Worcester County Commissioners in March 2027.

Project Location: Snow Hill Elementary School, 515 Coulbourne Lane, Snow Hill, MD. 21863

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Based on preliminary school size and cost estimates for construction scheduled to begin in 2030.
Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Either through a Replacement School of a Renovation/Addition project, the Snow Hill Elementary project will provide more square footage than the existing 40,500 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

What is the useful life of the asset/project? 30-50 years.
Will this project generate revenue? No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			282,230	807,123	970,658		577,650	**2,637,661**
Land Acquisition								**0**
Site Work								**0**
Construction							52,971,001	**52,971,001**
Equipment/Furnishings							1,948,594	**1,948,594**
Other - Please Specify: Construcrtion Manager, Commissioning							3,461,319	**3,461,319**
TOTAL	**0**	**0**	**282,230**	**807,123**	**970,658**	**0**	**58,958,564**	**61,018,575**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds							41,670,564	**41,670,564**
State Match							17,288,000	**17,288,000**
State Loan								**0**
Assigned Funds			282,230	807,123	970,658			**2,060,011**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**282,230**	**807,123**	**970,658**	**0**	**58,958,564**	**61,018,575**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Snow Hill Elementary School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The Snow Hill Elementary School project will begin in July 2026 with the Feasibility Study. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the Snow Hill Elementary construction project will provide current and future students, faculty and Snow Hill Elementary parents and community with a complete upgrade to the existing 44-year-old facility.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As the Feasibility Study is three years from starting, projected replacement/renovation school size and the associated cost estimates are very preliminary.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Snow Hill Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Snow Hill Elementary is a 44-year-old facility, which will be 51-years-old when construction is scheduled to begin in 2030, with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

Project: Wor-Wic Student Success and Wellness Center

Project Director (Name & Title): Jennifer Sandt, Vice President for Administrative Services
Phone Number: 410-334-2911

Project Summary and Purpose: A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include the student engagement and student club offices, as well as additional student success and support services office space. It will also include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms, the health and wellness faculty members, and a food services concession/kiosk space. A multi-purpose athletic field is also being considered. The college currently has a space deficit for offices, and student wellness and recreational space. This project is projected to cost $55 million and will be eligible for 75% state funding.

Project Location: Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? None that we are aware of

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund Operating expenditures such as personnel or utilities & maintenance? NA

What is the useful life of the asset/project? 50 years

Will this project generate revenue? NA

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				171,875				**171,875**
Land Acquisition								**0**
Site Work								**0**
Construction					3,437,500			**3,437,500**
Equipment/Furnishings							171,875	**171,875**
Other								**0**
EXPENDITURES								
TOTAL	**0**	**0**	**0**	**171,875**	**3,437,500**	**0**	**171,875**	**3,781,250**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds				171,875	3,437,500		171,875	**3,781,250**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
								0
								0
TOTAL	**0**	**0**	**0**	**171,875**	**3,437,500**	**0**	**171,875**	**3,781,250**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Project: Wor-Wic Student Success and Wellness Center

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law? This project is included in our 10-Year Facilities Master Plan (Feb. 2019). According to our "space needs report" that is submitted to the State annually, we are deficit of square footage for the types of spaces that we'd like to incorporate into this building. The report shows a current deficit and then projects a 10-year deficit, as well. The half gym and fitness room in Guerrieri Hall is primarily used by the criminal justice students and is only available to students and employees for one hour per day. We are in need of a larger, more private area for student success and mental health services. Our student engagement (student activities) and student clubs are in need of dedicated spaces. Faculty offices for health and wellness for both credit and non-credit could reside in this new building. There will also be opportunities available to the public.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact? Worcester County residents who attend Wor-Wic will benefit from the building. Some of our student service offices will move to the building to provide an improved experience for students. There will be an increase in student clubs and recreational offerings, which will help to recruit and retain students by providing more events/activities to students outside of their classes. Mental health and well-being are vital to student success/retention and this building will provide the opportunity to expand/improve services. The building will also house faculty who teach health and wellness related courses, meeting space, study space and recreation space. There will also be opportunities open to the public.

Cost estimate.
How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate? The estimate is based upon a dollar per square foot provided by Whiting-Turner. This next year, we will be working on the submission to the State, which is due in March 2025.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? NA

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? NA

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2024 STATE	FY 2024 WIC	FY 2024 WOR	FY 2025 STATE	FY 2025 WIC	FY 2025 WOR	FY 2026 STATE	FY 2026 WIC	FY 2026 WOR	COLLEGE
MAINTENANCE BUILDING EXPANSION										
Design, CM Preconstruction							375,000	0	0	125,000
Construction, CITS							1,312,000	0	0	438,000
Furniture and Equipment										
TOTAL	0	0	0	0	0	0	1,687,000	0	0	563,000
STUDENT SUCCESS & WELLNESS CENTER										
Design, CM Preconstruction										
Construction, CITS										
Furniture and Equipment										
TOTAL	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	0	0	0	0	0	0	1,687,000	0	0	

CAPITAL PROJECTS	FY 2027 STATE	FY 2027 WIC	FY 2027 WOR	FY 2027 COLLEGE	FY 2028 STATE	FY 2028 WIC	FY 2028 WOR	FY 2029 STATE	FY 2029 WIC	FY 2029 WOR
MAINTENANCE BUILDING EXPANSION										
Design, CM Preconstruction										
Construction, CITS	1,312,000	0	0	438,000						
Furniture and Equipment	563,000	0	0	186,000						
TOTAL	1,875,000	0	0	624,000	0	0	0	0	0	0
STUDENT SUCCESS & WELLNESS CENTER										
Design, CM Preconstruction					1,875,000	453,125	171,875			
Construction, CITS								37,500,000	9,062,500	3,437,500
Furniture and Equipment										
TOTAL	0	0	0		1,875,000	453,125	171,875	37,500,000	9,062,500	3,437,500
GRAND TOTAL	1,875,000	0	0		1,875,000	453,125	171,875	37,500,000	9,062,500	3,437,500

CAPITAL PROJECTS	FY 2030 STATE	FY 2030 WIC	FY 2030 WOR	FY 2031 STATE	FY 2031 WIC	FY 2031 WOR	FY 2032 STATE	FY 2032 WIC	FY 2032 WOR
MAINTENANCE BUILDING EXPANSION									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment									
TOTAL	0	0	0	0	0	0	0	0	0
STUDENT SUCCESS & WELLNESS CENTER									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment	1,875,000	453,125	171,875						
TOTAL	1,875,000	453,125	171,875	0	0	0	0	0	0
GRAND TOTAL	1,875,000	453,125	171,875	0	0	0	0	0	0

CAPITAL PROJECTS	FY 2033 STATE	FY 2033 WIC	FY 2033 WOR	TOTAL STATE	TOTAL WIC	TOTAL WOR	TOTAL COLLEGE	GRAND TOTAL
MAINTENANCE BUILDING EXPANSION								
Design, CM Preconstruction				375,000	0	0	125,000	500,000
Construction, CITS				2,624,000	0	0	876,000	3,500,000
Furniture and Equipment				563,000	0	0	186,000	749,000
TOTAL	0	0	0	3,562,000	0	0	1,187,000	4,749,000
STUDENT SUCCESS & WELLNESS CENTER								
Design, CM Preconstruction				1,875,000	453,125	171,875		2,500,000
Construction, CITS				37,500,000	9,062,500	3,437,500		50,000,000
Furniture and Equipment				1,875,000	453,125	171,875		2,500,000
TOTAL	0	0	0	41,250,000	9,968,750	3,781,250	0	55,000,000
GRAND TOTAL	0	0	0	44,812,000	9,968,750	3,781,250	1,187,000	59,749,000