

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

**December 3, 2019**

### Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103  
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding hiring a Parks Worker II for Recreation & Parks, a  
Maintenance Worker I and a Plant Operator Trainee for the Water and Wastewater  
Division of Public Works; receiving legal advice from Counsel; discussing pending  
litigation; and performing administrative functions
- 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:05 - Annual Election of County Commissioners' President and Vice President No #
- 10:10 - J. Ranck - Library Director: Pocomoke Branch Library Addition/Renovation or Replacement 1
- 10:20 - Chief Administrative Officer: Administrative Matters 2-9  
(Award of Bid for Ocean Pines Branch Library Carpet Replacement Project; Upcoming Board Appointments;  
Distribution of Grants to Non-Profit Food Assistance Organizations; Recent Developments - Phosphorous  
Management Tool; 2020 Census Grant Application; Out-of-State Travel to American Planning Association 2020  
National Conference; Adoption of Standard Sewer Flow Calculations for Public Sewer Systems; Request for  
Allocation of Additional EDUs for Stockyard, Inc. Properties; and potentially other administrative matters)
- 10:30 -
- 10:40 -
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 - Questions from the Press; County Commissioner's Remarks
- 11:41 - Christmas Tree Trimming with Worcester County Developmental Center Clients  
- 1<sup>st</sup> Floor Atrium
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)
- 1:10 -
- 1:20 -
- 1:30 -

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

**Hearing Assistance Units Available** - see Kelly Shannahan, Asst. CAO.

Please be thoughtful and considerate of others.

**Turn off your cell phones & pagers during the meeting!**

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## Minutes of the County Commissioners of Worcester County, Maryland

November 19, 2019

Diana Purnell, President  
Joseph M. Mitrecic, Vice President  
Anthony W. Bertino, Jr.  
Madison J. Bunting, Jr.  
James C. Church  
Theodore J. Elder  
Joshua C. Nordstrom

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, with Commissioners Elder, Mitrecic, and Nordstrom temporarily absent, the Commissioners voted to meet in closed session at 8:30 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (8) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Human Resources Director Stacey Norton; and County Attorney applicants. Topics discussed and actions taken included conducting interviews for County Attorney.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 9:59 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order, and following a morning prayer by Phyllis Wimbrow and pledge of allegiance, announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved their November 5, 2019 closed session minutes as amended and open session minutes as presented.

The Commissioners conducted a public hearing on the requested five-year Capital Improvement Plan (CIP) FY21 - FY25. Senior Budget Accountant Kim Reynolds advised the Commissioners that projects totaling \$75,110,390 are proposed over the five-year period. She stated that, of the proposed projects, \$9,840,108 or 13.1% are proposed to be funded by the General Fund and \$36,957,977 or 49.2% from general bond funds. The remaining portion would be funded by user fees, grant funds, State match funds, State loans, assigned funds, and enterprise bonds. She reminded the Commissioners that the CIP is strictly a planning document, and a project's inclusion in the CIP does not constitute funding approval. Rather, each project will be considered and if approved would be refined as details come to light and as projected revenues are known. Priority projects would be given approval to move forward with more detailed planning.

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Commissioner Purnell opened the floor to receive public comment.

There being no public comment, Commissioner Purnell closed the hearing.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 19-35 adopting the Worcester County Five-Year Capital Improvement Plan for FY21-FY25 as presented.

Pursuant to the written request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Bertino, the Commissioners unanimously approved bid specifications to rehabilitate two single-family homes in the Berlin and Snow Hill areas, with funding through the County's new Community Development Block Grant (CDBG).

The Commissioners met with Information Technology Director Brian Jones to review correspondence from Kenrick M. Gordon, P.E., Director of the Governor's Office of Rural Broadband, informing the County that the State awarded \$2 million in FY20 funds to the Department of Housing and Community Development (DHCD) to support the Office of Rural Broadband in its effort to assist in expansion of broadband into unserved, rural areas of Maryland and urging the County to submit a request for interest (RFI) to partner with them to improve the delivery of broadband services in said areas in Worcester County. Mr. Jones advised that responding to the RFI would not obligate the County to any actual work or costs associated with a potential project. In a related matter, he noted that County staff anticipates receiving results from the ongoing 2019 Broadband Feasibility Study by December 31, 2019, and the County can submit an RFI now and fill in further details about this possible County project as that information becomes available.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Purnell to sign the letter of interest in the Rural Broadband Expansion - Federal Application Assistance Program.

Pursuant to the request of Recreation and Parks Director Tom Perlozzo and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved bid specifications for the dredging of Public Landing, with Land, Water, and Conservation grant funds of \$250,000 available to fund 100% of project costs.

The Commissioners met with Mr. Perlozzo to discuss his proposal to reallocate \$40,000 in existing approved budget expenses from bid fees to purchase or rent a 52' x 32' portable, synthetic ice rink for use within Worcester County Recreation and Parks (WCRP). Mr. Perlozzo noted that County staff saved \$40,000 from the Spartan Race and Tough Mudder that could be used for this purpose, with the WCRP Advisory Committee Boosters to provide an additional \$5,000 toward this purchase. He noted that the rink could be used to generate revenue and create additional community engagement by setting it up at County events, like Harbor Day, the Worcester County Fair, and other community events. In response to a question by Commissioner Bertino, Mr. Perlozzo stated that the rink could be used year-round, be operated by County staff, and be stored at the Worcester County Recreation Center (WCRC) when not in use. He further confirmed that maintenance costs would be minimal and limited to vacuuming and applying a silicone-base spray. In response to a question by Commissioner Bunting, Mr. Perlozzo stated that

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the County could purchase the rink at a cost of approximately \$50,000 or rent it at a cost of approximately \$20,000. In response to a question by Commissioner Church, Mr. Perlozzo stated that the proposed rink could accommodate up to 50 skaters, and the County could seek partnership opportunities to expand the use of the rink in the future.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to waive the standard bid requirements and authorized staff to pursue opportunities to either rent or purchase a 52' x 32' Glice synthetic ice rink.

The Commissioners met with Environmental Programs Director Bob Mitchell to schedule a public hearing on a Comprehensive Water and Sewerage Plan amendment application submitted by Paul Carlotta to reclassify the sewer planning area for the Mystic Harbour Sanitary Service Area (SSA) for an existing roadside stand and proposed restaurant on the property of Assateague Farms, LLC and identified on Tap Map 33 as Parcel 29 from S-3 (6-10 years planned service) to S-1 (immediate to two years). Mr. Mitchell advised that the Planning Commission found the proposed amendment to be consistent with the County's Comprehensive Development Plan and granted the application a favorable recommendation.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to schedule a public hearing on December 17, 2019 to receive public comment on the proposed amendment to the Worcester County Water and Sewerage Plan and reclassification of the sewer planning area.

The Commissioners met with Ellen Payne, Assistant Director of Administration for the Department of Social Services (DSS), to consider a request from DSS Director Roberta Baldwin to assist DSS in applying to participate in the Maryland Summer Supplemental Nutrition Assistance Program (Summer SNAP) to reduce food insecurity during the summer months when County children are out of school. Ms. Payne advised that to participate and request a \$100,000 grant the County must agree to provide matching funds of \$100,000. Commissioner Bertino noted that the matching fund requirement is based on the school funding formula that is unfair to Worcester County, and he pointed out that Wicomico County is only required to fund a 5% match and Somerset County a 4% match. Furthermore, if the County does commit the requested funding, the State would dictate where to allocate those funds. He stated that, as good hearted as this sort of program is, the Commissioners, not the State, are better suited to determine where the funds are most needed. In response to questions by Commissioner Bertino, Ms. Payne advised that, even if the County agrees to the \$100,000 match, it is unlikely that the State will provide the full \$100,000 in State funding, as the Summer SNAP program only has \$200,000 to be distributed throughout all Maryland jurisdictions.

Commissioner Purnell stated that she does not support the State funding formula, but that the County has an obligation to assure that local children do not go hungry. Commissioner Bunting concurred, stating that he would prefer not to participate in the Summer SNAP program and to instead allocate County funding to feed hungry children and thus determine where that funding might best be allocated. Commissioner Mitrecic recognized that hunger in the County is an issue that needs to be addressed, but that if the County participates in Summer SNAP program, the State will distribute those funds based on zip codes with the highest poverty rates,

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which will likely result in little or no aid being distributed to areas like Ocean City that have high poverty rates during the winter months. Instead of participating in the Summer SNAP program, he suggested allocating County funding directly to local nonprofits with existing programs that provide food to hungry families in the community. In response to a question by Commissioner Church, Ms. Payne advised that 1,734 County youth received food stamps last year, and 1,454 participated in the free lunch program through the school system during that same time period. Commissioner Nordstrom concurred with his fellow Commissioners, but objected to declining any amount of State funding.

Following much discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously declined to participate in the Summer SNAP program and instead committed \$100,000 in County funding directly to area nonprofits that feed hungry families, and they directed staff to develop recommendations regarding how best to distribute the funds for the Commissioners' consideration at their December 3, 2019 meeting.

The Commissioners conducted a second public hearing on changes made to the draft resolution establishing a standard sewer flow calculation process for determining the number of equivalent dwelling units (EDUs) required to serve residential and non-residential land uses to be served by public sewer systems in the County. Also in attendance were Sewer Committee representatives Chief Administrative Officer Harold Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Environmental Programs Director Bob Mitchell, Environmental Programs Deputy Director David Bradford, Public Works Director John Tustin, Public Works Deputy Director John Ross, Development Review and Permitting Director Ed Tudor, Finance Officer Phil Thompson, and Enterprise Fund Controller Jessica Wilson. Following the original public hearing on establishing standard sewer flow calculations, which took place on August 20, 2019, the Commissioners tabled the draft resolution until a reconsideration or appeal process was added to the resolution as part of the policy for their review and consideration at a future meeting. While staff recommends against such a reconsideration process, in follow up to that directive, Mr. Mitchell advised that sections 1F and 1G were added to the draft resolution to provide a reconsideration process that would allow all new non-residential water and sewer customers up to three years to request an audit of their EDU allocations based on certain criteria as outlined in subsection 1F; and allow the County to monitor daily flow data and audit any non-residential water or sewer customer at any time over any study period as described in the reconsideration process in subsection 1F to determine actual daily flow rates. Following the monitoring process, any customer found to be exceeding his or her daily EDU allocation on more than 10 days or having used an average daily flow over any three consecutive days, which is greater than the allocated flow, shall be required to purchase additional EDUs or take measures to reduce flows if EDUs are no longer available. Mr. Mitchell noted, that as outlined in a memo by Mr. Shannahan, the County has been calculating projected sewage flow for the past 40 years based on industry-standard design manuals, including the following: Metcalf & Eddy's Wastewater Engineering Textbook - latest edition published 2013; 10 - States Standards - Recommended Standards for Wastewater Facilities - latest edition published 2014, and Design Guidelines for Wastewater Facilities - Maryland Department of the Environment (MDE) Engineering and Capital Projects Program, latest edition published 2016; with local modifications provided by the Maryland Department of Health and Mental Hygiene

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(DHMH), and actual observed flows recorded by Worcester County Public Works (formerly the Worcester County Sanitary Commission) and Worcester County Environmental Programs. One of the primary goals of this resolution is to incorporate this extensive data into an easy-to-use format for both applicants and staff to reference in calculating projected sewer flow for new development in Worcester County. The Sewer Committee believes that a reconsideration process re-introduces uncertainty to the process for which they are attempting to establish standards upon which developers, residents, business-owners, and staff can rely upon to ensure that adequate wastewater treatment capacity is available now and in the future to serve all customers in the service area. Mr. Mitchell concluded that the Sewer Committee unanimously recommends against the inclusion of a reconsideration process in the resolution for a number of reasons, which include but are not limited to concerns regarding how to ensure that subsequent owners are aware of and abide by any prior agreements developed as a result of the reconsideration process, and peak flows, as wastewater facilities are designed and EDUs are assigned based upon a flow in gallons per day, and using average flow data over multiple days, weeks or months does not account for daily peak flow, which could overwhelm the sewer infrastructure (pipes, pump stations, treatment plant and effluent disposal sites) and create environmental hazards.

Commissioner Nordstrom sought comments from Commissioners Bunting, Church and Mitrecic, who represented the Commissioners on the Sewer Committee during the development of the proposed standard sewer flow calculation process. Commissioner Mitrecic stated that he concurs with the proposed flow rates. However, he stated that staff has not presented any evidence to sway his support for the reconsideration process, noting that if the County plan permits staff to consider increasing someone's flow rate, they should also be required to decrease a flow rate and repurchase excess EDUs that are not needed. Commissioner Bunting concurred in part, but stated that rather than a reconsideration process that looks back after the fact, he supported addressing issues on the front end by allowing for the granting of an exception to the standard sewer flow calculation chart if the applicant can provide documentation up front to support doing so. For example, if the standard sewer flow rate chart indicated that a specific size restaurant would require 10 EDUs, but the applicant could provide documentation that only five EDUs are needed, that individual should be permitted to purchase the lesser number and agree to a monitoring period for a specified time.

Commissioner Bertino supported the inclusion of a reconsideration process. In response to questions by Commissioner Bertino, Mr. Mitchell stated that staff considers engineering documents and other source information when considering the number of EDUs required for specific projects, and historical data indicates that at no time has any applicant been required to purchase significantly more EDUs than necessary. Mr. Shannahan noted that the sewer flow rates included in the resolution were developed from 40 years of data, and though after the resolution is adopted and the sewer flow rates would, essentially, be set in stone, the Commissioners could revisit and amend the table as needed. In response to further questions by Commissioner Bertino regarding the potential for problems when a business changes ownership, Mr. Tudor stated that the new owner would apply for a change of tenant permit, at which time County staff would review the floor plan to determine adequate sewer flow.

Following much discussion, Commissioner Purnell opened the floor to receive public comment.

Attorney Mark Cropper stated that the language proposed in the reconsideration process

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is no more than an audit by County staff who would be tasked with reconsidering the actions originally taken by County staff, which he felt posed a conflict of interests. Instead, he urged the Commissioners to establish an independent body that would be tasked with handling reconsiderations.

Palmer Gillis of Ocean City, who develops medical offices, disagreed with certain aspects of the standard flow calculations chart. For example, he stated that the County set sewer flow rates for medical offices between 0.1 and 1.0 gallons of sewer flow per gross square foot of building area, while medical offices being built today often use only 0.03 to 0.05 gallons of sewer flow based on mixed medical uses. He stated that this difference can equate to a requirement for the developer to spend significantly more in EDU charges and project fees unnecessarily, money that he does not just have lying around and must depend on bank loans to cover. However, he cannot get a bank loan until he has a building permit, and he cannot acquire a building permit until he has paid all applicable permit fees up front. Therefore, he urged the County to work with local developers to draft a revised standard flow calculations chart that more accurately depicts sewer usage based on recent scientific evidence from medical office developers rather than historic data. County Attorney Maureen Howarth questioned how staff could be assured that the data being provided by a developer would be accurate, to which Mr. Gillis offered to provide actual water and sewer bills for similar projects.

Attorney Hugh Cropper, representing Sun Frontier, urged the Commissioners to support a reconsideration process that would be overseen by an independent board, as recommended by Mark Cropper. He also reminded the Commissioners of his pending application for EDUs for Frontier Town, which was postponed until the sewer flow calculations resolution was adopted.

There being no further public comment, Commissioner Purnell closed the public hearing.

In response to a question by Commissioner Bunting, Mr. Gillis advised that water and sewer usage in the medical world is substantially less than what's shown in the proposed flow chart, but that the County could do away with the reconsideration process by working with developers to develop a chart that is based on current science, statistics, and data. Ms. Howarth counseled against this suggestion, but stated that a better option could be to pursue Commissioner Bunting's idea to open the review process in subsection 1E to all the uses in the table, but if someone chooses to take advantage of that process, and if it is later determined that the individual uses less flow than originally required to purchase, the County could buy back the excess EDUs. In response to a question from Mark Cropper regarding how the County would proceed if neither staff nor a developer can reach an agreement, Ms. Howarth advised that there could be a study period in which to collect data after the project is fully built out to determine the actual flow.

Commissioner Mitrecic stated that the proposed resolution should include some sort of appeal process, so that any flow rate charted or uncharted can be appealed, first to staff and then to an appeals board.

Following much discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously directed staff to revise the draft resolution to include a flow agreement whereby actual flow can be determined either less than or greater than the standard flow calculations for the Commissioners to review and consider at their December 3, 2019 meeting.

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The Commissioners recessed for five minutes.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing on Bill 19-9 (Public Safety - Fire Marshal), which was introduced by Commissioners Bertino, Bunting, Elder, Mitrecic, Nordstrom, and Purnell on October 15, 2019. Mr. Higgins advised that Bill 19-9 repeals and reenacts PS 1-301(a) of the Public Safety Article to modify the appointment process for the Worcester County Fire Marshal by the County Commissioners. Mr. Higgins advised that the text amendment seeks to replace the old procedure for appointing the Fire Marshal, in which the Fire Prevention Committee, which is comprised of the chief of each County fire company, submits a list of names for the Commissioners' consideration, with a new procedure in which the Worcester County Human Resources Office coordinates the application and selection process, as they do for all County employees.

Commissioner Purnell opened the floor to receive public comment.

Worcester County Volunteer Fireman's Association President Tim Jerscheid supported the bill as presented, noting that the hiring process for the Fire Marshal should adhere to the County hiring process; however, he urged the Commissioners to hire from within, provided a certified employee meets the requirements for this position, and requested that the name of any proposed candidate be provided to the Worcester County Volunteer Fireman's Association as a courtesy prior to hiring that individual as the Fire Marshal.

There being no further public comment, Commissioner Purnell closed the public hearing.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Bill 19-9 as presented.

The Commissioners conducted a public hearing on Bill 19-8 (Zoning - Churches, Temples, and Mosques in the I-1 Light Industrial District), which was introduced by Commissioners Bertino, Bunting, Elder, Mitrecic, Nordstrom, and Purnell on October 15, 2019. Mr. Tudor explained that Bill 19-8 rennumbers the existing subsection 13 of ZS 1-212(c)(13) to subsection 14 and adds this new subsection to permit by special exception in the I-1 District churches, temples, and mosques, and establishes minimum lot requirements for lot area, width, and front, side, and rear-yard setbacks. He then advised that the Planning Commission granted the proposed text amendment a favorable recommendation, but staff is concerned that the proposed use does not conform to the purpose and intent of the I-1 District, and that it will open up the limited amounts of land that are so zoned to more non-industrial uses when an abundance of properties that are already appropriately zoned for these uses are available. Commissioner Bunting noted that if adopted this bill will be applicable Countywide, and he shared staff's concerns.

Commissioner Purnell opened the floor to receive public comment.

Mark Cropper, attorney for Oak Ridge Baptist Church which filed the text amendment on its own initiative, agreed with Commissioner Bunting that there are other locations and instances in which such a use would be truly incompatible with industrial activities. However, he noted that Bill 19-8 is simply enabling legislation, which would allow an applicant to appear before the Board of Zoning Appeals (BZA) on a site specific application to determine if such a use is appropriate on a certain piece of property. He cited the condition, which must be met for the



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BZA to approve a request for a special exception, and stated that there are not likely to be many requests for such uses in the I-1 District. Furthermore, he advised that Oak Ridge Baptist Church has identified a specific location where the landlord is both the owner and operator of a facility in an I-1 District who supports the church locating in his building and will ensure compatibility. Therefore, he urged the Commissioners to support this enabling legislation.

There being no further public comment, Commissioner Purnell closed the public hearing.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously adopted Bill 19-8 (Zoning - Churches, Temples, and Mosques in the I-1 Light Industrial District) as presented.

The Commissioners met with Mr. Tudor to consider a text amendment application submitted by Mark Cropper, which seeks to amend the Zoning and Subdivision Control Article to permit private commercial and noncommercial recreational areas and centers in the I-1 Light Industrial District by special exception. Mr. Tudor advised that the Planning Commission reviewed the proposed text amendment, expressed concern about the presence of children and adolescents at a recreational facility located within an industrial zoning district or adjacent to an industrial use, and, therefore, gave it an unfavorable recommendation. Furthermore, staff is very concerned about how adoption of this bill would contribute to the slow erosion of the Zoning Code.

Following some discussion, Commissioner Nordstrom introduced the aforementioned text amendment as Bill 19-10 and the Commissioners scheduled a public hearing on the bill for December 17, 2019.

Commissioner Purnell closed the legislative session.

The Commissioners recessed for lunch.

The Commissioners met with Mr. Tudor and Finance Officer Phil Thompson to discuss the two main components of the proposed implementation plan for the new rental property licensing regulations. Mr. Tudor reviewed the first component, which includes the following DRP processes: intake of rental license applications for hotel/motel, short-term residential, mobile home park, campground, bed and breakfast, group homes, and boarding and lodging houses, all with different aspects to review; identify properties being used for rental purposes to ensure that they are properly licensed; intake and investigate rental-related complaints; handle changes to licensed properties, such as changes in ownership or type of license or actual physical change to the property; and an ongoing education campaign about the requirements of the rental license program. Mr. Thompson reviewed the second component of the program, collection of the room tax on those rentals of less than four months, which will be handled by the Treasurer's Office. He stated that, with a robust licensing program, staff anticipates a significant increase in the collection of these taxes. He stated that this will also generate an additional workload, which can be managed by purchasing software that will be compatible with the County's current system and add a more efficient way to capture room taxes on the licensed parcels. Mr. Thompson then advised that staff compared three possible products from New World, Munis, and Tyler Energov and determined that the Munis CSS (customer self service) software at a purchase cost of \$50,492, an implementation cost of up to \$39,200, and an annual maintenance cost of \$11,736

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will best fit the County's needs. He stated the software is well worth the investment to procure the proper tools to aid both the Treasurer's Office with collection efforts and DRP with rental licensing.

Commissioner Mitrecic supported purchasing the software, but expressed concern regarding the proposed \$400 short-term rental license fee, which has generated a lot of pushback from property owners. Since the new program includes a number of potential variables, he suggested hiring one employee rather than two to administer the program and reducing the annual fee to \$200 initially and then re-evaluating the fee structure and need for a second employee during FY21 budget deliberations. In response to comments by Commissioner Mitrecic, Mr. Thompson confirmed that the new software will also be used to collect the room tax in Ocean City. With regard to fee comparisons, Mr. Tudor stated that Talbot County charges an annual short-term rental license fee of \$440. He further noted that, if one of the goals of the program is to generate revenue for the County, one employee needs to be tasked primarily with scouring the internet at all times to identify short-term rental properties that have not been reported to the County.

In response to concerns raised by Commissioner Bertino, who stated that the short-term rental license fee will have a significant impact on Ocean Pines, Mr. Tudor stated that an average three-day stay in Ocean Pines costs approximately \$1,200, and the annual rental license fee of \$400 is all-inclusive, meaning there would be no add-on fees outside of a potential complaint fee to be paid by the property owner in the event County staff or law enforcement were called to the property to investigate a complaint.

Commissioner Elder left the meeting.

Commissioner Nordstrom stated that the \$100 fee for year-round or seasonal rentals of more than 28 days should be eliminated or at a minimum reduced to \$50, as neither the property owners nor the renters in his district can afford even a minimal rent increase to cover such fees.

In response to a question by Commissioner Purnell, Mr. Thompson concurred that the \$400 fee for a short term rental license covers all fees that would be incurred by DRP and the Treasurer's Office to administer the program.

Commissioner Church stated that he has a major concern with the proposed \$400 annual fee for short-term rental properties. In response to comments by Commissioner Church, Mr. Tudor stated that, while the proposed fee was based on a directive by the Commissioners for the program to be self sufficient, they may establish a lower fee or even no fee at all. However, he cautioned that the Commissioners' goal of making the program self-sufficient and generating additional room tax revenue for the County, which is currently unreported, will be compromised with reductions in the proposed fees.

Commissioner Bunting stated that, while he believes fees should cover the cost of administering the rental license program, the proposed annual fees of \$400 per unit for short-term rental properties and per lot, site, or unit for mobile home parks initially shocked him. In response to questions by Commissioner Bunting regarding the license fees for mobile home parks, Mr. Thompson stated that the new fee will be assessed for each unit in the 13 mobile home parks located in Worcester County, regardless of occupancy status. Assistant Finance Officer Jennifer Swanton stated that the new fee will actually result in significant savings, as compared to the former excise tax of \$600 to \$700, which was based on 15% of the gross lot rent per unit, minus electric or fuel costs. She further noted that staff research has found that at least two parks

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were under-reporting their excise taxes. Mr. Thompson cautioned that reducing the mobile home park license fees from \$400 per unit will result in reduced revenues, as compared to the former excise tax revenues that the fee replaces and was intended to be budget neutral.

Following much discussion and upon a motion by Commissioner Mitrecic, the Commissioners voted 4-2, with Commissioners Nordstrom and Purnell voting in opposition, to hire one employee in DRP to administer the program and revise the draft resolution establishing rental license fees to reduce the annual short-term rental property fee and mobile home park fee from \$400 to \$200 per unit and reduce the year-round or season rental fee from \$100 to \$50 per unit initially and then to re-evaluate the fee structure and potential need to hire a second employee to help administer the program during FY21 budget deliberations.

In follow up to a request from the Commissioners on November 5, 2019, Mr. Tudor provided them with an update on the status of Nuisance Abatement No. 18-4 on property owned by Denise and Vincent Lynch and located at 10720 St. Martins Neck Road in Bishopville, and more specifically identified on Tax Map 9 as Parcel 153. On February 5, 2019 the Commissioners agreed to grant the Lynch family an extension to abate the nuisance provided they would then meet four specific conditions and deadlines. Mr. Tudor stated they have met the basic requirements of the conditions. However, though they still need to apply siding to the east end of the building prior to the expiration of the extension, Mr. Lynch has assured County staff that he was meeting with a contractor on November 12 to complete the work, as the project is too overwhelming for him to tackle on his own, with Mr. Lynch to advise staff of the plan of action from there. In response to a question by Commissioner Bunting, Mr. Tudor stated that Mr. Lynch applied to the Board of Zoning Appeals (BZA) to erect a manufactured addition; however, the homeowner does not have the financial means to complete that project at this time.

Upon a motion by Commissioner Nordstrom, the Commissioners unanimously agreed to table discussions regarding upcoming board appointments for terms beginning January 1, 2020 until their December 3, 2019 meeting.

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to review the Commissioners' proposed meeting schedule and budget schedule for 2020, which was revised in response to the discussion at their last meeting. Commissioners' meetings generally take place on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event. Mr. Shannahan stated that in 2020 the Statewide General Election Day is Tuesday, November 3, so the first meeting in November is proposed for Wednesday, November 4, and the National Hurricane Conference will take place in Orlando from April 6-9, 2020, so the regular meeting date of April 7 has been pushed to April 14, with the second meeting one week later on April 21. Furthermore, Tuesday afternoon budget work sessions that were originally proposed to start at 1:00 p.m. following the Commissioners' morning meetings have been rescheduled for Wednesday mornings at 9:00 a.m. to accommodate Commissioner Elder's schedule

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved their 2020 meeting and budget schedules as revised.

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Pursuant to the written request of Budget Officer Kathy Whited and upon a motion by Commissioner Nordstrom, the Commissioners unanimously agreed to schedule the public hearing on the requested FY21 County Operating Budget at Snow Hill High School on Tuesday, May 5, 2020, at 7:00 p.m.

Commissioner Nordstrom thanked staff for their hard work carrying out the Commissioners' initiatives through the items presented to them at their meeting today.

Commissioner Bertino acknowledged representatives from the Board of Education (BOE), Teachers Association, and County, including himself, Commissioner Purnell, Chief Administrative Officer Harold Higgins, Finance Officer Phil Thompson, and Human Resources Director Stacey Norton, for testifying as one voice during a public hearing in Annapolis on the Kirwan Commission report last Tuesday, November 12, 2019.

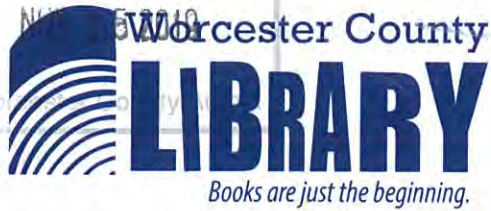
Following a motion by Commissioner Mitrecic, seconded by Commissioner Nordstrom, with Commissioner Elder absent, the Commissioners unanimously voted to meet in closed session at 2:22 p.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (8) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Jasmine Mentzer and Bonnie Renard as Communications Clerk Trainees within Emergency Services; posting to fill one vacant Maintenance Worker III position within the Maintenance Division of Public Works; receiving legal advice from counsel; reviewing personnel matters in the Sheriff's Office and Development Review and Permitting; and performing administrative functions, including: discussing potential board appointments.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 3:44 p.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell announced the topics discussed during the afternoon closed session.

The Commissioners reviewed and signed the revised Resolution No. 19-36 establishing rental license fees, as approved earlier in the meeting.

The Commissioners adjourned at 3:48 p.m. to meet again on December 3, 2019.



1

To: Harold Higgins, Chief Administrative Officer  
From: Jennifer Ranck, Library Director JK  
Date: November 25, 2019  
Re: Pocomoke Library

**Background**

The Pocomoke Library opened in June 1970 and at 6,700 SF, it is the smallest facility in the Worcester County Library System. An 1,800 SF addition was completed in 2004 to accommodate public computers and additional shelving for books and audio visual materials. In 2013, the library system completed a countywide facility study. Replacing the Berlin Library was identified as the first priority, and building improvements for the Pocomoke branch were identified as the second most critical need. Building needs include replacing roof, air conditioning unit and flooring; make energy improvements to plumbing and lighting systems; reallocating space to improve building functionality and staff visibility; and constructing a 4,000 SF addition to support current and projected needs. The condition of the existing HVAC system is very poor and may well need extensive repair or replacement at any time.

p.3

In FY 19, the Library completed pre-design work to assess programming needs and site options for the Pocomoke Library. Two building schemes were developed, one with an addition of 2,500 SF, the other with an addition of 4,000 SF. Both schemes included mechanical system improvements, including code required ventilation, and additional meeting room space, enhanced children's and young adult space, vestibules at each entrance, new restrooms, and overall better space functionality. Other significant needs include office and work area improvements, small meeting/tutoring rooms, and technology and power upgrades. The staff and trustees have a preference for the slightly larger addition scheme with a new community room and the existing room to be converted to a children's area. Updated cost estimates were completed in May 2019 and were higher than anticipated; building scheme 1 (with a 2,500 SF addition) was estimated at \$5,155,125 and building scheme 2 (with a 4,000 SF addition) was estimate at \$5,569,159.

p.34

p. 59- Gipe  
p. 95- Whiting-Turner

**Next Steps**

The Library was awarded an FY 20 State Library Capital Grant for \$120,000. Currently the County has \$500,000 in assigned funds towards the Pocomoke project. At present there are a couple of different options for the project:

Option 1: Move Forward with Proposed Addition

County Commissioners could select a preferred scheme and the Library could submit proposal for architectural services in FY 20. The Library updated the County Improvement Plan request and can submit grant application for construction funds in FY 22 (application is due May 2020).

p.108

1

Option 2 – Evaluate Other Potential Sites for the Pocomoke Library Branch

Following an informal review with the architect during pre-design, the current location is very good for easy public access, though other sites might be considered. The County Commissioners could charge the library with evaluating other sites in Pocomoke and explore the possibility of a shared facility with the Commission on Aging. It is important to note that funding from the Design grant is not eligible for site evaluation and analysis because the activity does not meet the 15 year life span requirement. If the decision is made to build a new facility or renovate and expand a different facility, the grant for \$120,000 would need to be rescinded and the library could submit a different request for a different project. If the decision is made to share a facility with another entity, only the library portion of the project is eligible for acquisition, design, construction and FFE funding.

Option 3 – Evaluate Offer from the City of Pocomoke for Alternate Site

P. 117

The City of Pocomoke has offered a site located on Willow Street behind the Discovery Center and across from the Sturgis One-Room School and Heritage House. The site includes several parcels totaling 47,000 SF. The value of the donated property may be used to help meet match requirement for the State Library Capital Grant Program. Construction cost estimates for a new library branch are approximately \$565-615/SF, with a 3-5% escalation cost each year. The City indicated interest in taking ownership of the current library building after a new branch is constructed.

**Staff Recommendation**

The Library would like to complete a site evaluation study, including environmental testing, of the property offered by the City of Pocomoke in the letter dated November 7, 2019. We would also like to engage Jeff Schoellkopf to complete preliminary design concepts of a shared facility (approximately 11,000 SF library and 4,000 SF for Senior Center) to see to see if a shared facility would be practical on that site. Parking, restrooms, and meeting space could be shared. There are several shared buildings across Maryland (Baltimore County and St. Mary's County). The property currently has extensive community gardens on site and the library will try to accommodate space for that as well. All options outlined above will allow the library to build on the experience of the Berlin branch and aim for similar performance goals.

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**Attachments**

- Master Plan
- Pre-Design Schemes
- Feasibility Study
- Cost Estimates from May 2019
- Proposal from Jeff Schoellkopf

POCOMOKE LIBRARY

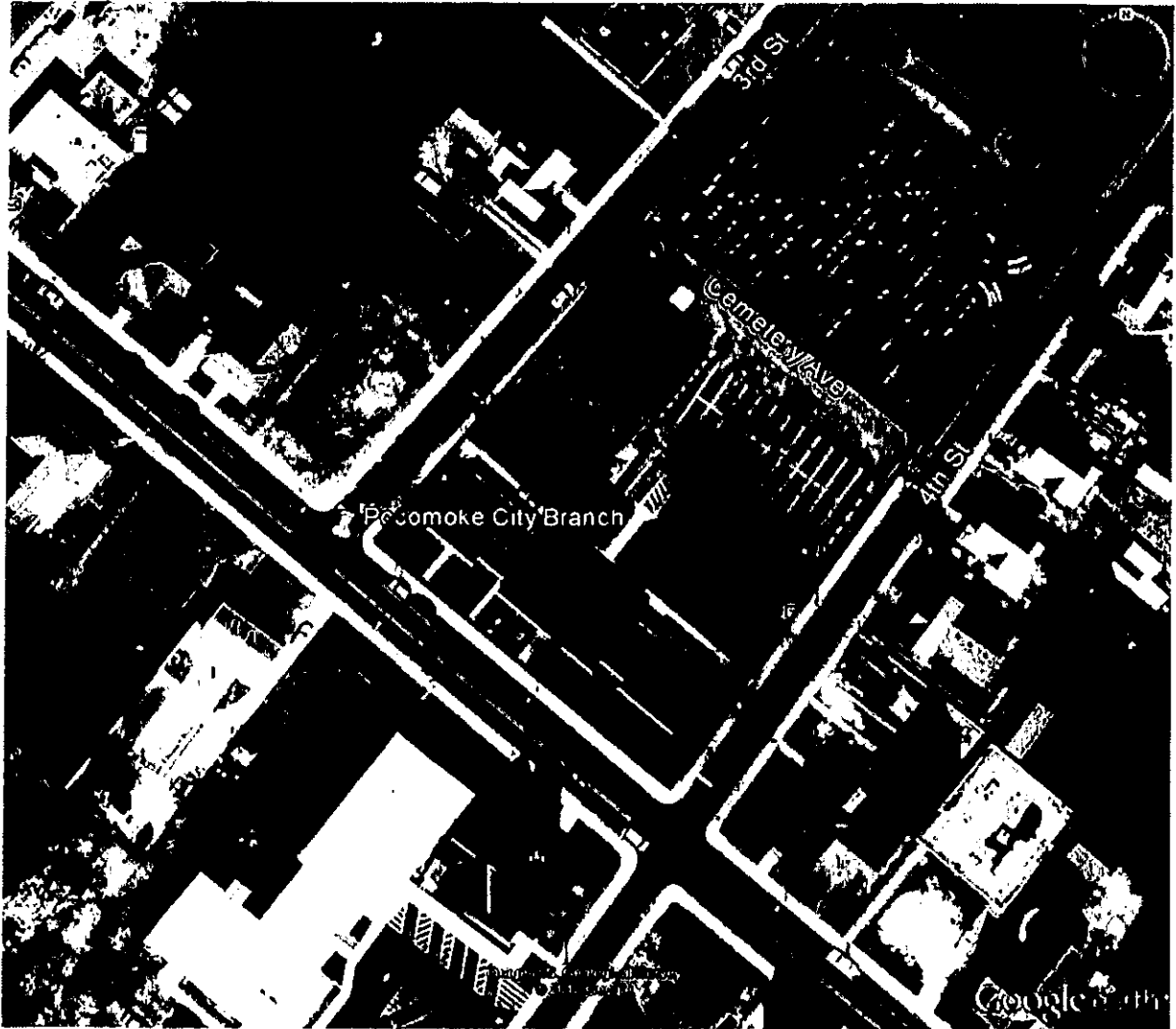


FIGURE 13: AERIAL VIEW OF POCOMOKE LIBRARY SITE

Pocomoke is a small town at the south-west corner of the County and sometimes dubbed "the friendliest town on the Eastern Shore." Although renamed in a burst of civic enthusiasm in 1878, the city is regularly referred to by its inhabitants simply as Pocomoke. The population was 4,184 at the 2010 census and the median age was 36 years.

**EXISTING LIBRARY SPACE**

The Library is an approximately 6,728 sq.ft single story building located in the center of this rural town with a generous amount of parking on site at the rear of the building, and some additional parking on the main street. The nearest County library branch is 14 miles away in Snow Hill.

The branch is popular and well attended - all PC stations were fully used at the time of visit, mostly by job applicants. A detailed wish list for the library has been developed by library staff. A copy of this can be found in Appendix D.

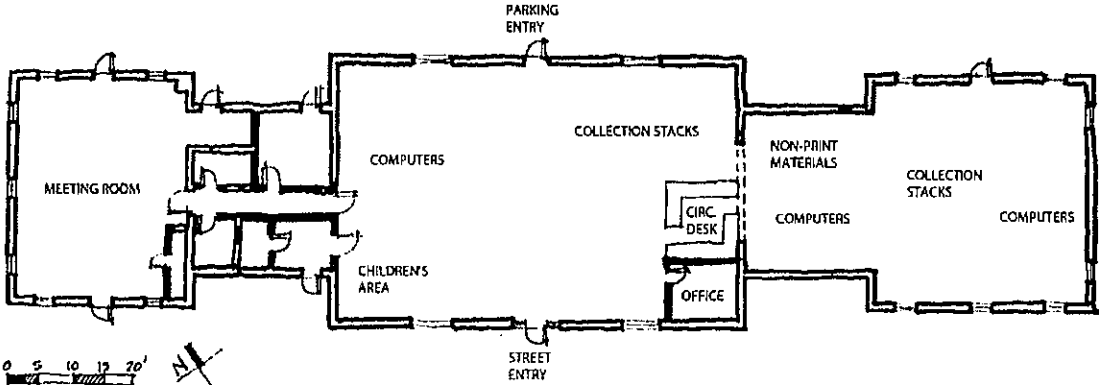


FIGURE 14: POCOMOKE LIBRARY FLOOR PLAN

The bullet points below were listed during a walkthrough of the existing facilities with the Library Director and follow the sequence of information explained and/or sequence of spaces viewed. They



## EASTERN SHORE LIBRARIES MARYLAND

do not represent any priority aspect or area of need observed or heard. The priorities for each branch are listed in the next section.

- 1970s Building with additions in early 2000s
- Lots of meeting room turndowns
- Storage needs high
- Restrooms appear ADA compliant
- floor finish upgrades needed
- 7 computers for kids + 2 gaming
- separate teen room needed
- ceilings around 9ft
- lighting upgrade needed - add indirect
- Better DVD shelving needed
- job search computers donated - separate room req'd
- back file holders need updating
- MD collection needs separate room and to be secured
- resident historian desk is in open area
- Severely short on staff space
- reorganize inside 1st and compress main desk to create more staff stations prior to adding.
- Remove carrels



FIGURE 15: EXTERIOR VIEW OF POCOMOKE BRANCH LIBRARY FROM PARKING LOT SIDE



EASTERN SHORE LIBRARIES MARYLAND



EASTERN SHORE LIBRARIES MARYLAND



**Worcester County Library  
Pocomoke**

Facility Profile ( FP-1 )  
Pocomoke

Worcester County Library  
Building #: W-4

City: Pocomoke City  
State: Maryland  
Country: United States  
Address: 301 Market Street  
Stories: 1  
Attic: no  
Capacity:  
Basement: no

Currency Type: Dollars  
Exchange Rate: 1.00  
Age (Years): 43  
Year Built: 1970  
Year of Renewal: 2004  
% Renewed: 0  
Original Walk Thru: 7/18/2012

Building Type Library

Unassigned: N/A

Resurvey Date:

Building Area: 6,728

Cost/Sq. Ft.: \$250.00

RCI Cost/Sq. Ft.: \$244.75

Replacement Cost: \$1,646,677.95

**PROJECT COSTS:**

Time Span (Years): 11

**Adjusted Totals:**

Capital Improvement: \$103,759

Deferred Maintenance: \$83,974

Study/Cond Assessment:

Capital Renewal: \$42,242

**Total Project Cost: \$229,975**

Capital Construction: \$0

**ANNUAL RENEWAL COSTS:**

Annualized Audit Cost Method: \$20,907

Time Weighted Method: \$37,023

PRV Ratio Method 2%: \$24,700

**OTHER BENCHMARKS:**

Deficiency Cost Per Sq/Ft: \$34.18

Facilities Condition Index (FCI): .05



**Overview:**

**Summary:**

Architecturally, this building was in good condition. This is in large part due to the 2004 renovation. However, replacement of the roof should be planned and there are a few areas where the brick masonry is cracked. Also, the ventilated aluminum soffit panels have become dislodged in the gable, several of the exterior doors at the rear of the building should be painted, and a splashblock should be added under the condensate drain, but these should be addressed in conjunction with the standard maintenance.

Mechanically, the building systems are generally in fair condition. Replacing the HVAC system including an older air conditioning unit, remote condenser and controls are the primary renewal projects. The buildings plumbing, including the restroom plumbing fixtures and domestic water heater are older and need to be upgraded/replaced. The option of replacing the existing restroom faucets and flush valves with automatic devices should be considered in an effort to improve sanitary conditions and conserve water. Device selection should be reviewed as it pertains to quality standards. The building lacks fire protection sprinklering. The presence of the backflow prevention devices were not observed in some cases. The County maintenance staff should review the issue to ensure that all of the required assemblies are in place. The buildings general lighting is in need of an upgrade. Additionally, the EXIT lighting and emergency lights in the building are in need of replacement.



<b>Priority</b>	<b>Priority Cost</b>
1-Immediate	\$1,280
2-High	\$72,780
3-Medium	\$119,000
4-Low	\$36,930
	<hr/>
	\$229,990



**Term**

**Meaning**

Deficiency Cost Per Square Foot

The Deficiency Cost per Square Foot value provides an indication of the relative magnitude of the deficiencies in relation to the size of the building. This value, expressed in dollars per square foot, can be used to compare the cost of repairing a building to the cost of replacing or renovating it. It can also be used to benchmark the condition of one building against another. This value is calculated by dividing the total cost of a building's proposed projects by the building's square footage.

Deferred Maintenance

Work items in need of repair due to postponed, or past due, maintenance, the result of which is physical depreciation or loss in the value of a building. These items can address Curable Physical Deterioration or Operational Repairs.

Curable Physical Deterioration

Items in need of repair in which the cost of repair is reasonable and economically feasible, compared to the cost to restore the item to new or reasonably new condition.

Operational Repairs

These are projects that correct damage to a building. Example: Correction of conditions caused by the failure of a building's component such as the patching of a leaky roof, or replacing broken items such as door hardware. These projects usually fall under the category of Deferred Maintenance and for the purposes of this report are designated as such.

Capital Renewal

These are projects which correct unacceptable conditions caused by worn-out building components - building components that have exceeded their useful life cycle or will exceed their useful lifecycle in the foreseeable future. Example: Finish repair/replacement such as painting or floor tile replacement; roof replacement where the new roof material is the same as the existing; or replacement of old equipment with new equipment of equal quality or function, such as a water heater replacement.

If execution of Capital Renewal projects is deferred for an inordinate amount of time, they may instead be categorized as Deferred Maintenance

Capital Improvement

This includes work done to a building that improves, enhances, or updates a building. Example: Work done to bring a building into compliance with current codes such as the addition of a handicapped accessible ramp, or work which improves a building's performance such as replacing an existing roof with a superior roof system. Plant Adaptation is included in this category.

Capital Construction

New construction or the addition of building area or volume. Example: Renovations which allow the occupancy of previously unoccupied space, the construction of new facilities such as substantial additions to existing buildings, entire new buildings, or civil amenities such as roadways or water towers.

Facilities Condition Index or FCI

The FCI represents the ratio of identified Deferred Maintenance costs to estimated building Replacement Cost. This value is typically expressed as a three-digit decimal value with lower numbers representing better conditions. This value can be used to compare a building's condition to that of others, or to other average values. The National Association of College and University Business Officers (NACUBO) and the Association of Higher Education Facilities Officers (APPA) have outlined a scale for FCI ratios which offers some indication of the relative condition of a facility. They state that a building with an FCI greater than 0.100 is in poor condition and a building with an FCI less than 0.050 is in good condition. APPA and NACUBO also dictate in certain cases buildings should be maintained so that the FCI is less than 0.020. Entech considers buildings with an FCI less than 0.020 to be in excellent condition. Given this outline the condition of individual buildings can be rated according to FCI as follows:

<b><u>FCI</u></b>	<b><u>Rating</u></b>
Over 0.10	Poor
0.05 to 0.10	Fair
0.02 to 0.05	Good
Less than 0.02	Excellent

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# Projects by Funding Type and Category (FP-2)

Worcester County Library

Pocomoke

Time Span (in years) 11

Building # W-4

## Capital Improvement

### Electrical Systems

Project ID	Project Title	Priority Level	Year	Project Cost
3567	Lighting Upgrade	3-Medium	2015	\$27,040.03
3574	Occupancy Sensor Installation	3-Medium	2015	\$3,946.21

### Fire Protection Systems

Project ID	Project Title	Priority Level	Year	Project Cost
3563	Fire Suppression, Sprinkler Installation	2-High	2015	\$69,056.19

### Plumbing Systems

Project ID	Project Title	Priority Level	Year	Project Cost
3549	Automatic Faucet Actuator Installation	3-Medium	2017	\$1,800.28
3554	Automatic Flush Valve Installation	3-Medium	2017	\$1,916.55

**Capital Improvement Total** \$103,770

## Capital Renewal

### Electrical Systems

Project ID	Project Title	Priority Level	Year	Project Cost
3537	Signage Upgrade, EXIT	2-High	2014	\$3,717.67

### Plumbing Systems

Project ID	Project Title	Priority Level	Year	Project Cost
3582	Domestic Water Heater Replacement	3-Medium	2016	\$1,596.16

### Roofing

Project ID	Project Title	Priority Level	Year	Project Cost
3724	Roof Replacement	4-Low	2021	\$36,928.00

**Capital Renewal Total** \$42,250

## Deferred Maintenance

### Exterior Closure

Project ID	Project Title	Priority Level	Year	Project Cost
3735	Masonry Repair	3-Medium	2016	\$10,161.83

### HVAC

Project ID	Project Title	Priority Level	Year	Project Cost
3730	Air Conditioning Unit Replacement	3-Medium	2016	\$72,533.94

### Plumbing Systems

Project ID	Project Title	Priority Level	Year	Project Cost
3587	Backflow Preventer Installation	1-Immediate	2013	\$1,278.54

**Deferred Maintenance Total** \$83,970

**Pocomoke Total** \$229,975



# Projects by Priority (FP-2a)

Worcester County Library

Pocomoke

Time Span (in years) 11

Building # W-4

## 1-Immediate

Project ID	Project Title	Year	Project Cost
3587	Backflow Preventer Installation	2013	\$1,278.54
<b>1-Immediate Total</b>			<b>\$1,278.54</b>

## 2-High

Project ID	Project Title	Year	Project Cost
3537	Signage Upgrade, EXIT	2014	\$3,717.67
3563	Fire Suppression, Sprinkler Installation	2015	\$69,056.19
<b>2-High Total</b>			<b>\$72,773.85</b>

## 3-Medium

Project ID	Project Title	Year	Project Cost
3549	Automatic Faucet Actuator Installation	2017	\$1,800.28
3554	Automatic Flush Valve Installation	2017	\$1,916.55
3567	Lighting Upgrade	2015	\$27,040.03
3574	Occupancy Sensor Installation	2015	\$3,946.21
3582	Domestic Water Heater Replacement	2016	\$1,596.16
3730	Air Conditioning Unit Replacement	2016	\$72,533.94
3735	Masonry Repair	2016	\$10,161.83
<b>3-Medium Total</b>			<b>\$118,994.99</b>

## 4-Low

Project ID	Project Title	Year	Project Cost
3724	Roof Replacement	2021	\$36,928.00
<b>4-Low Total</b>			<b>\$36,928.00</b>
<b>Pocomoke Total</b>			<b>\$229,975.39</b>

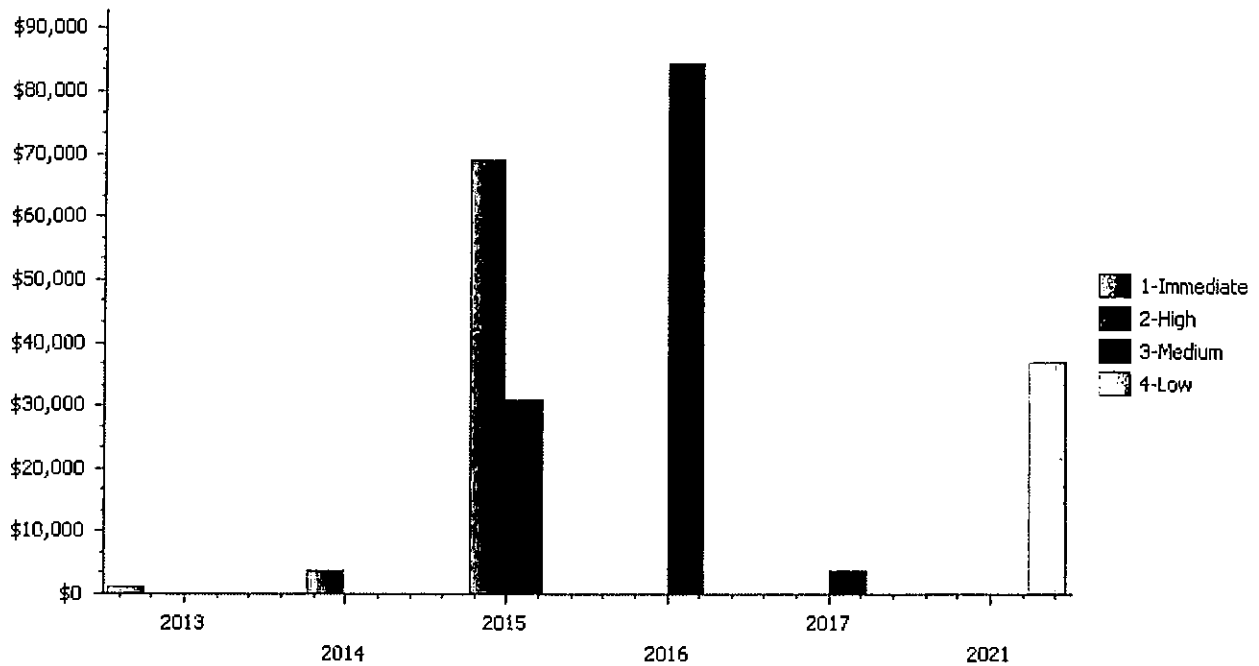


Facility Profile, Cost by Building and Priority Level ( FP - 2b )

Worcester County Library

Pocomoke

Site	Building Name				
Cost	Priority				
Year	1-Immediate	2-High	3-Medium	4-Low	Grand Total
2013	\$1,280				\$1,280
2014		\$3,720			\$3,720
2015		\$69,060	\$30,990		\$100,050
2016			\$84,290		\$84,290
2017			\$3,720		\$3,720
2021				\$36,930	\$36,930
<b>Grand Total</b>	\$1,280	\$72,780	\$119,000	\$36,930	\$229,990

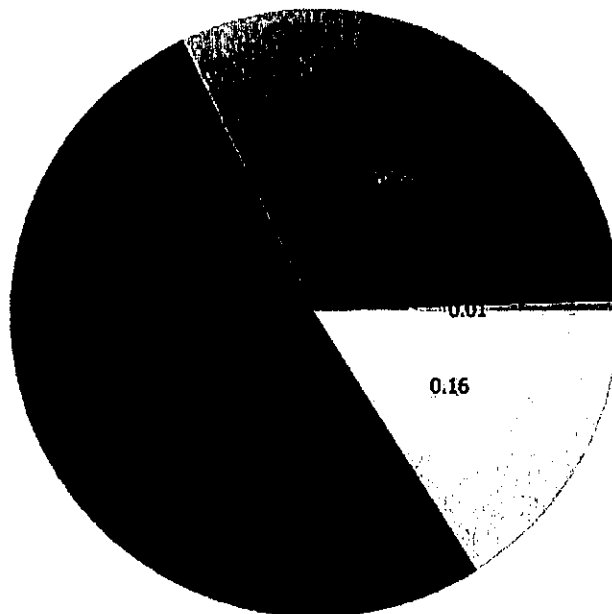


Facility Profile, Cost by Building and Priority Level ( FP - 2c )

Worcester County Library

Pocomoke

Site	Building Name
Cost	
Priority Level	Cost Total
1-Immediate	\$1,280
2-High	\$72,780
3-Medium	\$119,000
4-Low	\$36,930
<b>Grand Total</b>	<b>\$229,990</b>



-  1-Immediate
-  2-High
-  3-Medium
-  4-Low

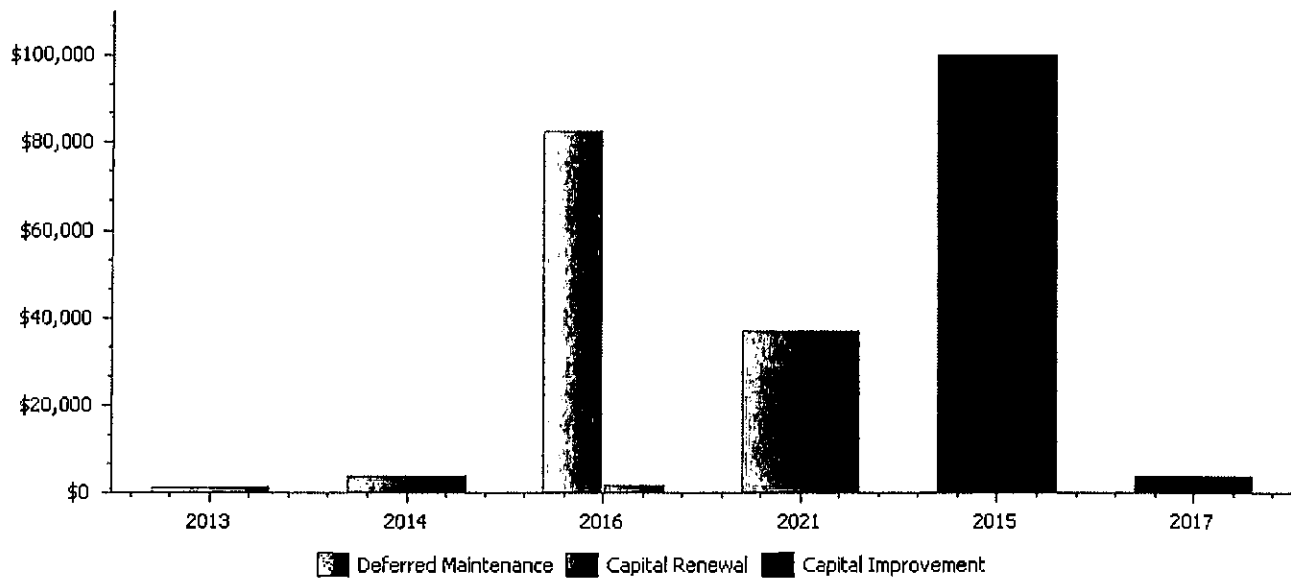


# Budget Projections Chart ( FP-4 )

## Worcester County Library

Pocomoke

Year	Funding Type			Grand Total
	Capital Improvement	Capital Renewal	Deferred Maintenance	
2013			\$1,280.00	\$1,280.00
2014		\$3,720.00		\$3,720.00
2015	\$100,050.00			\$100,050.00
2016		\$1,600.00	\$82,690.00	\$84,290.00
2017	\$3,720.00			\$3,720.00
2021		\$36,930.00		\$36,930.00
<b>Grand Total</b>	<b>\$103,770.00</b>	<b>\$42,250.00</b>	<b>\$83,970.00</b>	<b>\$229,990.00</b>

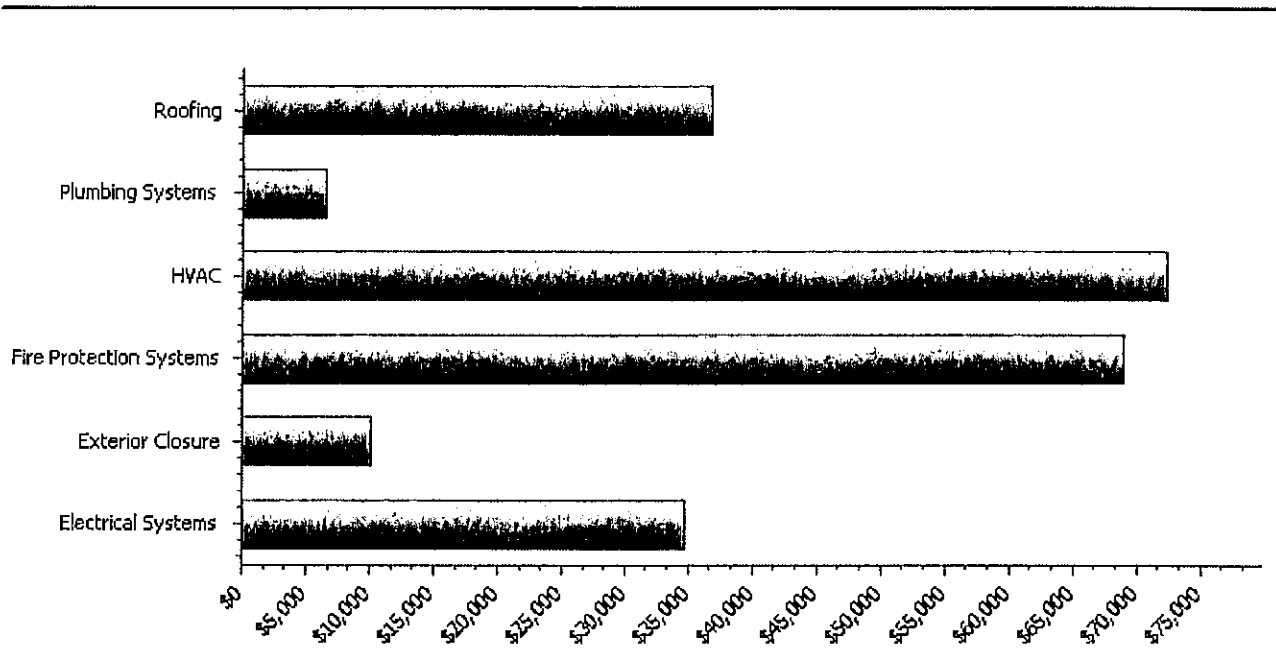


Project Categories by Building ( FP - 7 )

Worcester County Library

Pocomoke

Site	Building Name
Cost	
Category	Cost Total
Electrical Systems	\$34,710.00
Exterior Closure	\$10,160.00
Fire Protection Systems	\$69,060.00
HVAC	\$72,530.00
Plumbing Systems	\$6,600.00
Roofing	\$36,930.00
Grand Total	\$229,990.00



# Facility Profile, Projects (FP-5)

Signage Upgrade, EXIT  
 Project ID 3537 - Electrical Systems

Worcester County Library  
 Pocumoke ID: W-4

Funding Type Capital Renewal Priority Level 2-High Created By Created 8/26/2012  
 Base Cost Year 2012 Ideal Construction Year 2014 Repeat every for 0 Years

**Standard Issues:** **Planning:**

- Assessability  Unassigned
- CO2  Unassigned
- Customer Work  Unassigned
- Energy  Status Proposed Completed Date
- Environmental  Code Reference Name
- In House  Section
- Safety  Name
- Security  Section
- Omit  Category



**Deficiency**

The existing EXIT signs are older, not energy efficient, and in some cases not functioning properly. There are also a few areas that may require additional EXIT signs to be installed in respect to current design standards. The typically expected life span for this type equipment is 20 years.

**Solution**

Project shall include the removal and disposal of the existing EXIT signs. Supply and install the new battery back up type EXIT signs connected to normal and emergency power sources.

Project Coordination Revised By fveston Revised Date 9/24/2012

**Cost Estimates:** Capital Dollars 0.0000 Expensed Dollars 0.0000

**Dimensional Cost**

Quantity	3
Measurement	Each
Material Cost	\$0.00
Net Material Cost	\$0.00
Labor Cost	\$50.00
Net Labor Cost	\$150.00
Area Total Cost	\$150.00

**RS Means and Unit Cost**

Quantity	3
Measurement	Each
Material Cost	\$296.00
Net Material Total	\$888.00
Labor Cost	\$334.75
Net Labor Cost	\$1,004.25
Unit Total Cost	\$1,892.25
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$2,042.25
Other Allowance	\$300.00
Project Subtotal	\$2,342.25
Overhead % 30%	= \$702.68
Transitional Cost	\$0.00
Total	\$3,044.93
Professional Cost	\$500.00
Total With Prof Cost	\$3,544.93
Regional Cost Index	.98
Regional Adjusted \$	\$3,470.48
Escalation	1.071
Grand Total	\$3,717.67

**Pricing Notes**

Dimensional Cost is for demolition of existing equipment. Unit Cost includes the approximate amount of units to be installed. Other Allowance is for contingencies. Professional Cost is for field verification of the exact amount of units and to determine if any additional units are required.



**Automatic Faucet Actuator Installation**  
**Project ID 3549 - Plumbing Systems**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Capital Improvement

Priority Level 3-Medium

Created By greaser Created 8/26/2012

Base Cost Year 2012

Ideal Construction Year 2017

Repeat every for 0 Years

**Standard Issues: Planning:**

- |                                            |                 |
|--------------------------------------------|-----------------|
| Assessability <input type="checkbox"/>     | Unassigned      |
| CO2 <input type="checkbox"/>               | Unassigned      |
| Customer Work <input type="checkbox"/>     | Unassigned      |
| Energy <input checked="" type="checkbox"/> | Status Proposed |
| Environmental <input type="checkbox"/>     | Completed Date  |
| In House <input type="checkbox"/>          | Code Reference  |
| Safety <input type="checkbox"/>            | Name            |
| Security <input type="checkbox"/>          | Section         |
| Omit <input type="checkbox"/>              | Name            |
|                                            | Section         |
|                                            | Category        |



**Deficiency**

The existing faucets are in fair condition but are the manual type. The option of replacing the existing restroom faucets and flush valves with automatic devices should be considered in an effort to improve sanitary conditions and conserve water. Device selection should be reviewed as it pertains to quality standards.

**Solution**

Project shall include removal and disposal of the existing faucets. Supply and install new automatic faucet actuators.

Project Coordination Revised By gbarr Revised Date 2/6/2013

**Cost Estimates:** Capital Dollars 0.0000 Expensed Dollars 0.0000

**Dimensional Cost**

Quantity	2
Measurement	Each
Material Cost	\$0.00
Net Material Cost	\$0.00
Labor Cost	\$54.50
Net Labor Cost	\$109.00
Area Total Cost	\$109.00

**RS Means and Unit Cost**

Quantity	2
Measurement	Each
Material Cost	\$370.00
Net Material Total	\$740.00
Labor Cost	\$71.00
Net Labor Cost	\$142.00
Unit Total Cost	\$882.00
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$991.00
Other Allowance	\$200.00
Project Subtotal	\$1,191.00
Overhead % 30%	= \$357.30
Transitional Cost	\$0.00
Total	\$1,548.30
Professional Cost	\$0.00
Total With Prof Cost	\$1,548.30
Regional Cost Index	.98
Regional Adjusted \$	\$1,515.79
Escalation	1.188
Grand Total	\$1,800.28

**Pricing Notes**

Dimensional Cost is for demolition of existing equipment. Unit Cost includes installation of new faucets. Other Allowance is for contingencies.





**Automatic Flush Valve Installation**  
**Project ID 3554 - Plumbing Systems**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Capital Improvement

Priority Level 3-Medium

Created By greaser Created 8/26/2012

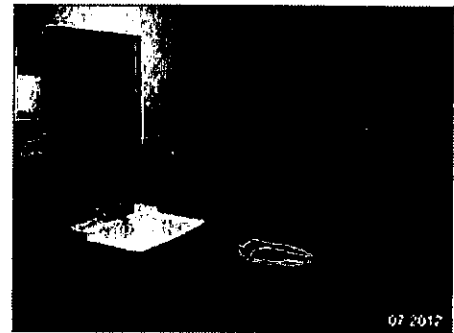
Base Cost Year 2012

Ideal Construction Year 2017

Repeat every for 0 Years

**Standard Issues: Planning:**

- |                                            |                                |
|--------------------------------------------|--------------------------------|
| Assessibility <input type="checkbox"/>     | Unassigned                     |
| CO2 <input type="checkbox"/>               | Unassigned                     |
| Customer Work <input type="checkbox"/>     | Unassigned                     |
| Energy <input checked="" type="checkbox"/> | Status Proposed Completed Date |
| Environmental <input type="checkbox"/>     | Code Reference Name            |
| In House <input type="checkbox"/>          | Section                        |
| Safety <input type="checkbox"/>            | Name                           |
| Security <input type="checkbox"/>          | Section                        |
| Omit <input type="checkbox"/>              | Category                       |



**Deficiency**

The existing flush valves are in fair condition but are the manual type. The option of replacing the existing restroom faucets and flush valves with automatic devices should be considered in an effort to improve sanitary conditions and conserve water. Device selection should be reviewed as it pertains to quality standards.

**Solution**

Project shall include removal and disposal of the existing flush valves. Supply and install new automatic flush valves.

Project Coordination Revised By gbarr Revised Date 2/6/2013

**Cost Estimates:** Capital Dollars 0.0000 Expensed Dollars 0.0000

**Dimensional Cost**

Quantity	2
Measurement	Each
Material Cost	\$0.00
Net Material Cost	\$0.00
Labor Cost	\$54.50
Net Labor Cost	\$109.00
Area Total Cost	\$109.00

**RS Means and Unit Cost**

Quantity	2
Measurement	Each
Material Cost	\$370.00
Net Material Total	\$740.00
Labor Cost	\$71.00
Net Labor Cost	\$142.00
Unit Total Cost	\$882.00
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$991.00
Other Allowance	\$200.00
Project Subtotal	\$1,191.00
Overhead % 30%	= \$357.30
Transitional Cost	\$0.00
Total	\$1,548.30
Professional Cost	\$100.00
Total With Prof Cost	\$1,648.30
Regional Cost Index	.98
Regional Adjusted \$	\$1,613.69
Escalation	1.188
Grand Total	\$1,916.55

**Pricing Notes**

Dimensional Cost is for demolition of existing equipment. Unit Cost includes installation of new flush valves. Other Allowance is for contingencies.



**Fire Suppression, Sprinkler Installation**  
**Project ID 3563 - Fire Protection Systems**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Capital Improvement Priority Level 2-High Created By greaser Created 8/26/2012  
 Base Cost Year 2012 Ideal Construction Year 2015 Repeat every for 0 Years

**Standard Issues: Planning:**

- Assessibility  Unassigned
- CO2  Unassigned
- Customer Work  Unassigned
- Energy  Status Proposed Completed Date
- Environmental  Code Reference Name
- In House  Section
- Safety  Name
- Security  Section
- Omit  Category



**Deficiency**

The structure appears to be unprotected by a sprinkler system. Due to the specific use of the building, a sprinkler system could prove to be an invaluable asset during an emergency event in regards to public and property safeguarding.

**Solution**

Project shall include the supply and installation of a sprinkler system. The specific design and type of sprinkler system shall be determined in the field.

Project Coordination Revised By Lferrizzi Revised Date 9/26/2012

**Cost Estimates:** Capital Dollars 0.0000 Expensed Dollars 0.0000

**Dimensional Cost**

Quantity	6,728
Measurement	Square Feet
Material Cost	\$3.09
Net Material Cost	\$20,789.52
Labor Cost	\$3.09
Net Labor Cost	\$20,789.52
Area Total Cost	\$41,579.04

**RS Means and Unit Cost**

Quantity	
Measurement	
Material Cost	\$0.00
Net Material Total	\$0.00
Labor Cost	\$0.00
Net Labor Cost	\$0.00
Unit Total Cost	\$0.00
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$41,579.04
Other Allowance	\$4,160.00
Project Subtotal	\$45,739.04
Overhead % 30%	= \$13,721.71
Transitional Cost	\$0.00
Total	\$59,460.75
Professional Cost	\$4,160.00
Total With Prof Cost	\$63,620.75
Regional Cost Index	.98
Regional Adjusted \$	\$62,284.71
Escalation	1.109
Grand Total	\$69,056.19

**Pricing Notes**

Dimensional Cost includes the supply and installation of the sprinkler system. Other Allowance is for contingencies. Professional Cost is for design. An additional cost of \$3/S.F. would be added to the Dimensional Cost if the sprinkler system is "concealed" and not surface mounted.



Funding Type Capital Improvement

Priority Level 3-Medium

Created By greaser Created 8/26/2012

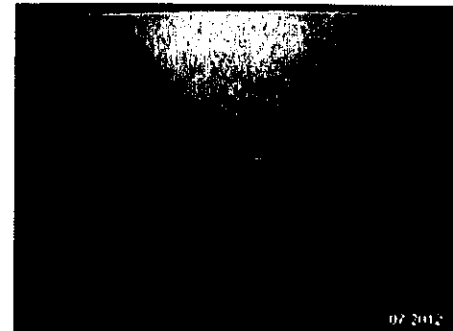
Base Cost Year 2012

Ideal Construction Year 2015

Repeat every for 0 Years

**Standard Issues: Planning:**

- |                                            |                                     |
|--------------------------------------------|-------------------------------------|
| Assessability <input type="checkbox"/>     | Unassigned                          |
| CO2 <input type="checkbox"/>               | Unassigned                          |
| Customer Work <input type="checkbox"/>     | Unassigned                          |
| Energy <input checked="" type="checkbox"/> | Status Proposed      Completed Date |
| Environmental <input type="checkbox"/>     | Code Reference      Name            |
| In House <input type="checkbox"/>          | Section                             |
| Safety <input type="checkbox"/>            | Name                                |
| Security <input type="checkbox"/>          | Section                             |
| Omit <input type="checkbox"/>              | Category                            |



**Deficiency**

The majority of the existing lighting fixtures use older T12 type fluorescent bulbs and other inefficient light bulbs. Lighting fixtures in some areas may not provide adequate lighting. Older fluorescent and incandescent fixtures also use more energy and are less efficient than newer electronic fluorescent lighting fixtures of the same size.

**Solution**

Project shall include removal and disposal of existing lighting fixtures. Replace the older fluorescent lighting fixtures with new T8 lamps, electronically ballasted fixtures and incandescent lighting with compact fluorescent and/or other hi-efficiency lamps. Improve lighting levels in the library reading rooms, offices and storage spaces as required.

Project Coordination      Revised By      Lferrizzi      Revised Date      9/26/2012

**Cost Estimates:**      Capital Dollars      0.0000      Expensed Dollars      0.0000

**Dimensional Cost**

Quantity	41
Measurement	Each
Material Cost	\$0.00
Net Material Cost	\$0.00
Labor Cost	\$22.00
Net Labor Cost	\$902.00
Area Total Cost	\$902.00

**RS Means and Unit Cost**

Quantity	41
Measurement	Each
Material Cost	\$248.00
Net Material Total	\$10,188.00
Labor Cost	\$129.00
Net Labor Cost	\$5,289.00
Unit Total Cost	\$15,457.00
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$16,359.00
Other Allowance	\$1,650.00
Project Subtotal	\$18,009.00
Overhead % 30%	= \$5,402.70
Transitional Cost	\$0.00
Total	\$23,411.70
Professional Cost	\$1,500.00
Total With Prof Cost	\$24,911.70
Regional Cost Index	.98
Regional Adjusted \$	\$24,388.55
Escalation	1.109
Grand Total	\$27,040.03

**Pricing Notes**

Dimensional Cost is for demolition of existing equipment. Unit Cost includes supply and installation of approximate quantity of T8 type fluorescent light fixtures and bulbs. Other Allowance is for contingencies. Professional Cost is for a lighting study to determine if any additional fixtures should be installed as part of the project.



**Photos:**

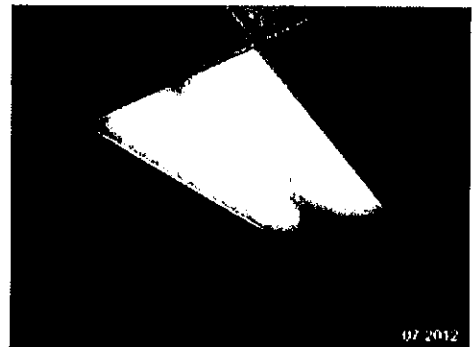
**Notes**

Boiler Room, Fluorescent Light Fixture, August 2012 Photo



**Notes**

Mens Lavatory, Fluorescent Light Fixture, August 2012 Photo



**Occupancy Sensor Installation**  
**Project ID 3574 - Electrical Systems**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Capital Improvement Priority Level 3-Medium Created By greaser Created 8/26/2012

Base Cost Year 2012 Ideal Construction Year 2015 Repeat every for 0 Years

**Standard Issues: Planning:**

- Assessibility  Unassigned
- CO2  Unassigned
- Customer Work  Unassigned
- Energy  Status Proposed Completed Date
- Environmental  Code Reference Name
- In House  Section
- Safety  Name
- Security  Section
- Omit  Category



**Deficiency**

The existing light switches are in good condition but are the manual type. Occupancy sensors in locations that are frequently visited for short periods of time such as restrooms, custodial closets and mechanical rooms would be able to conserve energy.

**Solution**

Project shall include the removal and disposal the existing switches. Supply and installation of ceiling mounted dual technology occupancy sensors.

Project Coordination Revised By Lferrizzi Revised Date 9/26/2012

**Cost Estimates:** Capital Dollars 0.0000 Expensed Dollars 0.0000

**Dimensional Cost**

Quantity	8
Measurement	Each
Material Cost	\$0.00
Net Material Cost	\$0.00
Labor Cost	\$11.00
Net Labor Cost	\$88.00
Area Total Cost	\$88.00

**RS Means and Unit Cost**

Quantity	8
Measurement	Each
Material Cost	\$177.00
Net Material Total	\$1,416.00
Labor Cost	\$63.50
Net Labor Cost	\$508.00
Unit Total Cost	\$1,924.00
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$2,012.00
Other Allowance	\$400.00
Project Subtotal	\$2,412.00
Overhead % 30%	= \$723.60
Transitional Cost	\$0.00
Total	\$3,135.60
Professional Cost	\$500.00
Total With Prof Cost	\$3,635.60
Regional Cost Index	.98
Regional Adjusted \$	\$3,559.25
Escalation	1.109
Grand Total	\$3,946.21

**Pricing Notes**

Dimensional Cost is for demolition of existing equipment. Unit Cost includes the installation of the approximate amount of occupancy sensors. Exact amount will need to be field verified. Other Allowance is for contingencies. Professional Cost is for design.



Photos:

**Notes**

Boiler Room, Light Switch, August 2012 Photo



Funding Type Capital Renewal

Priority Level 3-Medium

Created By greaser Created 8/26/2012

Base Cost Year 2012

Ideal Construction Year 2016

Repeat every for 0 Years

**Standard Issues: Planning:**

- |                                            |                                |
|--------------------------------------------|--------------------------------|
| Assessability <input type="checkbox"/>     | Unassigned                     |
| CO2 <input type="checkbox"/>               | Unassigned                     |
| Customer Work <input type="checkbox"/>     | Unassigned                     |
| Energy <input checked="" type="checkbox"/> | Status Proposed Completed Date |
| Environmental <input type="checkbox"/>     | Code Reference Name            |
| In House <input type="checkbox"/>          | Section                        |
| Safety <input type="checkbox"/>            | Name                           |
| Security <input type="checkbox"/>          | Section                        |
| Omit <input type="checkbox"/>              | Category                       |



**Deficiency**

The existing domestic water heater is older and nearing the end of its expectant useful life. The typically expected life span for this type equipment is 15 years.

**Solution**

Project shall include the removal and disposal of the existing unit. Supply and install an adequately sized, new energy conserving unit.

Project Coordination

Revised By Lferrizzi

Revised Date 9/26/2012

**Cost Estimates:**

Capital Dollars 0.0000

Expensed Dollars 0.0000

**Dimensional Cost**

Quantity	1
Measurement	Each
Material Cost	\$0.00
Net Material Cost	\$0.00
Labor Cost	\$142.00
Net Labor Cost	\$142.00
Area Total Cost	\$142.00

**RS Means and Unit Cost**

Quantity	1
Measurement	Each
Material Cost	\$575.00
Net Material Total	\$575.00
Labor Cost	\$199.00
Net Labor Cost	\$199.00
Unit Total Cost	\$774.00
Equipment Quantity	0
Equipment Cost	\$0.00
Net Equipment Cost	\$0.00

**Project Totals and Markup**

Subtotal	\$916.00
Other Allowance	\$100.00
Project Subtotal	\$1,016.00
Overhead % 30%	= \$304.80
Transitional Cost	\$0.00
Total	\$1,320.80
Professional Cost	\$100.00
Total With Prof Cost	\$1,420.80
Regional Cost Index	.98
Regional Adjusted \$	\$1,390.96
Escalation	1.148
Grand Total	\$1,596.16

**Pricing Notes**

Dimensional Cost is for demolition of existing equipment. Unit Cost includes the installation of one approximately 30 gal. unit. Other Allowance is for contingencies. Professional Cost is to evaluate present and future needs of the building.



**Backflow Preventer Installation**  
**Project ID 3587 - Plumbing Systems**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Deferred Maintenance

Priority Level 1-Immediate

Created By greaser Created 8/26/2012

Base Cost Year 2012

Ideal Construction Year 2013

Repeat every for 0 Years

**Standard Issues: Planning:**

- |                                            |                                |
|--------------------------------------------|--------------------------------|
| Assessibility <input type="checkbox"/>     | Unassigned                     |
| CO2 <input type="checkbox"/>               | Unassigned                     |
| Customer Work <input type="checkbox"/>     | Unassigned                     |
| Energy <input type="checkbox"/>            | Status Proposed Completed Date |
| Environmental <input type="checkbox"/>     | Code Reference Name            |
| In House <input type="checkbox"/>          | Section                        |
| Safety <input checked="" type="checkbox"/> | Name                           |
| Security <input type="checkbox"/>          | Section                        |
| Omit <input type="checkbox"/>              | Category                       |



**Deficiency**

The incoming domestic water main appears to be unprotected with a backflow preventer assembly. If there is any kind of a pressure reduction or vacuum in the waterline, this could allow stagnant water to enter the system.

**Solution**

Project shall include the installation of a backflow preventer on the incoming domestic water line assembly.

Project Coordination Revised By fveston Revised Date 9/17/2012

**Cost Estimates:** Capital Dollars 0.0000 Expensed Dollars 0.0000

<b>Dimensional Cost</b>	<b>RS Means and Unit Cost</b>	<b>Project Totals and Markup</b>
Quantity 1	Quantity	Subtotal \$486.00
Measurement Each	Measurement	Other Allowance \$100.00
Material Cost \$455.00	Material Cost \$0.00	Project Subtotal \$586.00
Net Material Cost \$455.00	Net Material Total \$0.00	Overhead % 30% = \$175.80
Labor Cost \$31.00	Labor Cost \$0.00	Transitional Cost \$0.00
Net Labor Cost \$31.00	Net Labor Cost \$0.00	Total \$761.80
Area Total Cost \$486.00	Unit Total Cost \$0.00	Professional Cost \$500.00
	Equipment Quantity 0	Total With Prof Cost \$1,261.80
	Equipment Cost \$0.00	Regional Cost Index .98
	Net Equipment Cost \$0.00	Regional Adjusted \$ \$1,235.30
		Escalation 1.035
		<b>Grand Total \$1,278.54</b>

**Pricing Notes**

Dimensional Cost includes the installation of one approximately 1 inch backflow preventer assembly. Other Allowance is for contingencies. Professional Cost is for design and placement of the backflow preventer assembly.





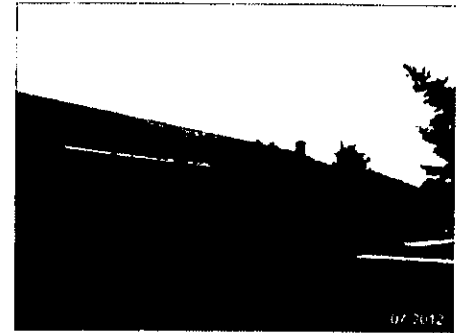
**Roof Replacement**  
**Project ID 3724 - Roofing**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Capital Renewal      Priority Level 4-Low      Created By      Created 9/12/2012  
 Base Cost Year 2012      Ideal Construction Year 2021      Repeat every      for 0      Years

**Standard Issues:      Planning:**

- |                                        |                                     |
|----------------------------------------|-------------------------------------|
| Assessibility <input type="checkbox"/> | Unassigned                          |
| CO2 <input type="checkbox"/>           | Unassigned                          |
| Customer Work <input type="checkbox"/> | Unassigned                          |
| Energy <input type="checkbox"/>        | Status Proposed      Completed Date |
| Environmental <input type="checkbox"/> | Code Reference      Name            |
| In House <input type="checkbox"/>      | Section                             |
| Safety <input type="checkbox"/>        | Name                                |
| Security <input type="checkbox"/>      | Section                             |
| Omit <input type="checkbox"/>          | Category                            |



**Deficiency**

Although active failures were not reported or observed at the time of our assessment, there is a likelihood that the roof on this building will need to be replaced within the next few years, based on the expected lifespan of this type of material.

**Solution**

The proposed project includes replacement of the roof.

Project Coordination      Revised By      gbarr      Revised Date      9/17/2012

**Cost Estimates:**      Capital Dollars      0.0000      Expensed Dollars      0.0000

**Dimensional Cost**

Quantity      83  
 Measurement      Squares  
 Material Cost      \$101.90  
 Net Material Cost      \$6,457.70  
 Labor Cost      \$172.87  
 Net Labor Cost      \$14,348.21  
 Area Total Cost      \$22,805.91

**RS Means and Unit Cost**

Quantity  
 Measurement  
 Material Cost      \$0.00  
 Net Material Total      \$0.00  
 Labor Cost      \$0.00  
 Net Labor Cost      \$0.00  
 Unit Total Cost      \$0.00  
 Equipment Quantity      0  
 Equipment Cost      \$0.00  
 Net Equipment Cost      \$0.00

**Project Totals and Markup**

Subtotal      \$22,805.91  
 Other Allowance      \$0.00  
 Project Subtotal      \$22,805.91  
 Overhead % 30%      =      \$6,841.77  
 Transitional Cost      \$0.00  
 Total      \$29,647.68  
 Professional Cost      \$0.00  
 Total With Prof Cost      \$29,647.68  
 Regional Cost Index      .98  
 Regional Adjusted \$      \$29,025.08  
 Escalation      1.272  
 Grand Total      \$36,928.00

**Pricing Notes**



**Air Conditioning Unit Replacement**  
**Project ID 3730 - HVAC**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type Deferred Maintenance

Priority Level 3-Medium

Created By

Created 9/17/2012

Base Cost Year 2012

Ideal Construction Year 2016

Repeat every for 0 Years

**Standard Issues: Planning:**

- |               |                                     |                 |                |
|---------------|-------------------------------------|-----------------|----------------|
| Assessability | <input type="checkbox"/>            | Unassigned      |                |
| CO2           | <input type="checkbox"/>            | Unassigned      |                |
| Customer Work | <input type="checkbox"/>            | Unassigned      |                |
| Energy        | <input checked="" type="checkbox"/> | Status Proposed | Completed Date |
| Environmental | <input type="checkbox"/>            | Code Reference  | Name           |
| In House      | <input type="checkbox"/>            |                 | Section        |
| Safety        | <input type="checkbox"/>            |                 | Name           |
| Security      | <input type="checkbox"/>            |                 | Section        |
| Omit          | <input type="checkbox"/>            |                 | Category       |



**Deficiency**

The building is served by a split system air conditioning unit. The air conditioning unit is older, deteriorated and at the end of its useful life. The typically expected life span for this type equipment is 15 years.

**Solution**

Replace the split system air conditioning unit serving the building with new adequately sized unit, including condenser, controls and accessories. Reconnect to existing ductwork and electrical supplies. Provide new vibration isolation, refrigerant piping, insulation and disconnect switches. Reinsulate any existing damaged air conditioning ductwork in the above ceiling spaces. Clean and disinfect duct systems, diffusers and grilles to be reused.

Project Coordination Revised By fveston Revised Date 10/4/2012

Cost Estimates: Capital Dollars 0.0000 Expensed Dollars 0.0000

<i>Dimensional Cost</i>	<i>RS Means and Unit Cost</i>	<i>Project Totals and Markup</i>	
Quantity	Quantity 1	Subtotal	\$42,750.00
Measurement	Measurement Each	Other Allowance	\$4,300.00
Material Cost \$0.00	Material Cost \$21,150.00	Project Subtotal	\$47,050.00
Net Material Cost \$0.00	Net Material Total \$21,150.00	Overhead % 30%	= \$14,115.00
Labor Cost \$0.00	Labor Cost \$21,600.00	Transitional Cost	\$0.00
Net Labor Cost \$0.00	Net Labor Cost \$21,600.00	Total	\$61,165.00
Area Total Cost \$0.00	Unit Total Cost \$42,750.00	Professional Cost	\$3,400.00
	Equipment Quantity 0	Total With Prof Cost	\$64,565.00
	Equipment Cost \$0.00	Regional Cost Index	.98
	Net Equipment Cost \$0.00	Regional Adjusted \$	\$63,209.13
		Escalation	1.148
		Grand Total	\$72,533.94

**Pricing Notes**

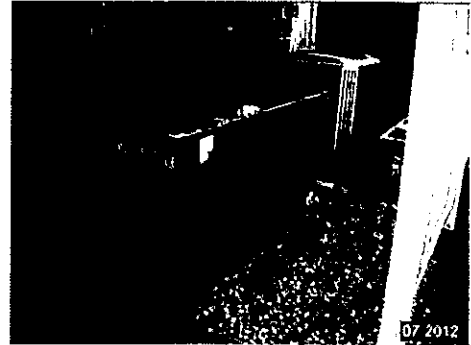
Unit Cost is for the average replacement cost of one approximately 10 ton split system air conditioning system, including controls and accessories. Other Allowance is for demolition of existing equipment and for contingencies.



**Photos:**

**Notes**

Outdoor Condenser Unit, August 2012 Photo



**Masonry Repair**  
**Project ID 3735 - Exterior Closure**

**Worcester County Library**  
**Pocomoke ID: W-4**

Funding Type **Deferred Maintenance** Priority Level **3-Medium** Created By **gbarr** Created **9/17/2012**  
 Base Cost Year **2012** Ideal Construction Year **2016** Repeat every **for 0** Years

**Standard Issues: Planning:**

- Assessability  Unassigned
- CO2  Unassigned
- Customer Work  Unassigned
- Energy  Status Proposed Completed Date
- Environmental  Code Reference Name
- In House  Section
- Safety  Name
- Security  Section
- Omit  Category



**Deficiency**

The brick masonry is damaged in several locations and should be repaired. Damage was observed in the following locations: above the window to the left of the front/main entrance, at the sill of the same window, at the corner to the left of the aforementioned window.

**Solution**

The proposed project includes repairing the damaged brick masonry.

Project Coordination Revised By **gbarr** Revised Date **9/18/2012**

**Cost Estimates:** Capital Dollars **0.0000** Expensed Dollars **0.0000**

<b>Dimensional Cost</b>		<b>RS Means and Unit Cost</b>		<b>Project Totals and Markup</b>	
Quantity	200	Quantity		Subtotal	\$6,958.00
Measurement	Square Feet	Measurement		Other Allowance	\$0.00
Material Cost	\$3.58	Material Cost	\$0.00	Project Subtotal	\$6,958.00
Net Material Cost	\$716.00	Net Material Total	\$0.00	Overhead % 30%	= \$2,087.40
Labor Cost	\$31.21	Labor Cost	\$0.00	Transitional Cost	\$0.00
Net Labor Cost	\$6,242.00	Net Labor Cost	\$0.00	Total	\$9,045.40
Area Total Cost	\$6,958.00	Unit Total Cost	\$0.00	Professional Cost	\$0.00
		Equipment Quantity	0	Total With Prof Cost	\$9,045.40
		Equipment Cost	\$0.00	Regional Cost Index	.98
		Net Equipment Cost	\$0.00	Regional Adjusted \$	\$8,855.45
Pricing Notes				Escalation	1.148
				Grand Total	\$10,161.83



**Photos:**

**Notes**

DSCF4502.JPG



**Notes**

DSCF4506.JPG



**Notes**

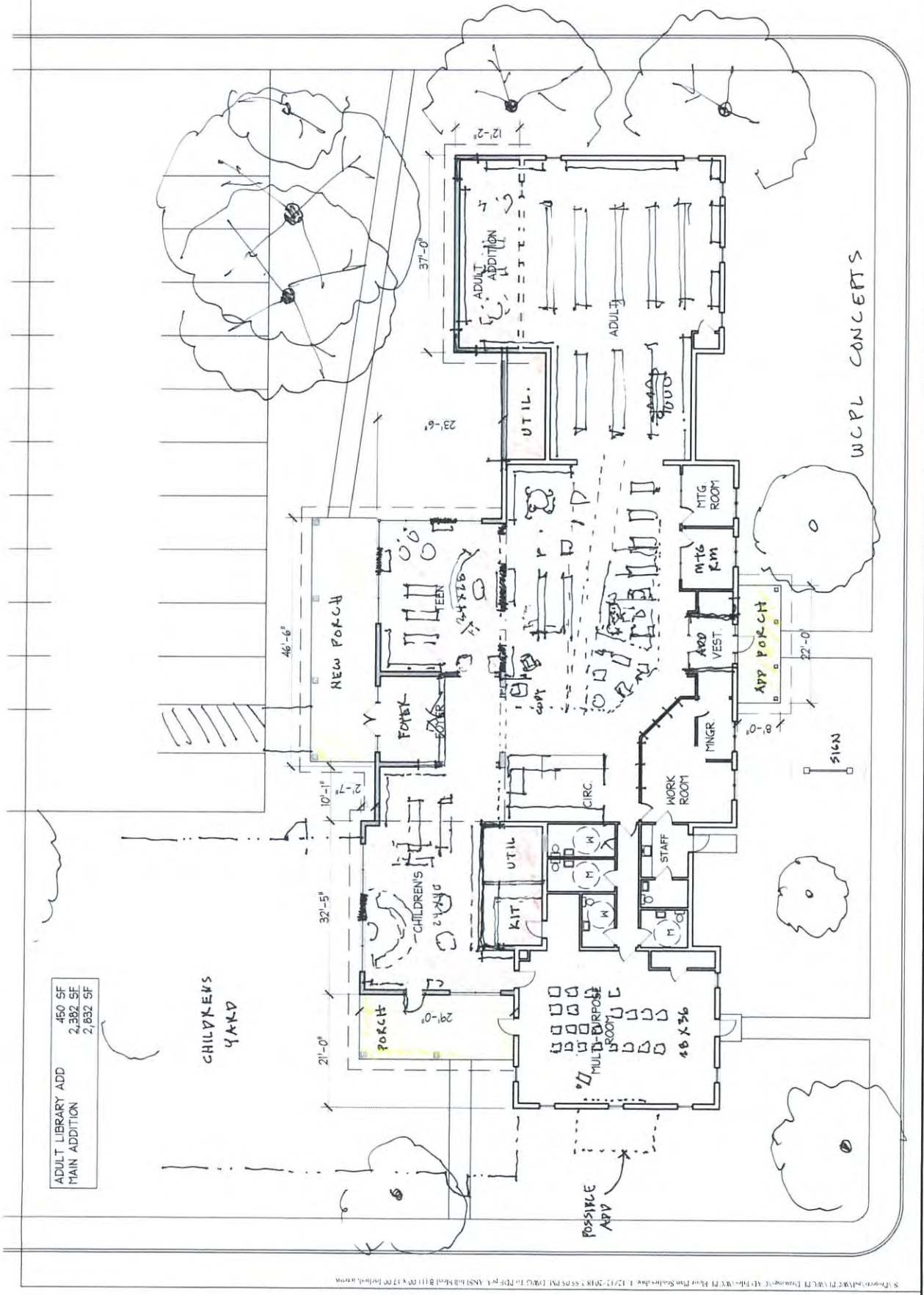
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**Notes**

DSCF4498.JPG

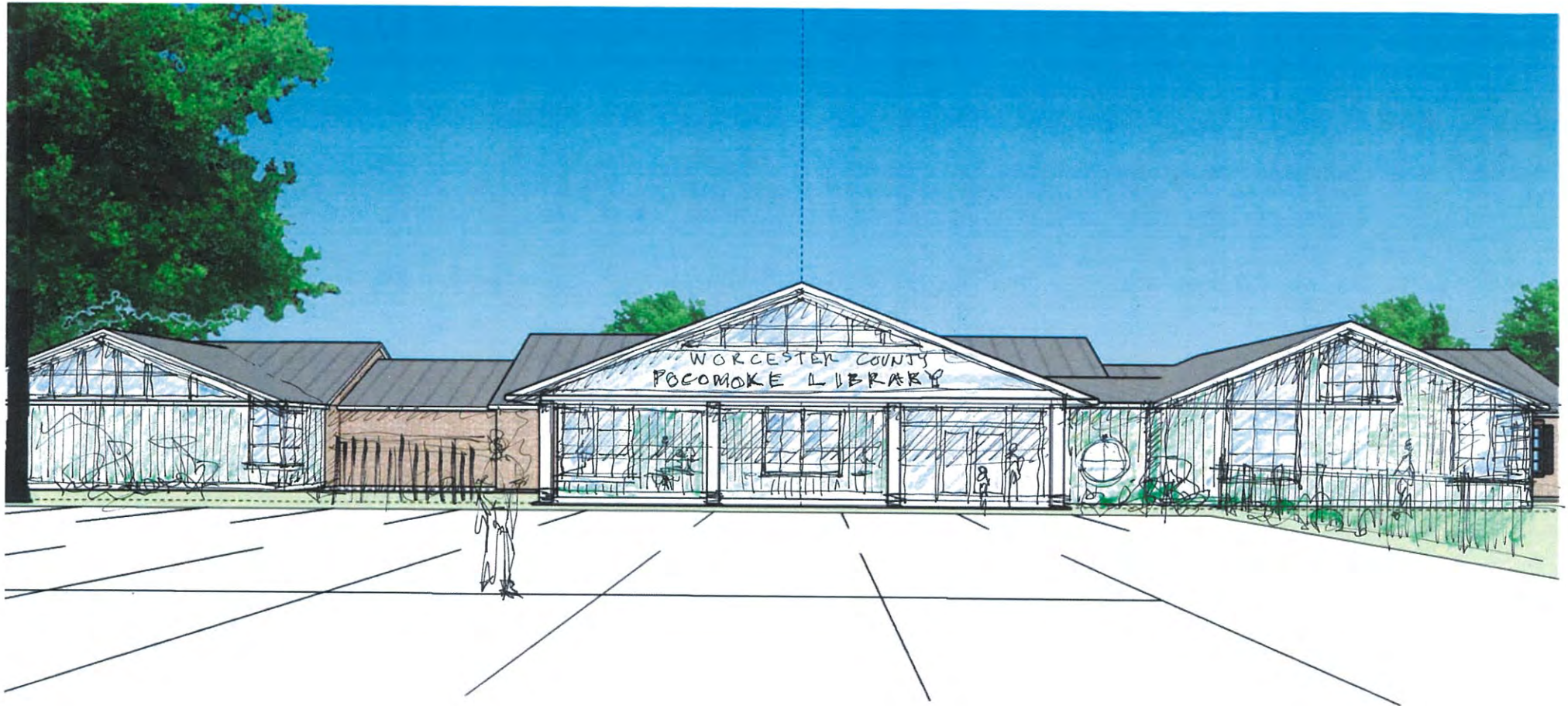




ADULT LIBRARY ADD  
 450 SF  
 MAIN ADDITION  
 2,382 SF  
 2,832 SF

CHILDREN'S  
 YARD

WCPL CONCEPTS



THE DESIGN GROUP  
Jeff Schoellkopf  
P.O. Box 237  
Warren, VT 05674  
(802) 496 - 2166

W C P L C O N C E P T S

N O R T H E N T R Y

S C H E M E 1

12.13.18



THE DESIGN GROUP  
Jeff Schoellkopf  
P.O. Box 237  
Warren, VT 05674  
(802) 496 - 2166

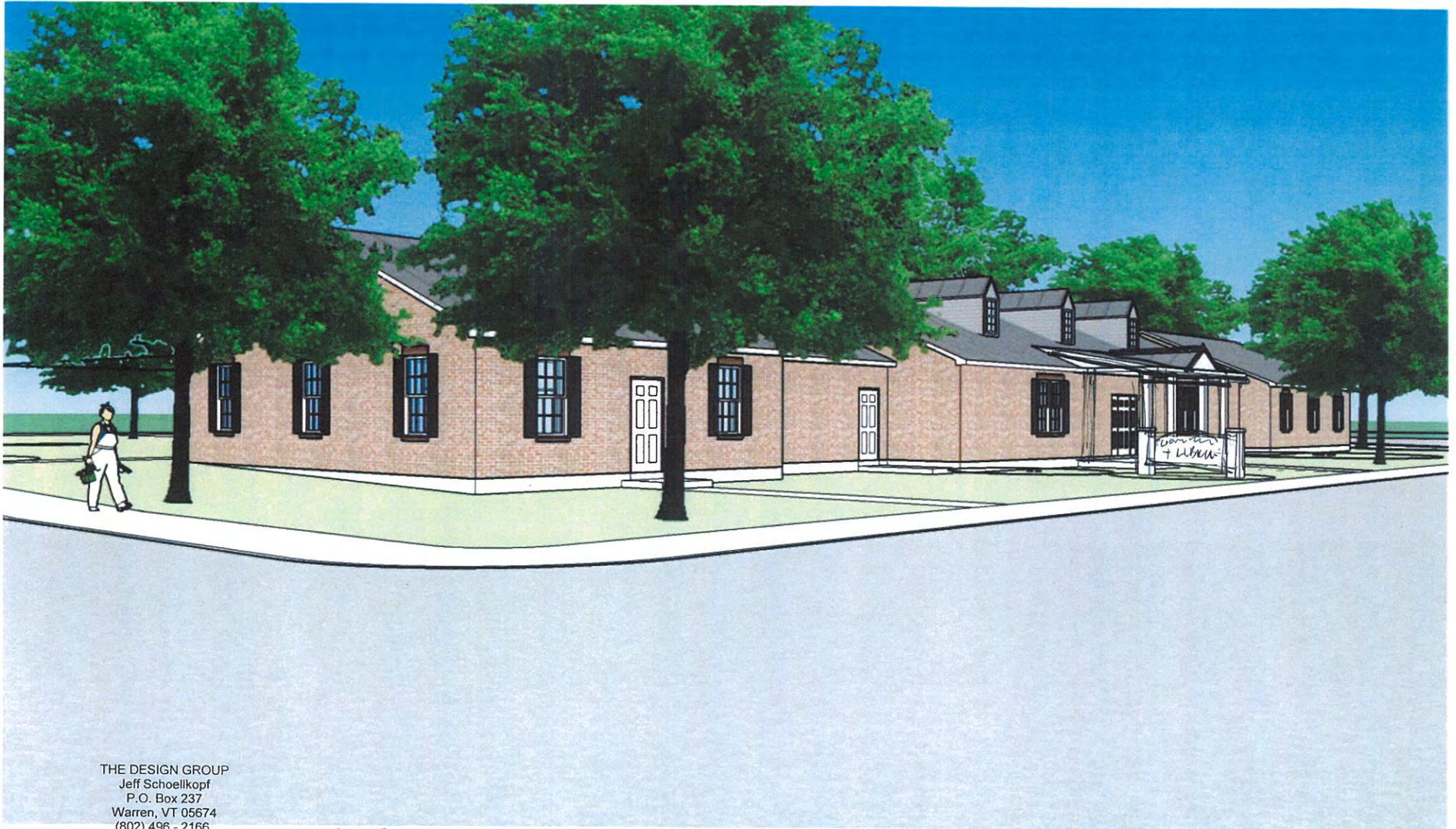
WCPL CONCEPTS

NORTH WEST SCHEME 1

12.13.18

36





THE DESIGN GROUP  
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(802) 496 - 2166

WCPL CONCEPTS

SOUTH ENTRY

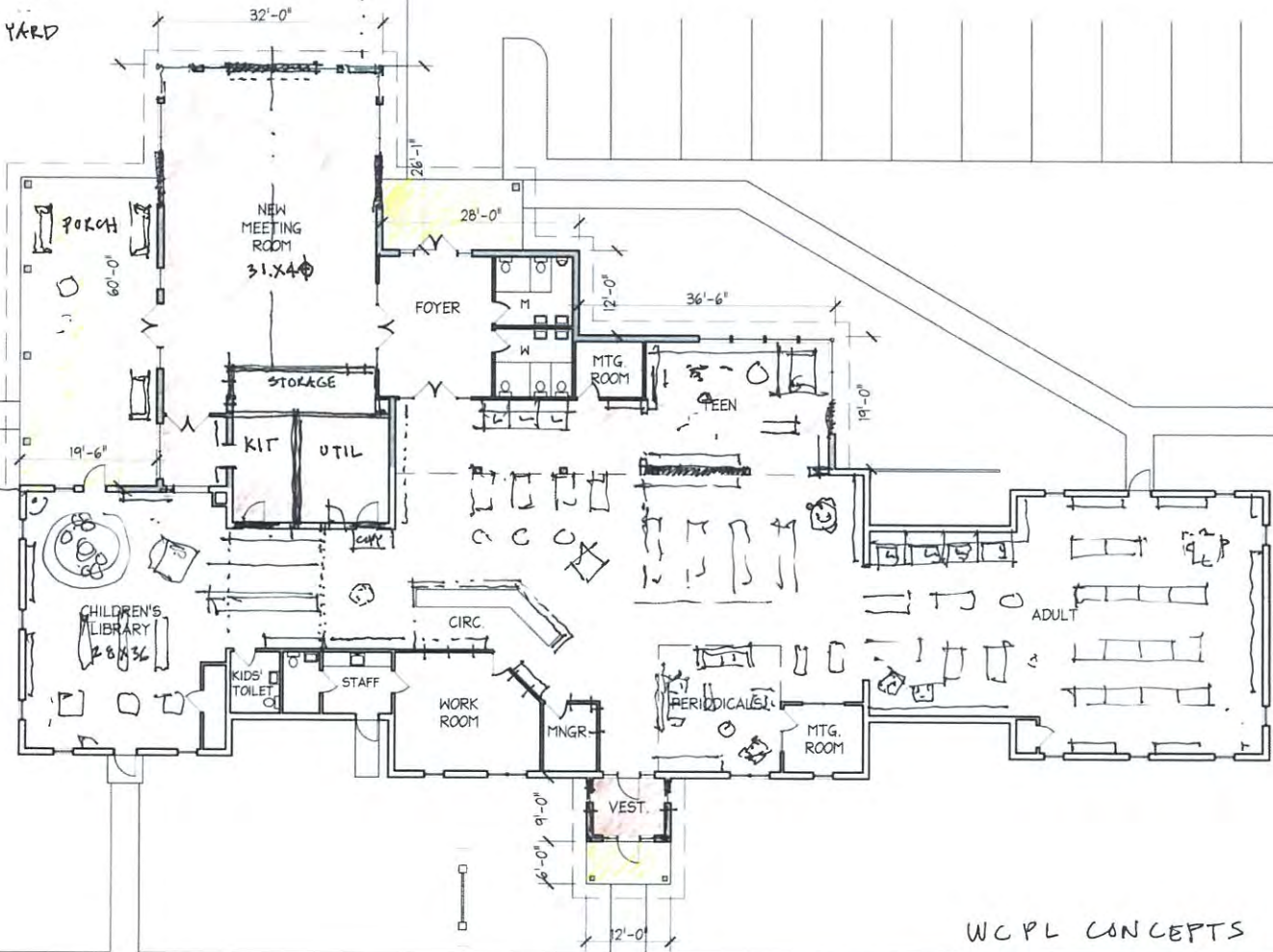
SCHEME 1

12.13.18

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FRONT VESTIBULE ADD 106 SF  
MAIN ADDITION 3,599 SF  
3,705 SF

CHILDRENS  
YARD



WCPL CONCEPTS



Architect  
Jeff Schwelkopf, AIA  
PO Box 217  
Warren, VT 05674  
tel 802-496-2100  
www.thedesigngroupvt.com

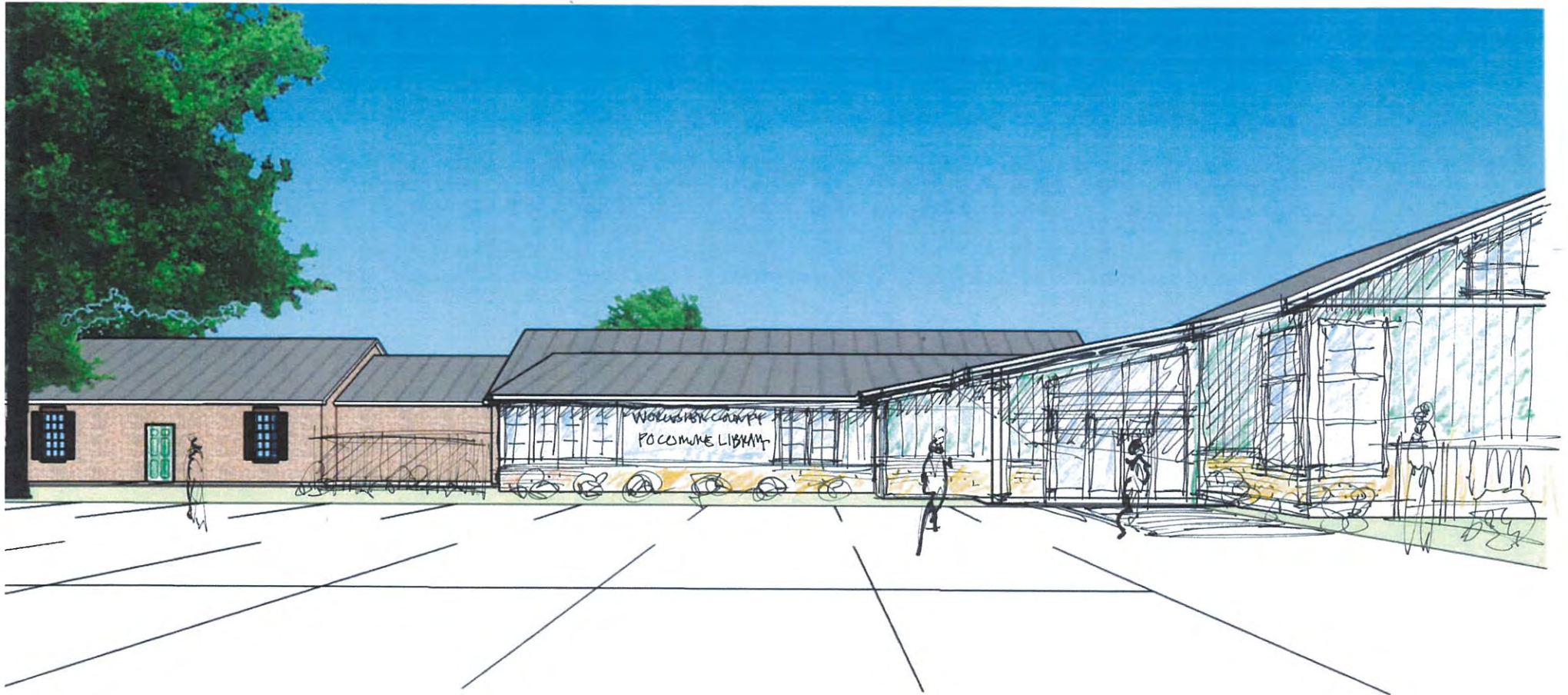
WORCESTER COUNTY LIBRARY POCOMOKE BRANCH

301 MARKET STREET  
POCOMOKE CITY, MD 20681

12.12.18  
SCALE: 1/8"=1'-0"

FLOOR  
PLAN  
SCHEME 2

SK-2



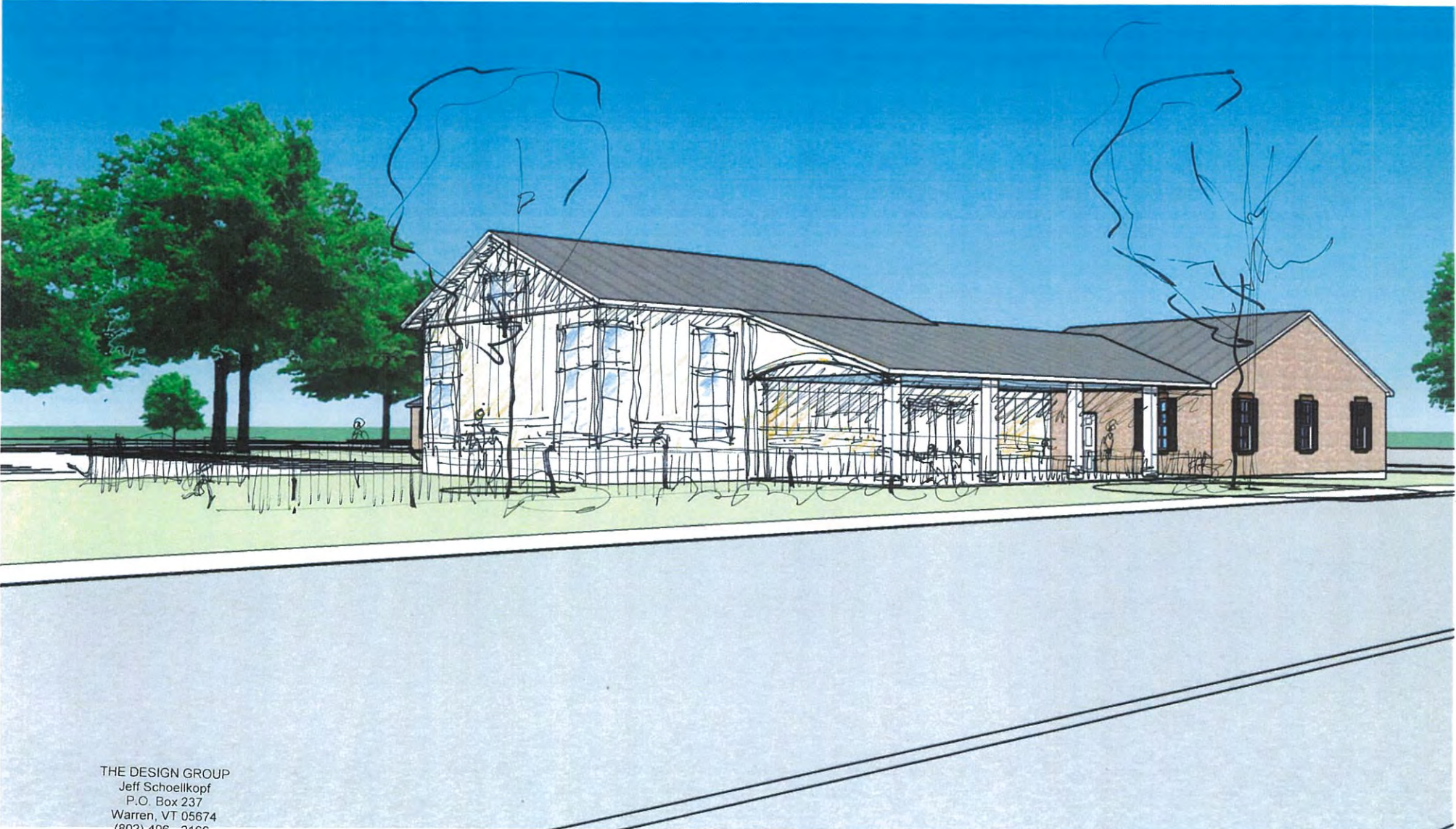
THE DESIGN GROUP  
Jeff Schoellkopf  
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Warren, VT 05674  
(802) 496 - 2166

WCPL CONCEPTS

NORTH ENTRY

SCHEME 2

12.13.18



THE DESIGN GROUP  
Jeff Schoellkopf  
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Warren, VT 05674  
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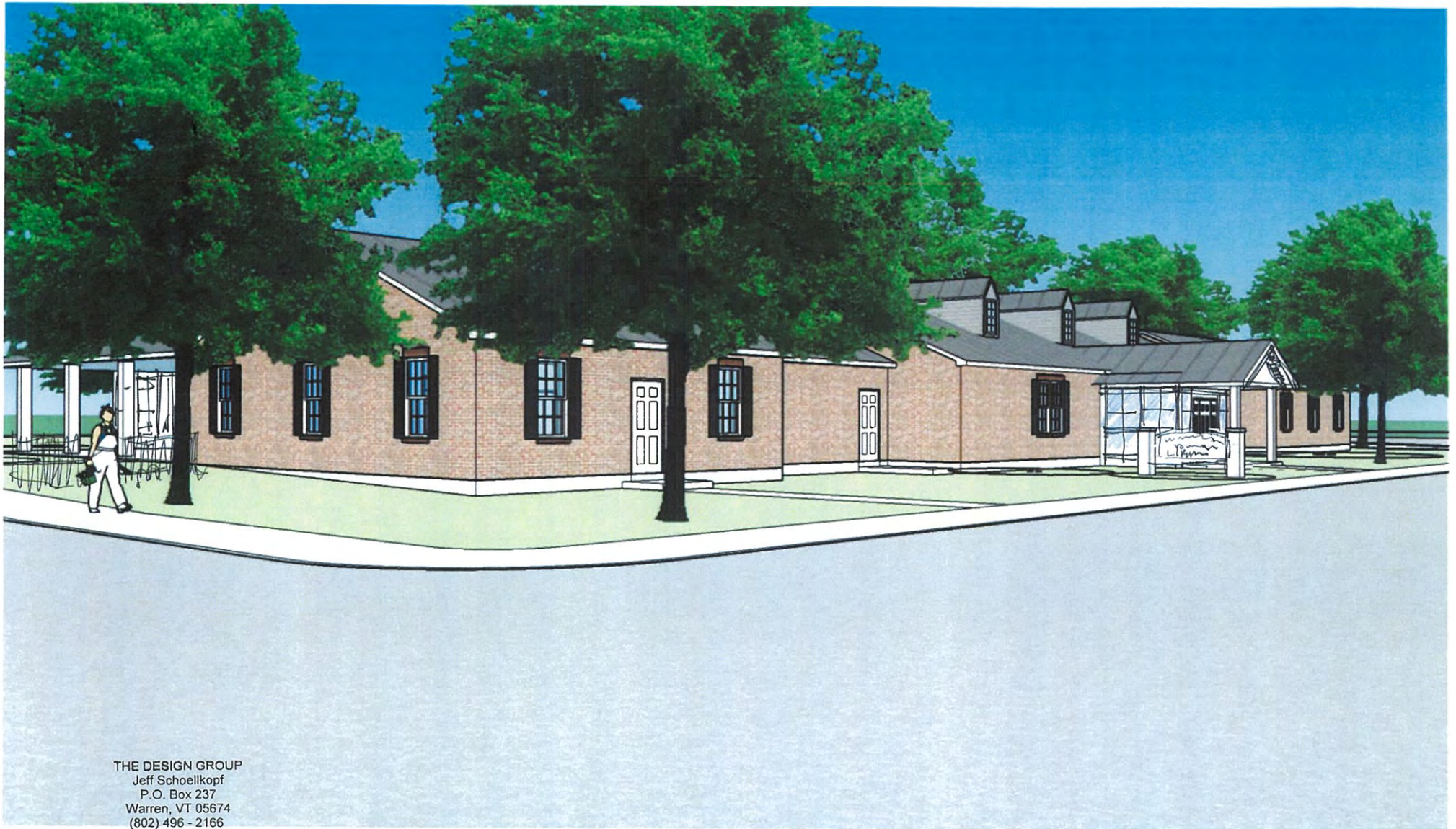
W C P L C O N C E P T S

N O R T H W E S T .

S C H E M E 2

12.13.18

40



THE DESIGN GROUP  
Jeff Schoellkopf  
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Warren, VT 05674  
(802) 496 - 2166

WCPL CONCEPTS

SOUTH ENTRY

SCHEME 2

12.13.18

14



Architect  
 The Design Group, AIA  
 100 North Main Street  
 Warren, VT 05674  
 Tel: 802-462-1666  
 www.thedesigngroupvt.com

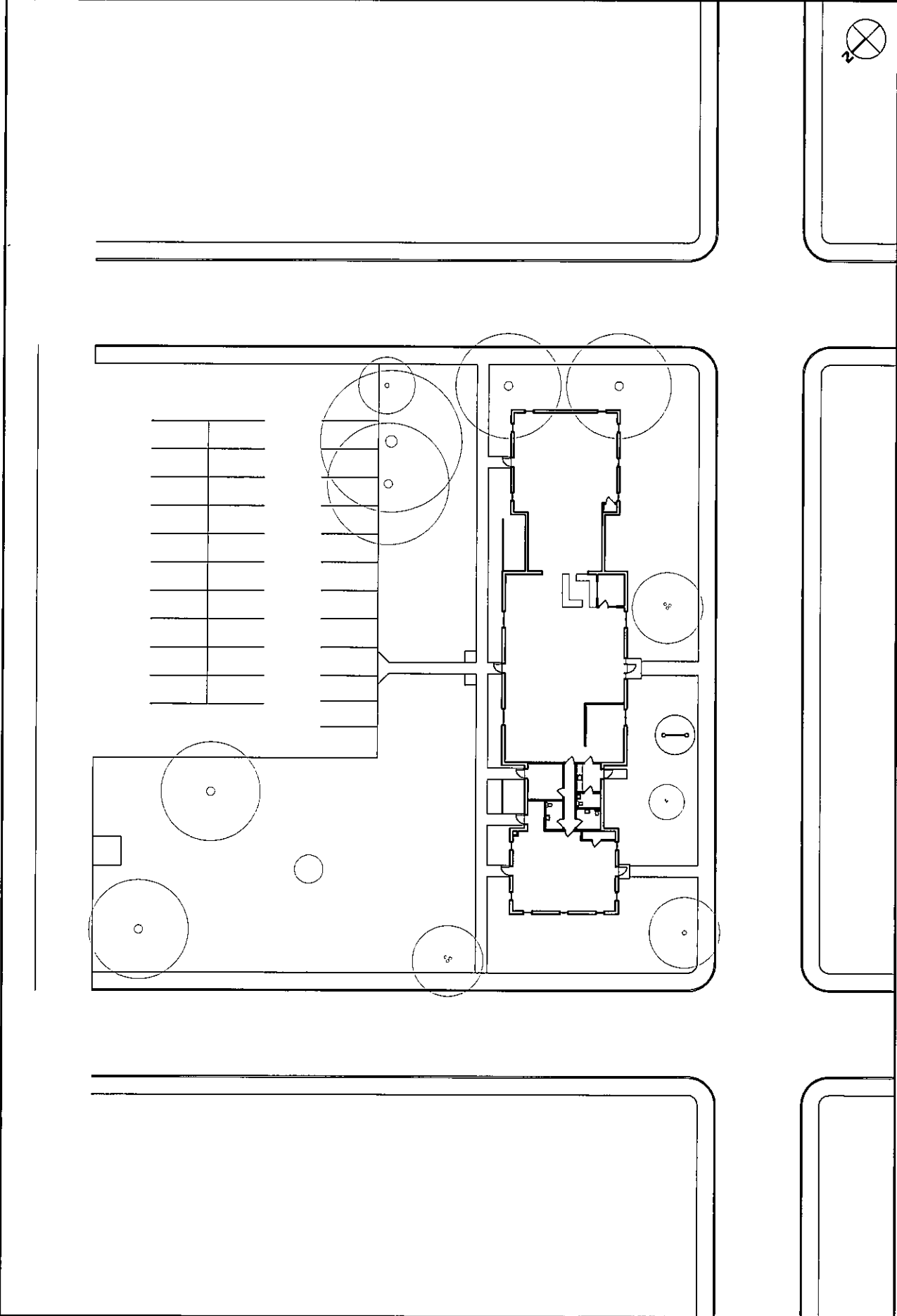
WORCESTER COUNTY LIBRARY POCOMOKE BRANCH  
 101 MARKET STREET  
 POCOMOKE CITY, MD 21851

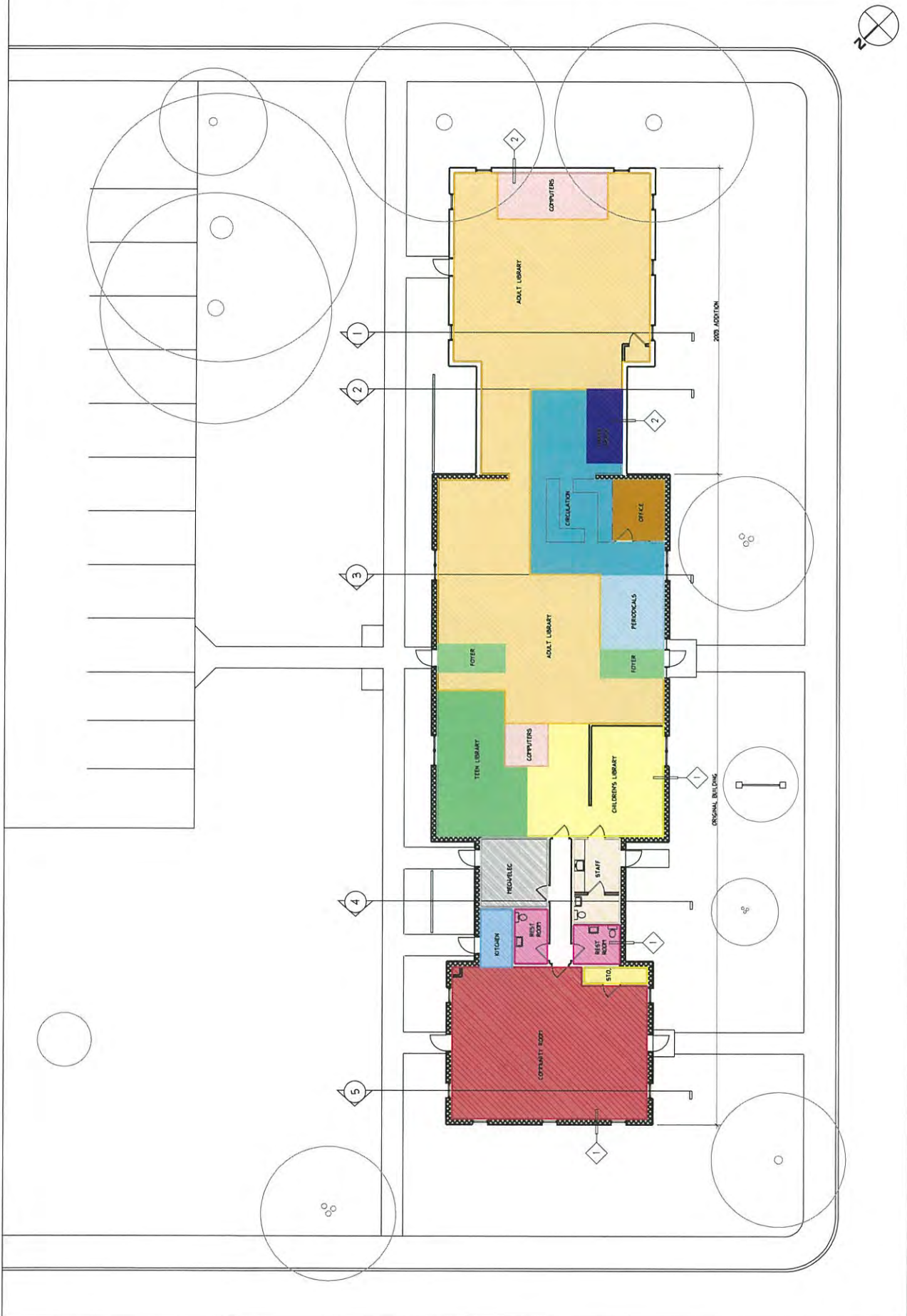
02.05.19

Scale: 1"=30'0"

Existing  
 Site Plan

EX1.0





02.05.19

Scale: 1/8" = 1'-0"

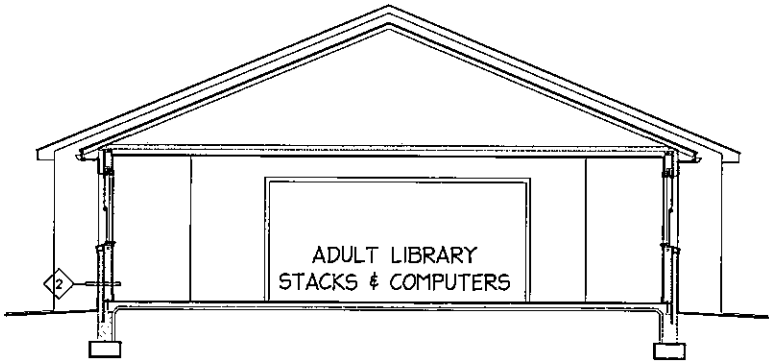
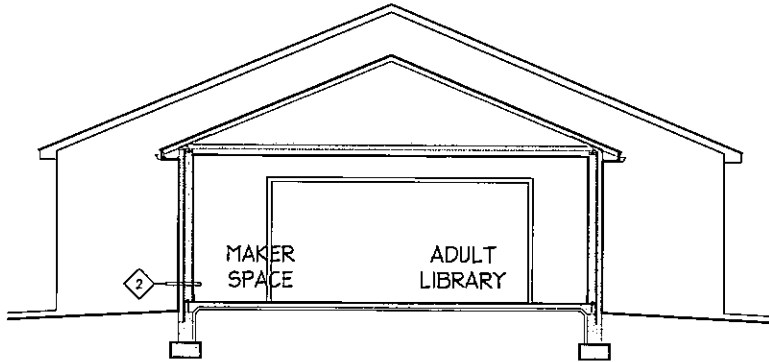
Existing

Building Sections

EX3.0

Section Scale: 1/8" = 1'-0" 2

Section Scale: 1/8" = 1'-0" 1







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WORCESTER COUNTY LIBRARY FOCOMOKE BRANCH

101 MARKET STREET  
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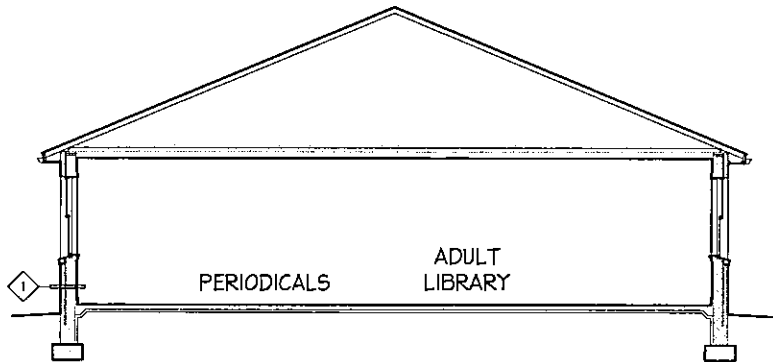
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Existing

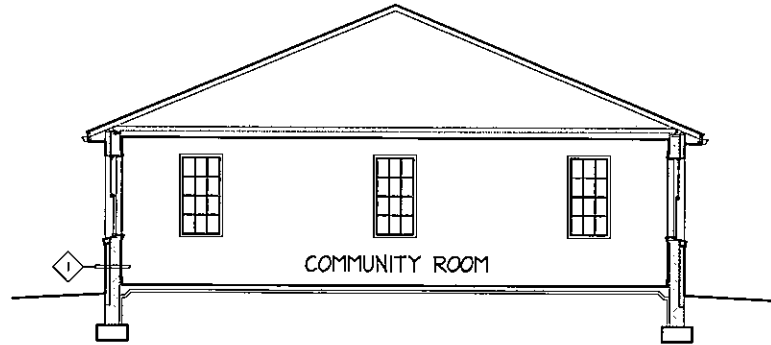
Building  
 Sections

EX3.1

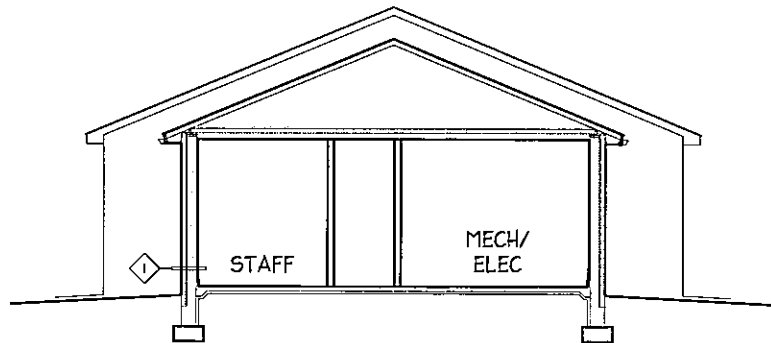


Section Scale: 1/8" = 1'-0" 3

5A

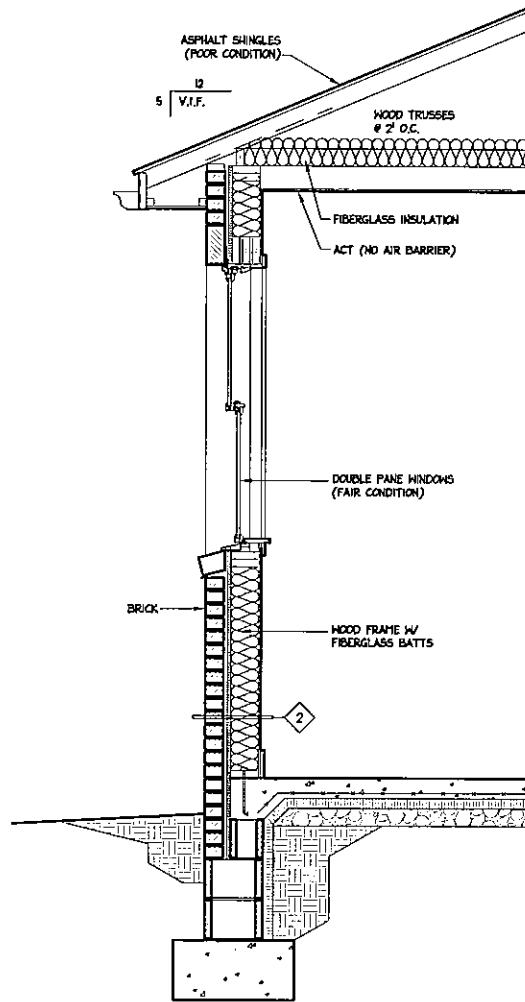


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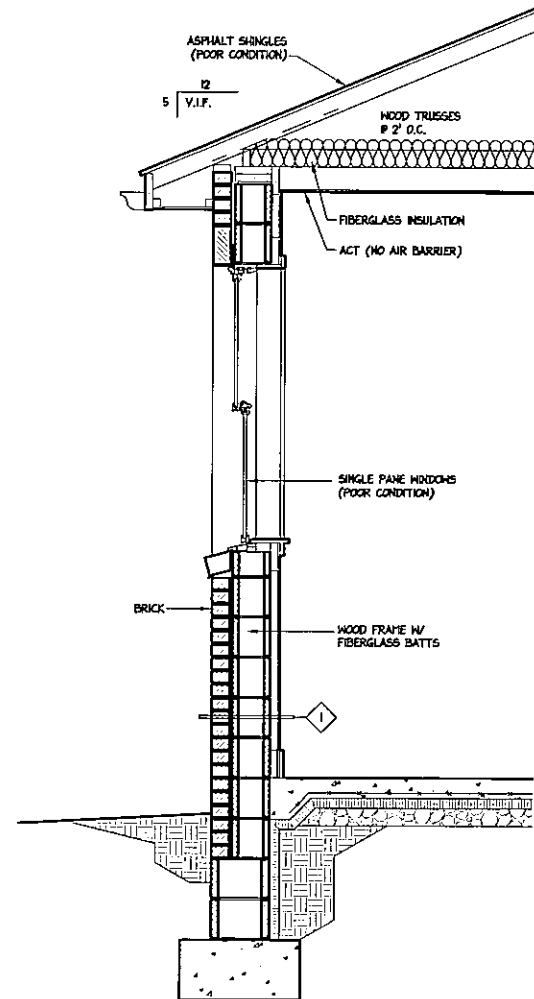


Section Scale: 1/8" = 1'-0" 4

46



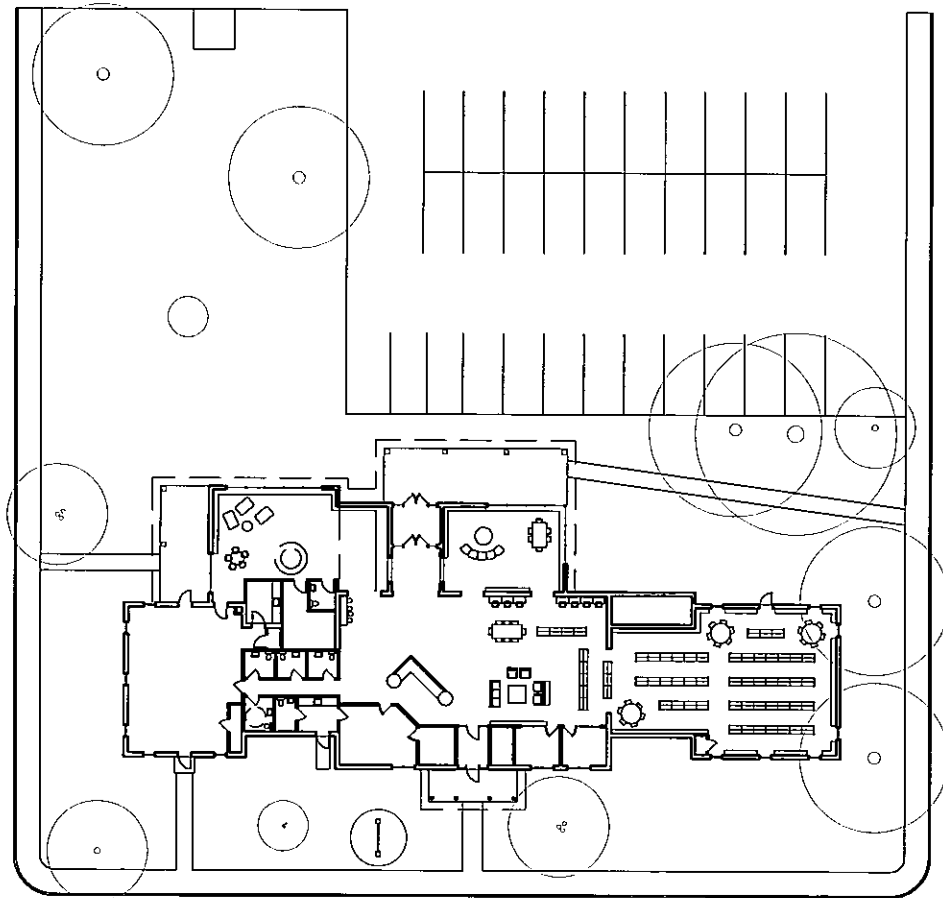
Typ. Existing 2003 Addition Building Wall Section Scale: 1/2" = 1'-0" 2



Typ. Existing Original Building Wall Section Scale: 1/2" = 1'-0" 1

Ch

48



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81 MARKET STREET  
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Scale: 1"=30'-0"

Scheme 1

Proposed  
Site Plan

A1.0



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80 MARKET STREET  
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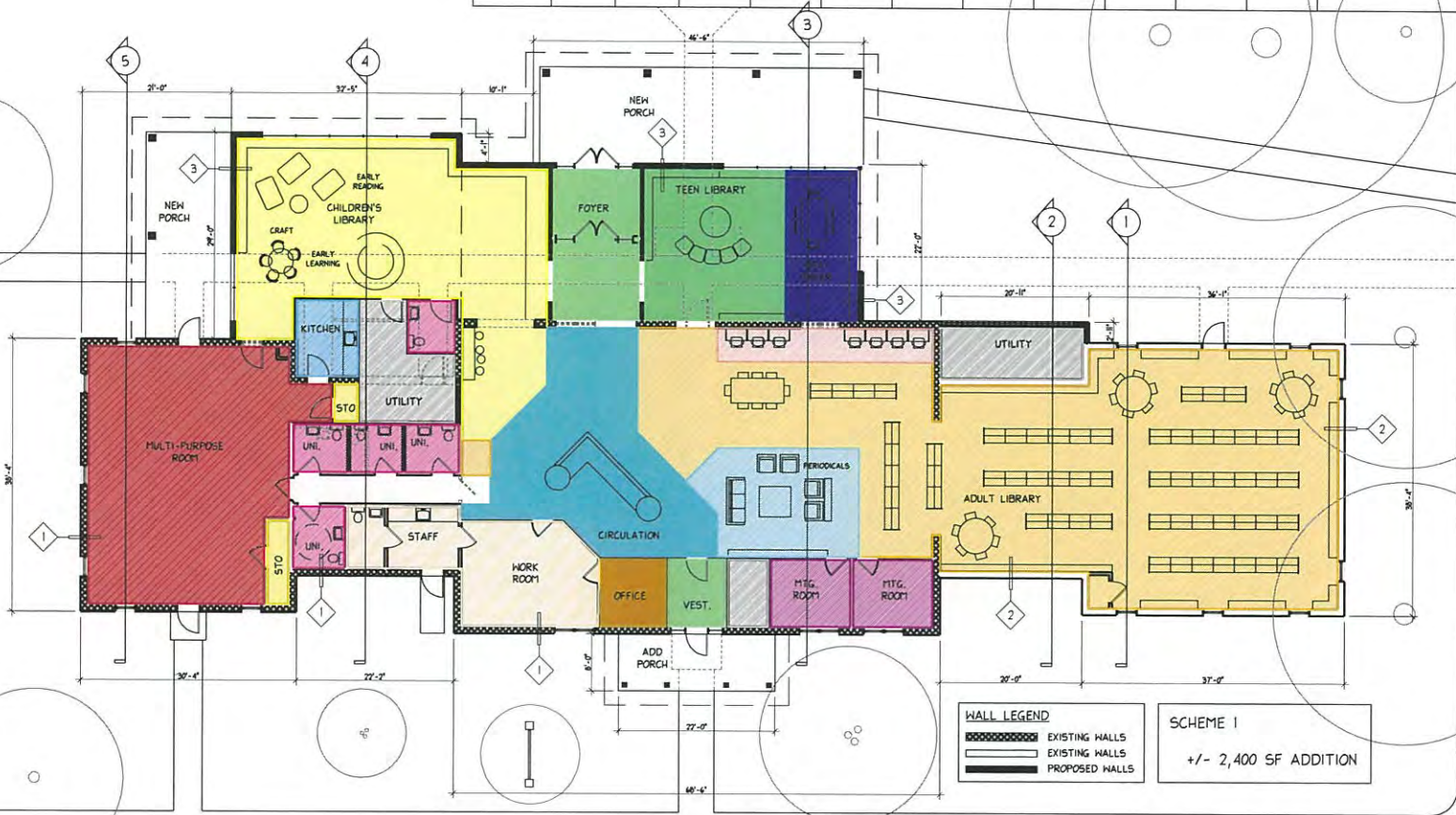
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Scale: 1/8" = 1'-0"

Scheme 1

Proposed Floor Plan

A2.0

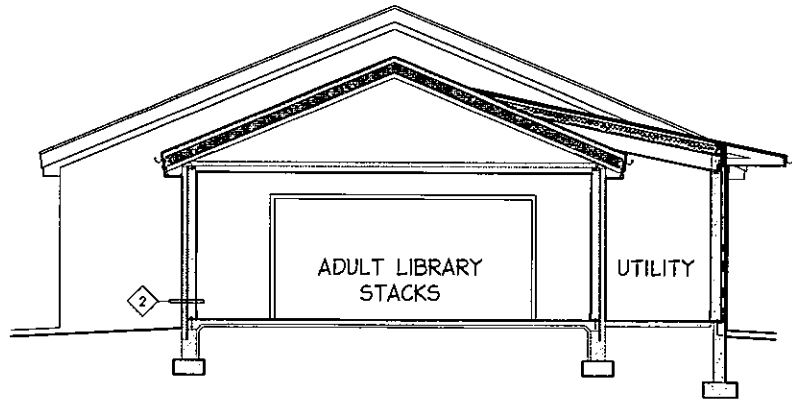


**WALL LEGEND**

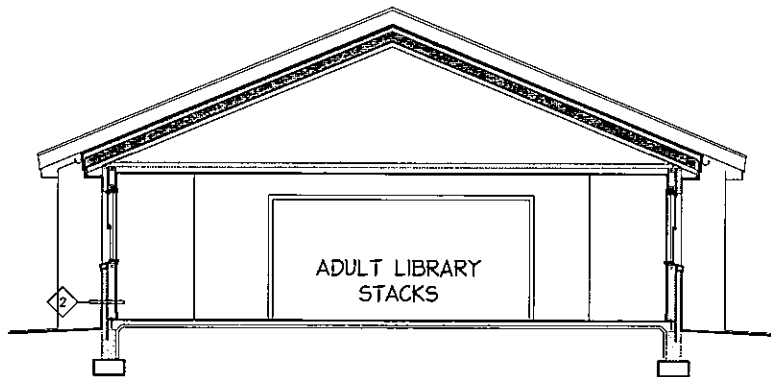
	EXISTING HALLS
	EXISTING WALLS
	PROPOSED WALLS

**SCHEME 1**  
+/- 2,400 SF ADDITION





Section Scale: 1/8" = 1'-0" 2



Section Scale: 1/8" = 1'-0" 1



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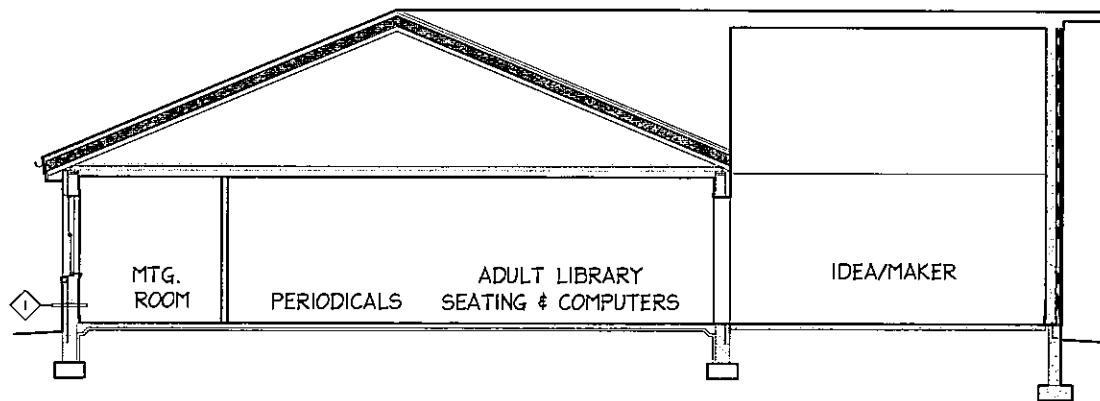
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Scale: 1/8" = 1'-0"

Scheme 1

Building  
 Sections

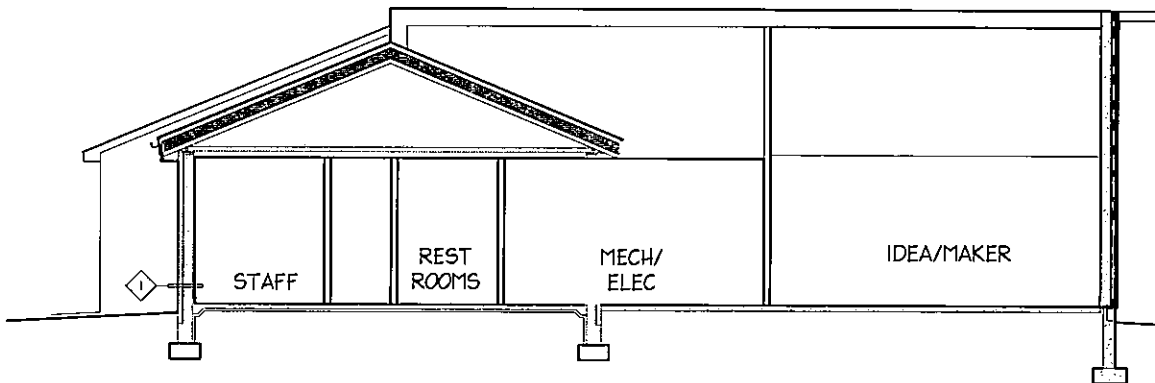
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Section Scale: 1/8" = 1'-0" 3

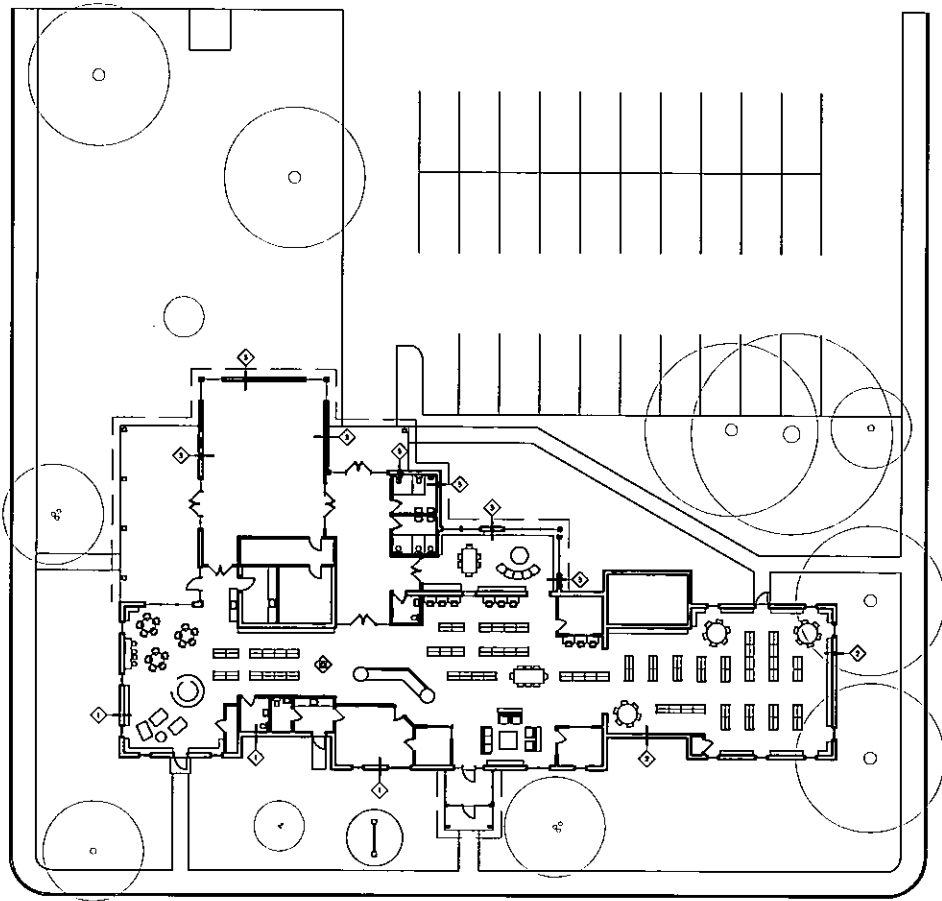
Section Scale: 1/8" = 1'-0" 5

Section Scale: 1/8" = 1'-0" 4



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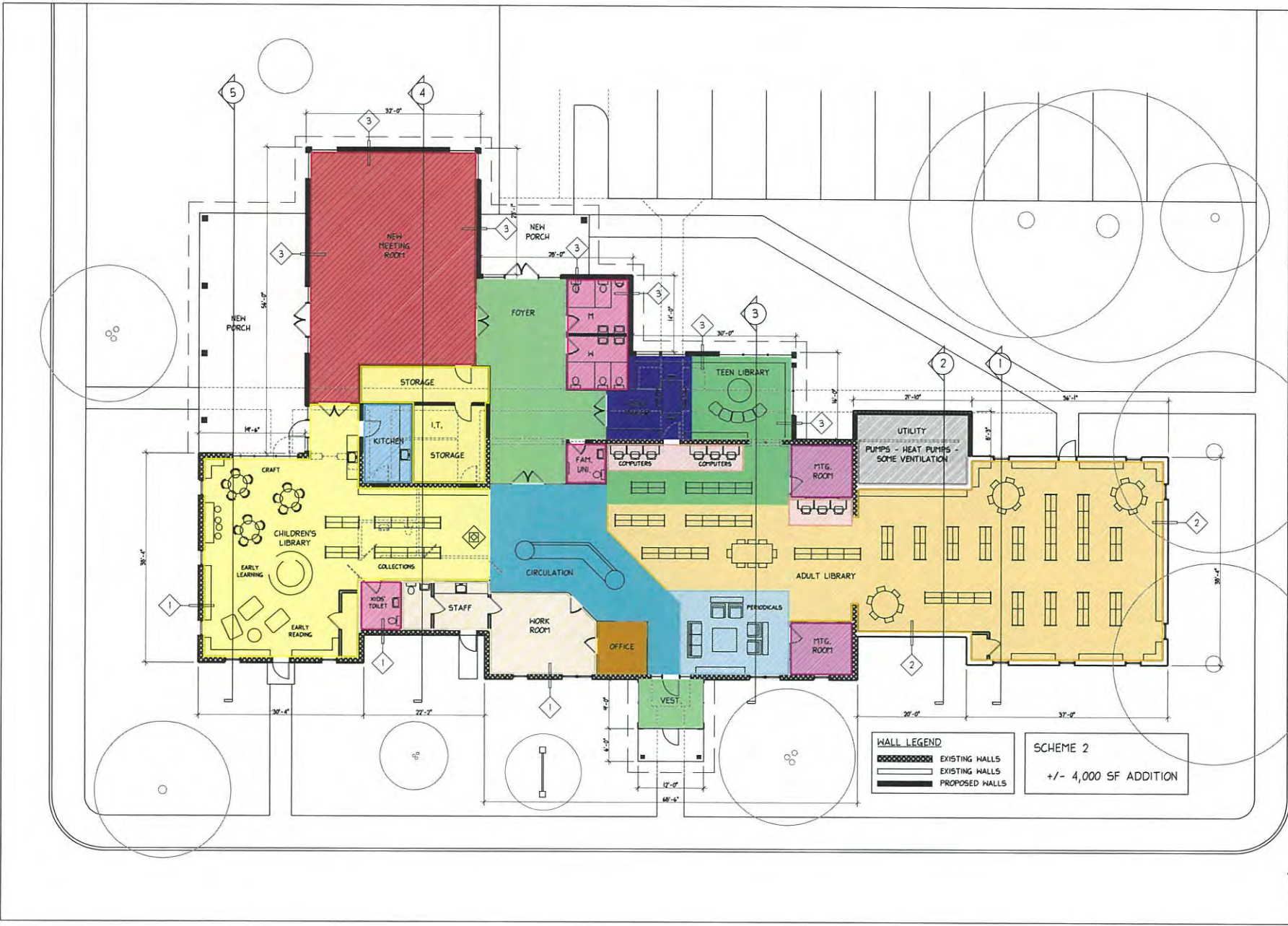
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Scale: 1"=30'-0"

Scheme 2

Proposed  
Site Plan

A1.0



**WALL LEGEND**

	EXISTING HALLS
	EXISTING WALLS
	PROPOSED WALLS

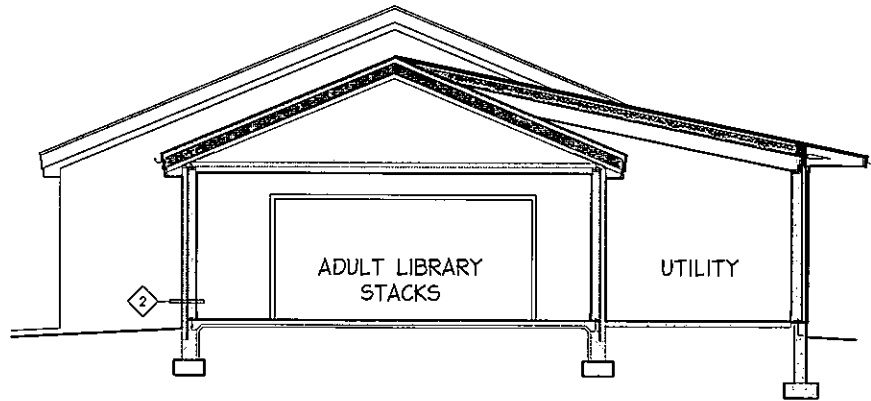
**SCHEME 2**  
+/- 4,000 SF ADDITION



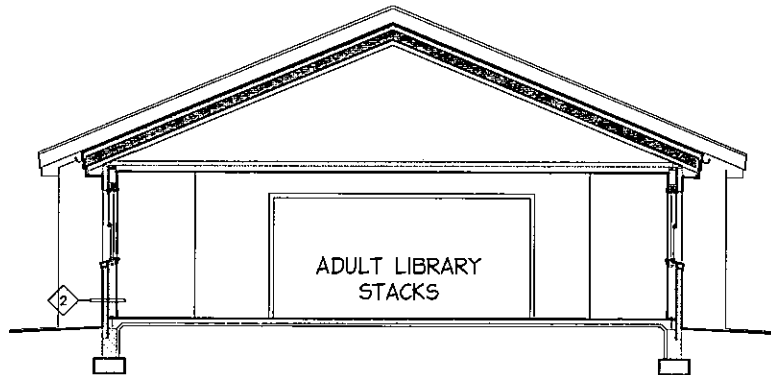
h5



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Section	Scale: 1/8" = 1'-0"	2
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Section	Scale: 1/8" = 1'-0"	1
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101 MARKET STREET  
 POCOMOKE CITY, MD 21851

02.05.19

Scale: 1/8" = 1'-0"

Scheme 2

Building Sections

A3.0



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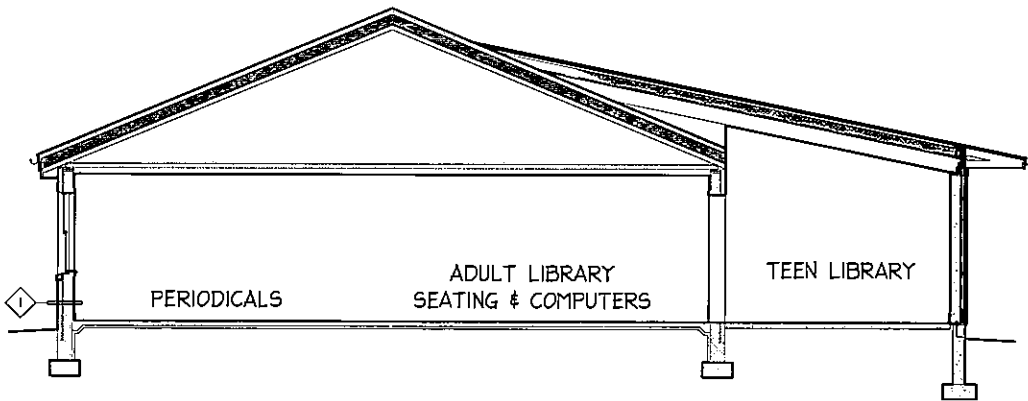
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Scale: 1/8" = 1'-0"

Scheme 2

Building  
 Sections

A3.1



Section Scale: 1/8" = 1'-0" 3

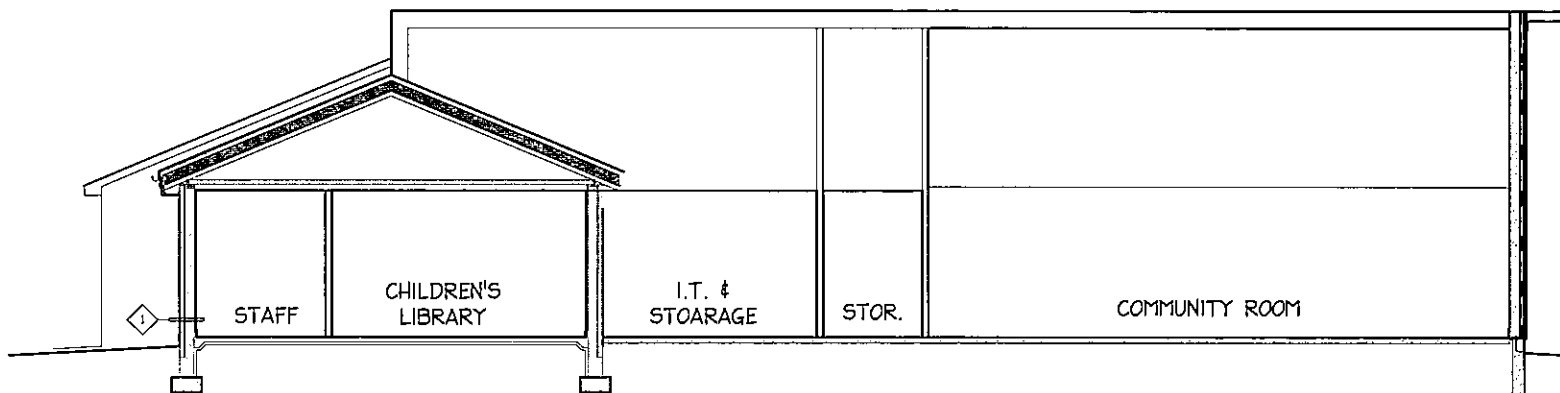
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Section Scale: 1/8" = 1'-0" 5



Section Scale: 1/8" = 1'-0" 4

WORCESTER COUNTY LIBRARY POCOMOKE BRANCH

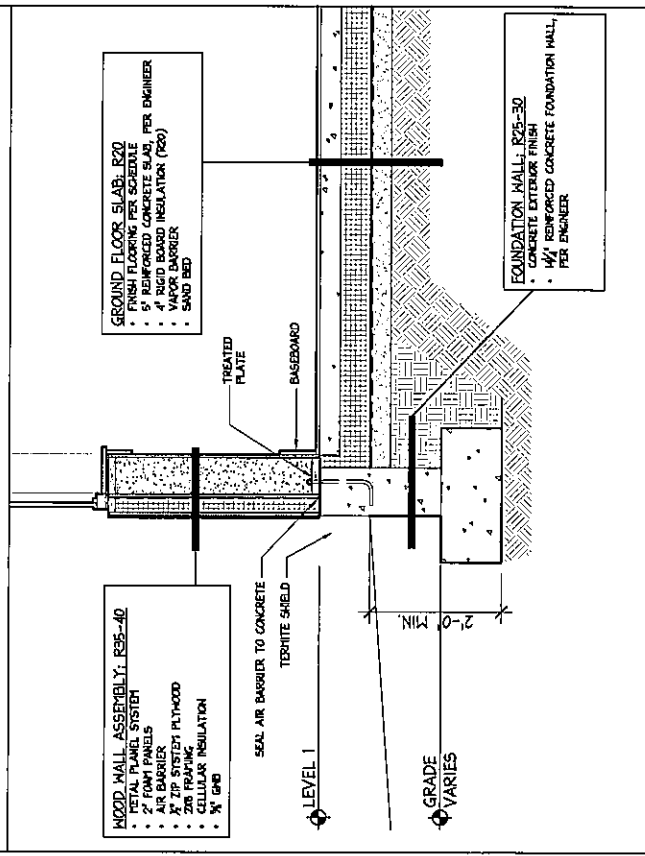
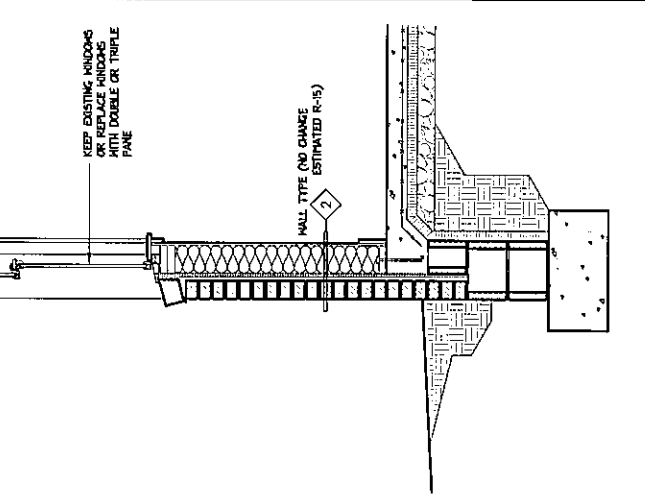
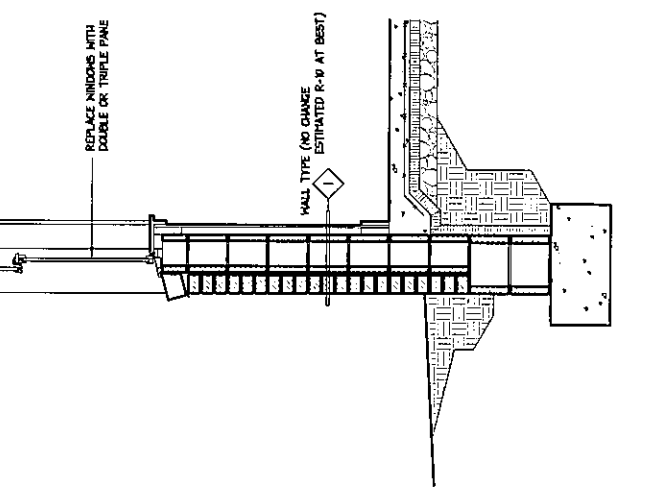
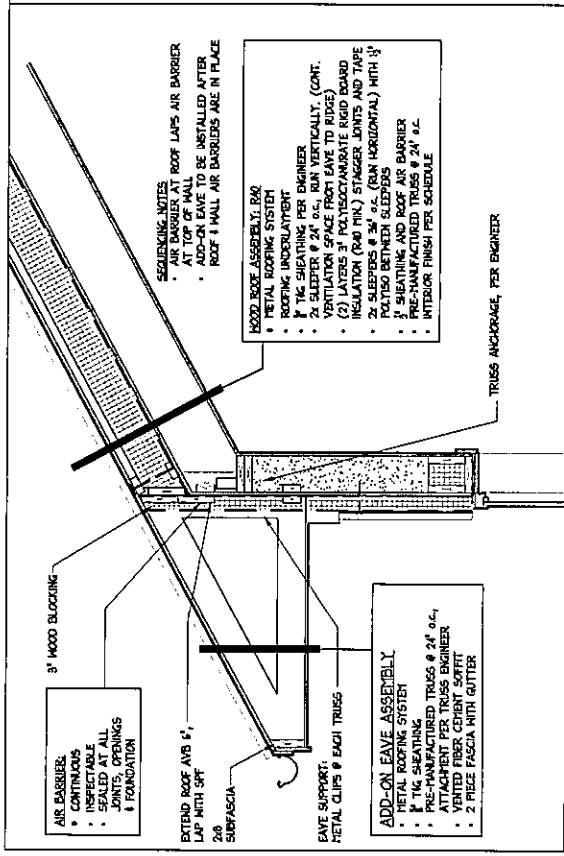
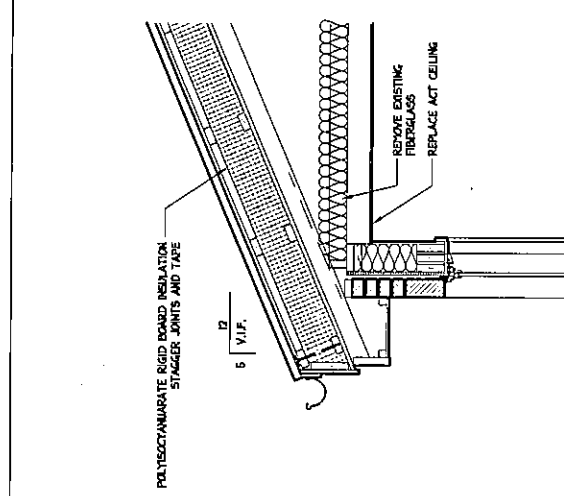
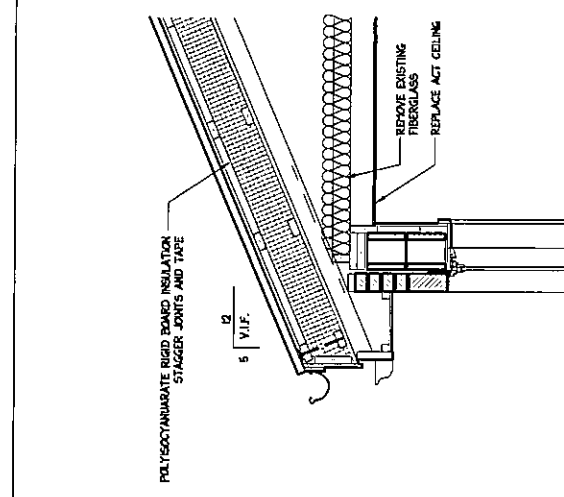
101 MARKET STREET  
 POCOMOKE CITY, MD 21111

02.05.19  
 Scale: 1/8" = 1'-0"  
 Scheme 2

Building Sections

A3.2

65



Proposed New Addition Wall Section 1/4" = 1'-0" 3  
 Renov. of Typ. Exist. '03 Addn. Bldg. Wall Sect. 1/4" = 1'-0" 2  
 Renov. of Typ. Exist. Original Bldg. Wall Sect. 1/4" = 1'-0" 1

# Pocomoke Branch – Worcester County Library *Feasibility Study*



Pocomoke City, Maryland

April 23, 2019

Gipe Associates Project No: 19011



**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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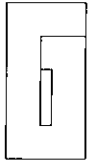
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Appendix B:	Ventilation Calculations
Appendix C:	Heating/Cooling Calculations
Appendix D:	Domestic Water Calculations
Appendix E:	Water Heater Sizing Calculations
Appendix F:	Fire Protection Calculations
Appendix G:	Life Cycle Cost Analysis
Appendix H:	Building Envelope Improvements Energy Model
Appendix I:	Geothermal Well Field Calculation





**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

W.O. #: 19011  
Easton Office

April 24, 2019

Mrs. Jennifer Ranck  
Worcester County Library  
307 North Washington Street  
Snow Hill, MD 21863

Project: Worcester County Library – Pocomoke Branch Feasibility Study

Dear Jennifer:

As requested Gipe Associates, Inc. has reviewed the HVAC (Heating, Ventilation and Air Conditioning), plumbing, fire protection and electrical systems for the Pocomoke Branch - Worcester County Library. Below please find our observations, calculations, and recommendations.

**INTRODUCTION:**

Gipe Associates, Inc. was asked to assess the current HVAC, plumbing, fire protection and electrical systems and make recommendations for the future HVAC, plumbing, fire protection and electrical needs at the Pocomoke Branch of the Worcester County Library located in Pocomoke, MD. In addition, Jeff Schoellkopf contacted Gipe Associates, Inc. on May 2, 2018 with a request for an evaluation of the current systems in regards to a planned building renovation in 2020. The enclosed report addresses both the review of the MEP systems and evaluates system for the future renovations.

The following outlines the task we have performed in completing our feasibility study:

1. Performed field survey and observations.
2. Evaluated fire protection requirements.
3. Determined age, condition, and code compliance of existing mechanical systems.
4. Developed schematic drawings of existing mechanical systems.
5. Performed existing mechanical systems evaluation relative to future building use.
6. Provided recommendations for new mechanical systems.
7. Performed cost estimate for new construction and renovations.
8. Provided digital photographs of existing mechanical equipment/systems
9. Provided preliminary plumbing calculations.
10. Attended a meeting with Owner and other design team members to verify scope.
11. Performed preliminary heating/cooling load calculations.
12. Performed preliminary ventilation calculations.
13. Performed life cycle cost analysis.
14. Performed HVAC System Energy Modeling.
15. Evaluated electrical power usage and costs for the existing building as coordinated with utility company.
16. Provided preliminary electrical load calculation for proposed building usage.
17. Verified existing electrical service primary and secondary voltages.
18. Determined age and condition of existing electrical switchgear and branch circuit wiring systems.

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19. Evaluated existing interior lighting systems relative to proposed building usage.
20. Evaluated existing site lighting to maintain security and vehicular transportation requirements.
21. Existing electrical code violations documentation and recommendations to rectify existing violations.
22. Evaluated of existing fire alarm system code compliance.
23. Provided recommendations for fire alarm system upgrades to comply with the latest fire alarm codes.
24. Evaluated existing electrical service size adequacy for proposed building upgrades.
25. Provided recommendations for switchgear and distribution upgrades for proposed building upgrades.
26. Provided digital photographs of existing electrical equipment.
27. Evaluated existing security system.
28. Provided recommendations for new security system requirements.

We visited the site on February 14<sup>th</sup>, 2019 for a field survey of the existing mechanical and electrical systems in the building. The following report is based on our field observations, review of existing drawings, engineering calculations, and discussions with staff.

**MECAHNICAL EXISTING CONDITIONS:**

The Pocomoke Library was constructed in the 1970s and renovated in 2003. The building has the following characteristics:

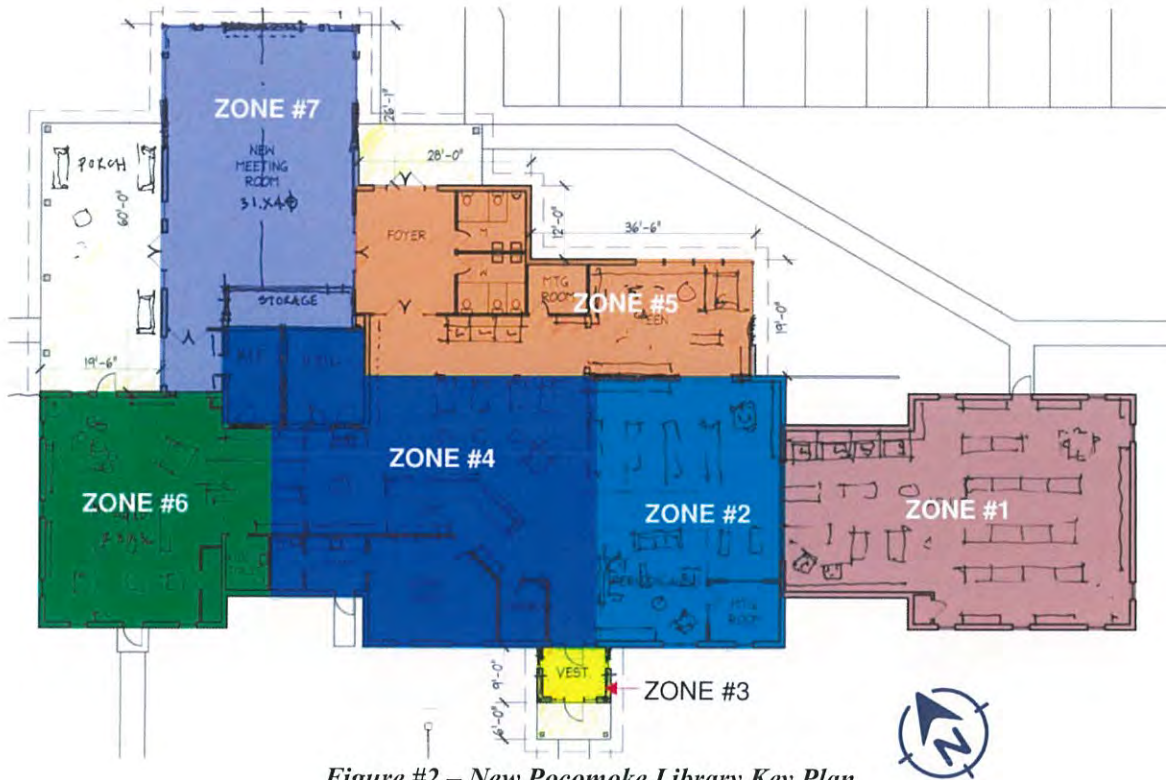
1. Gross square footage = 6,728 square feet.
2. Wall construction: Two types (Face brick, wood stud, batt insulation) and (Face brick, board insulation, masonry block).
3. Roof construction: plywood deck, asphalt shingles.
4. Floor type: Slab on grade.
5. Space usages: Reading/Computer rooms, Meeting room

A keyplan of the existing building can be seen in Figure #1 which outlines the HVAC (heating, ventilating, and air conditioning) zones of the existing system and shows the location of the major equipment that comprise the HVAC systems.



**Figure #1 – Existing Pocomoke Library Key Plan**  
No Scale

A keyplan of the Pocomoke library with proposed addition provided by Jeff Schoellkopf can be seen in Figure #2, which outlines the HVAC zones used for calculating the size of the new proposed HVAC systems.



**Figure #2 – New Pocomoke Library Key Plan**  
No Scale

The next section of the report shall review the existing HVAC components and systems.

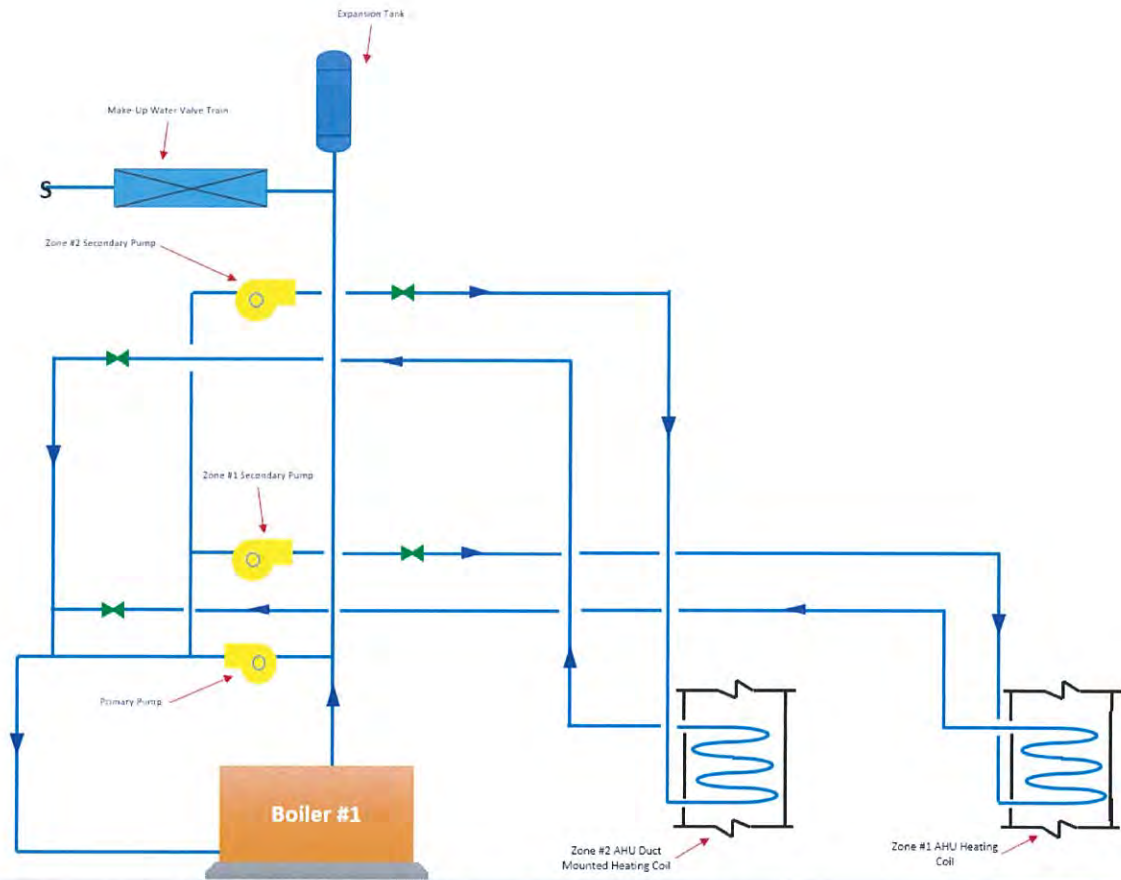
**Existing HVAC Equipment**

The existing HVAC system consists of the following components:

1. Zone #1 and zone #2 heating needs are both served by a heating water system. This hot water heating system consists of one fuel oil fired Peerless model EC-05 boiler (Photograph #1), two secondary Taco cartridge circulator zone pumps and one Taco cartridge primary pump. The boiler has a rated output capacity of approximately 286,000 Btuh. The heating system appears to be original to the building and is 30 plus years old. Figure #2 displays a diagram of the heating water system.



**Photograph #1 – Boiler**

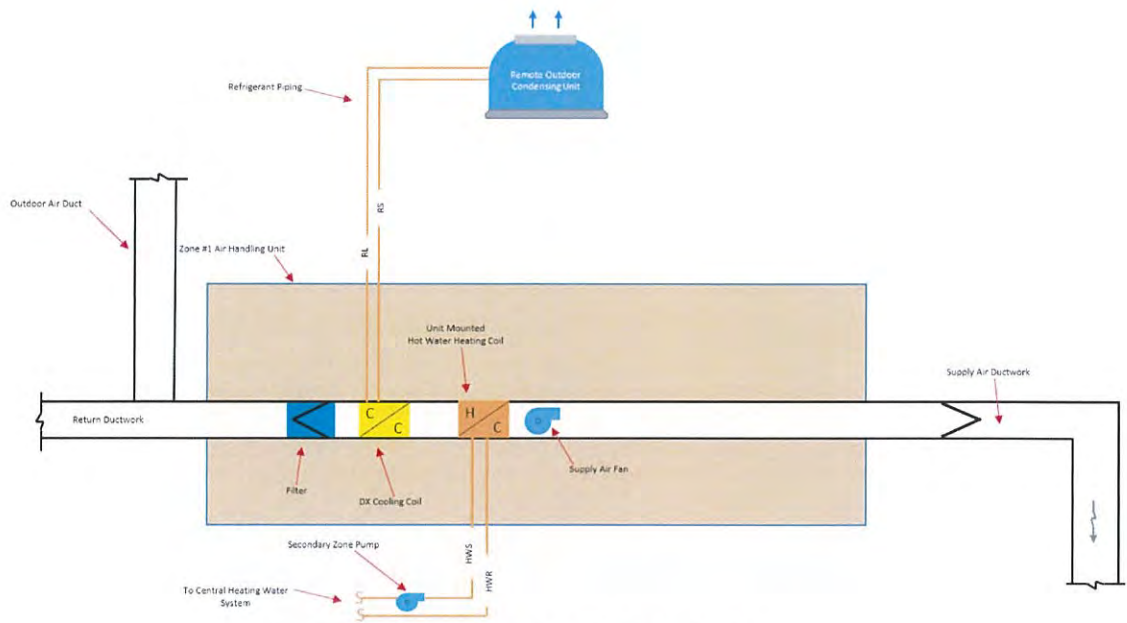


**Figure #3 Existing Heating Water System**  
Scale: None

- Zone #1 consists of an AquaTherm air handling unit as seen in Photograph #2 and outdoor condensing unit. The air handling unit has an internal heating water coil served by the boiler and associated secondary zone pump. Cooling is provided by a DX (direct expansion) refrigerant coil in tandem with the outdoor grade mounted condensing unit as seen in Figure #4. This air handling unit and condensing unit appear to be less than 10 years old.



**Photograph #2 – Zone #1 Air Handling Unit**



**Figure #4 Zone #1 Air Handling Unit**  
Scale: None

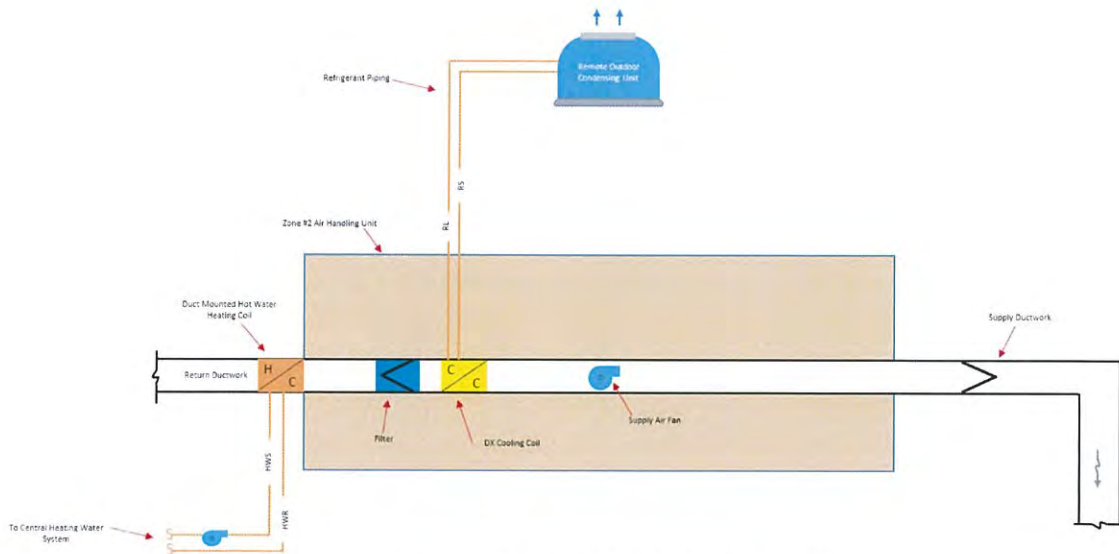
- Zone #2 is comprised of a Borg-Warner model L2E0 air handling unit, outdoor condensing unit (Photograph #3) and separate heating water coil installed in the return air ductwork as seen in Photograph #4. The heating water coil is served by the boiler and an associated zone pump. Cooling is provided by a DX (direct expansion) refrigerant coil in tandem with the outdoor grade mounted condensing unit as seen in Figure #5. This air handling unit and associated equipment appears to be original to the building and is 30 plus years old.



**Photograph #3 – Outdoor Condensing Unit**



**Photograph #4 – Zone #2 Heating Water Coil**

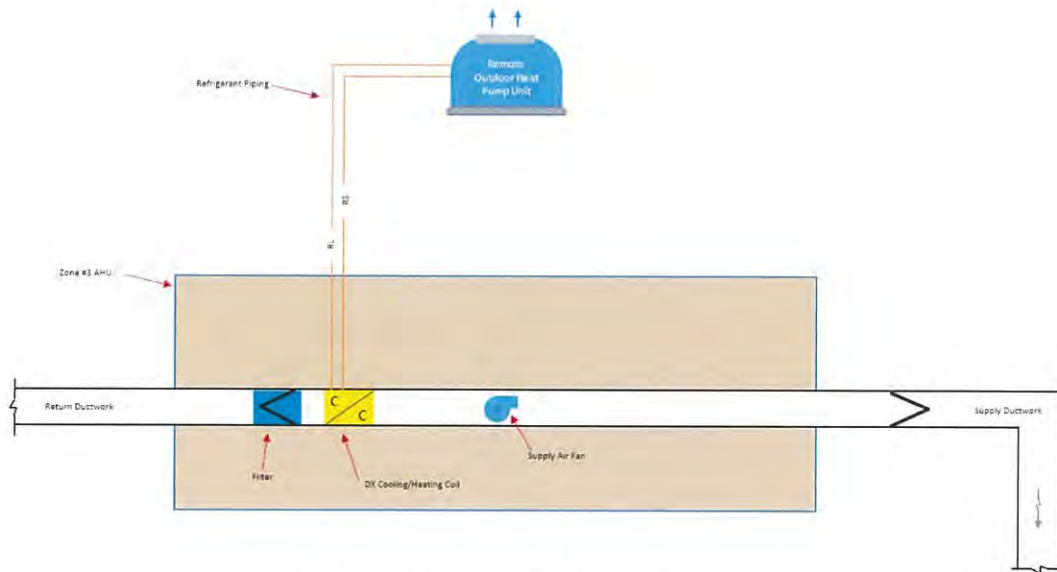


***Figure #5 Zone #2 Air Handling Unit***  
Scale: None

4. Zone #3 consists of a split system air handling unit (Photograph #5) with a grade mounted heat pump unit. This unit was installed when the addition was added to the library in 2003. See Figure #6 for more information.



**Photograph #5 – Zone #3 Air Handling Unit**



***Figure #6 Zone #3 Air Handling Unit***  
Scale: None

The existing equipment is inefficient and nearing the end of its useful life. Based on the systems deficiencies (listed below) and age we recommend complete replacement of the same.

The next section of the report shall review the HVAC system deficiencies.

### ***HVAC System Deficiencies***

The existing HVAC equipment is coming to the end of its useful service life and has the following major deficiencies/code violations based on our field observations:

1. No ventilation air (outside air) is provided for the occupied spaces as required by ASHRAE Standard 62 – Ventilation for Acceptable Indoor Air Quality.
2. Existing heating water piping is uninsulated and routed through the uninsulated and vented attic. This potentially leaves the piping exposed to freezing temperatures.
3. There is no combustion air provided for the boiler.
4. The air handling units do not have duct smoke detectors. Based on the size of the zones and ductwork we suspect at a minimum Zone #2 most likely has an airflow larger than 2,000 cfm and should have duct smoke.

The Building is also due for a renovation that will add square footage to better serve the needs of the community. The existing systems are not able to handle the additional building square footage and do not have the ability to scale upwards to handle the proposed additions.

For these reasons and the age of the equipment we recommend a complete renovation of the existing HVAC equipment.

Next, we will review the existing building utility costs.

### ***Existing Building Utility Costs***

Below in Table #1 and Table #2 are the existing building electrical usage and fuel oil consumption for the calendar year of 2018:

<b>Table #1 Electrical Usage Data</b>			
<b>Month</b>	<b>Use (kWh)</b>	<b>Demand (kW)</b>	<b>Electric Delivery Charges</b>
<b>Jan-18</b>	8,818	27.87	\$469.75
<b>Feb-18</b>	6,709	35.99	\$443.33
<b>Mar-18</b>	7,939	35.23	\$459.99
<b>Apr-18</b>	5,082	31.08	\$330.08
<b>May-18</b>	4,689	30.56	\$284.14
<b>Jun-18</b>	5,541	29.58	\$311.88
<b>Jul-18</b>	6,620	29.92	\$353.76
<b>Aug-18</b>	6,491	29.51	\$375.69
<b>Sep-18</b>	6,255	29.54	\$378.60
<b>Oct-18</b>	4,257	28.31	\$316.64
<b>Nov-18</b>	5,087	34.18	\$323.20
<b>Dec-18</b>	5,809	35.98	\$372.54
<b>Total</b>	73,297	377.75	\$4,419.60

<b>Table #2 Fuel Oil Consumption</b>		
<b>Month</b>	<b>Fuel Consumption (Gallons)</b>	<b>Cost</b>
<b>Jan-18</b>	602.5	\$1,391.73
<b>Feb-18</b>	153.6	\$361.93
<b>Mar-18</b>	501.5	\$1,110.09
<b>Apr-18</b>	166.7	\$401.73
<b>May-18</b>	31.4	\$78.58
<b>Jun-18</b>	--	--
<b>Jul-18</b>	--	--
<b>Aug-18</b>	--	--
<b>Sep-18</b>	--	--
<b>Oct-18</b>	--	--
<b>Nov-18</b>	--	--
<b>Dec-18</b>	--	--
<b>Total</b>	1455.7	\$3,344.06

Electrical usage and fuel oil consumption for this building are relatively low, with a total cost of \$7,763.66 (\$0.80/sq. ft.) for the entire year. As discussed later in the report, with the proposed addition to the building and providing ventilation (fresh air) the utility costs will increase.

The next section of the report shall review the existing plumbing systems.



**Existing Plumbing Systems**

As shown in Photograph #6, the building's plumbing fixtures and equipment do not appear to be original to the building, however, the same are showing their age. The hot water heater is a 30-gallon electric type with 4500 Watts non-simultaneous upper and lower elements. The hot water system also does not include a recirculating pump. Based on the current version of the international plumbing code, a recirculating pump would be necessary. We would recommend replacement of the hot water heater and the addition of a hot water recirculating pump. Photograph #7 shows a typical lavatory and #8 show a typical water closet which is a tank type. The building's plumbing fixtures appear in decent condition for their age. We, however, would recommend that the plumbing fixtures be replaced with high efficiency, low flow, flush valves, and aerators to reduce water consumption which will lower water and sewer costs.



**Photograph #6 – Hot water heater, associated expansion tank and service sink**



**Photograph #7 – Lavatory**



**Photograph #8 – Watercloset**

Next, we will review the existing fire protection system.

**Existing Fire Protection System**

The existing building does not have a fire protection system installed. Based on our understanding of the type of building occupancy (Assembly Group A-3), the type of construction (wood construction, combustible) and the classification for this type of space/building in the Fire Protection Code (NFPA-101) we would recommend that this building be sprinklered. This however, should be reviewed with

the State Fire Marshal and the Architect to determine if sprinklers are needed.

Furthermore, we requested a flow test at the site to verify the water supply and we have provided a copy of what has been provided in Appendix A. Please see the results of the flow test below in Table #3 for information regarding the available water supply.

<b>Table #3 - Available Water Supply</b>	
<b>Static pressure</b>	60 psig
<b>Residual pressure</b>	50 psig
<b>Flow rate</b>	1130 gallons per minute

We will use this flow test data later in the report for our fire protection calculations. However, upon inspection of the same it is our opinion that sufficient flow and pressure is available to sprinker the building without the need for a fire pump.

Next, we will review the existing electrical systems.

### **EXISTING ELECTRICAL SYSTEMS**

#### ***Electrical Service***

Electrical energy is provided to the building at 120/240-volts AC, three-phase, three-wire by Delmarva Power & Light (DPL) via pole mounted transformers as shown in Photograph #9. This pole is located on Third street a short distance/approximately 30 feet from the corner of Market street. The conductors from the pole mounted utility transformers run down the pole and underground to a current transformer (C/T) cabinet and 200A meter installed on the exterior wall of the boiler room, as shown in Photograph #10. The transformers on the pole appear to be in fair to poor condition, however the electric meter for the building appears to be in good condition.



**Photograph #9 – Pole Mounted Utility Transformers**



**Photograph #10 – Utility Meter Installed on Exterior Wall of Boiler Room**

In accordance with 2017 National Electrical Code (NEC) Article 220.87 – “Determining Existing Loads”, Gipe Associates, Inc. conducted a review of electrical demand for a twenty-four month period (December 2016 through December 2018), which indicated a peak demand of 36 kilowatts (kW) during

the months of February, March, and December 2018. See Table #4 below for a summary of the electrical demand data.

<b>TABLE #4 - ELECTRICITY METER DATA FROM DELMARVA POWER</b>	
<b>Month/Year</b>	<b>Demand (kW)</b>
<b>December 2018</b>	<b>36</b>
<b>November 2018</b>	35
<b>October 2018</b>	29
<b>September 2018</b>	30
<b>August 2018</b>	30
<b>July 2018</b>	30
<b>June 2018</b>	30
<b>May 2018</b>	31
<b>April 2018</b>	32
<b>March 2018</b>	<b>36</b>
<b>February 2018</b>	<b>36</b>
<b>January 2018</b>	28
<b>December 2017</b>	27
<b>November 2017</b>	29
<b>October 2017</b>	25
<b>September 2017</b>	29
<b>August 2017</b>	30
<b>July 2017</b>	33
<b>June 2017</b>	31
<b>May 2017</b>	30
<b>April 2017</b>	24
<b>March 2017</b>	28
<b>February 2017</b>	29
<b>January 2017</b>	28
<b>December 2016</b>	28
<b>Note: Peak Values are indicated in red font.</b>	

In order to determine the maximum current draw for the building we need to convert the peak kW into kilovolt-amperes (kVA). The formula for this conversion is  $kW = kVA * \text{Power Factor (PF)}$ , with the power factor being less than 1 since a building typically will not consume all of the energy produced by the utility. We were not able to obtain the power factor for the building, but assuming a power factor (PF) of 0.8, 36 kilowatts equals 45 kilovolt-amperes (kVA) which converts to a maximum current of 109 amperes during the twenty-four month period. With the building having a 200A electrical service, the maximum load that the existing service can support is 180A, or 70 additional amperes of load. So, based on this information and the size of the proposed addition, it is likely that the existing 200A service is not large enough to support a renovated building with additional square footage.

***Electrical Distribution System***

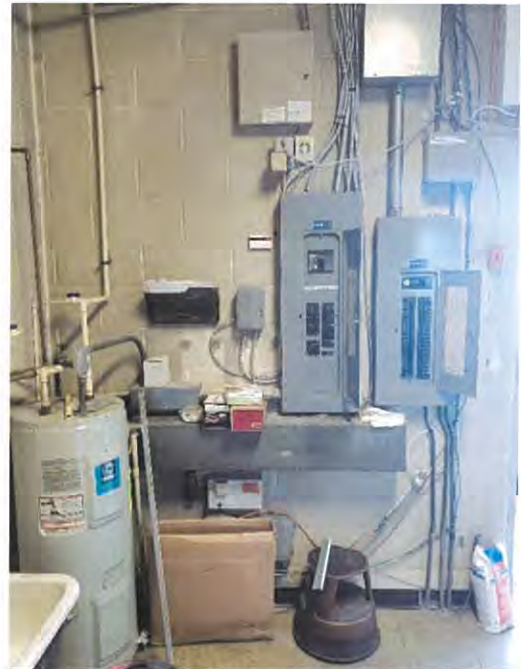
The electrical distribution system within the library is rated at 120/240-volts AC, three-phase, three-wire. The service conductors extend from the C/T cabinet to a wire trough located in the boiler room beneath two branch load centers as shown in Photograph #11. Inside the wire trough the service conductors are tapped with one set of conductors going to a 200A, 240-volt, three-phase, three wire, 42 circuit load center labeled as Panel A. Also tapped off of these service conductors are a set of conductors that serve a 200A, 120/240-volt, single-phase, three-wire, 40 circuit load center labeled as Panel B. Panel A serves the building HVAC equipment and has a high leg phase which means that no 120-volt circuits

(lighting or receptacles) can be connected to this phase. Panel **B** serves the receptacles and lighting throughout the library. Both of these load centers are manufactured by Square D and appear to be in fair condition.

The existing library doesn't have a generator. If utility power is lost, everything in the building is "off" except for the emergency lighting.

**Interior Lighting**

The majority of the interior luminaires are a combination of recessed 2'x4' lay-in fixtures and surface mounted 1'x4' fixtures with an acrylic lens. Examples of some of the lighting fixtures in the existing building are shown in Photograph #12. These fixtures have T8 fluorescent lamps as their light source and appear to be in fair condition. While fluorescent fixtures are less efficient than LED light fixtures, the existing T8 fluorescent fixtures are more efficient than incandescent or T12 fluorescent light sources, as shown in Table #5. Efficacy is the measure of how well a light source produces visible light, also commonly referred to as "lumens per watt", whereas efficiency is the ratio based on total energy (wattage) consumed versus useful energy out as light. The following Electrical Table compares the efficacy and efficiency of T8 fluorescent lamps to other common light sources.



**Photograph #11 – Branch Panelboards and wire trough in Boiler Room**

TABLE #5: EFFICACY OF COMMON LIGHT SOURCES		
Light Source	Luminous Efficacy (lumens/watt)	Luminous Efficiency (percent)
<b>Incandescent</b>	5-12.6	0.7-1.8%
<b>T12 Fluorescent</b>	60	9%
<b>T8 Fluorescent</b>	80-100	12-15%
<b>T5 Fluorescent</b>	70-104	10-16%
<b>LED</b>	Up to 150	Up to 22%

As a result of the lower efficacy/efficiency values, the existing building has significantly more lighting fixtures and lamps than a modern building would in order to achieve similar illumination levels.

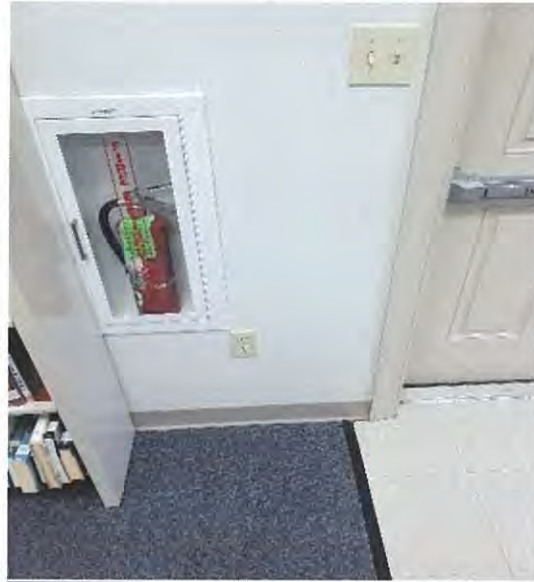
In addition, the State of Maryland now requires that all new construction and major renovation projects comply with the requirements of the International Energy Conservation Code (IECC) and/or ASHRAE 90.1: Energy Standard for Buildings Except Low-Rise Residential Buildings. One such requirement states that the installed interior lighting power, which is commonly referred to as Lighting Power Density (LPD) (or more commonly as watts per square foot), for libraries shall be no more than 1.19 watts/square foot. Based on the existing fixtures and light sources, the lighting power density of the existing building is likely higher than what is currently allowed per current energy codes.



**Photograph #12 – Recessed 2'x4' fixture**

### ***Lighting Controls***

A majority of the building's lighting fixtures in individual spaces are controlled by standard toggle switches. These switches are in fair to good physical condition and appear to be operational as shown in Photograph #13. However, the building is not equipped with any automatic lighting controls, i.e. occupancy/vacancy sensors, relay/control panels, etc. If the lighting in a given space is modified or for all new lighting, IECC 2015 requires that all interior lighting in that space shall be controlled by an automatic means of turning off the lights after a certain period of space vacancy and/or between night-time hours. Automatic shut-off reduces energy consumption, resulting in a lower electricity bill, and can also extend the life of lamps and ballasts and reduce maintenance cost.



**Photograph #13 – Toggle Switches for Control of Lighting**

### ***Emergency & Exit Lighting***

The emergency egress lighting for the building is provided via dual head emergency battery units as shown in Photograph #14. During a power outage, the integral battery would provide emergency lighting for 90 minutes in accordance with requirements of NFPA 101: Life Safety Code. The internal battery units must be tested every 30 days for a minimum of 30 seconds, and annually for a minimum of 90 minutes. Reports of these tests must be maintained on site for review with the Fire Marshal. We did not simulate a power outage to verify if emergency lighting levels were compliant with NFPA 101 requirements. While the interior paths of egress have emergency lighting, there does not appear to be any exterior egress lighting at the exterior doors out of the building, which current codes would require at any new exterior egress doors provided. The exit signs in the building are equipped with integral battery backup and appear to be in good condition.



**Photograph #14 – Typical Emergency Light Fixture**

### ***Exterior Lighting***

The site's exterior lighting is accomplished with a combination of wall mounted decorative lights at the doors, pole mounted parking lot fixtures, and above grade flood lights at the sign in the front of the building, as shown in Photographs #15 and #16. Most of the exterior fixtures utilize fluorescent or metal halide lamps and do not appear to be full cut-off fixtures. Full cutoff fixtures are designed to prevent any light going up into the air and spilling over to any adjacent properties. Metal halide lamps which had been the lamp of choice for exterior applications for several years, prior to LED technology. Metal halide lamps do not offer much energy reduction compared to previous high- and low-pressure sodium lamps, however they do exhibit improved color rendering index (CRI) values, which increases the ability to

accurately determine the color of an object illuminated by the same.



**Photograph #15 – Pole Mounted Parking Lot Light Fixture**



**Photograph #16 – Wall Mounted Decorative Light Fixture**

The main building entrances appear to be adequately illuminated, however, we did not visit the site at night to measure illumination levels and confirm that the same were in accordance with recommendations of the Illuminating Engineering Society of North America (IESNA). The parking lot lighting fixtures seem to be lacking adequate coverage based on the pole spacing and fixture mounting height, but again we did not visit the site at night to verify the existing light levels.

#### ***Fire Alarm/Security***

The building has a combination burglar/fire alarm system that consists of five (5) smoke detectors, one (1) thermal detector, and one (1) siren. The devices that are installed appear to be in fair condition. This system is adequate for the current building but it can't support the number of fire alarm devices that would be needed for the renovation/addition. The building currently has a video surveillance system covering the interior of the building and associated video storage device. The security/fire alarm system is manufactured by Honeywell and there is a wall mounted keypad for arming and disarming the system. The building cameras appear to be in good condition as seen in Photograph #17.



**Photograph #17 – Interior Video Surveillance Camera**

**Information Technology Systems**

The original incoming communications services terminate in a wall mounted data rack as shown in Photograph #18. The existing building has mostly Category 5E cabling throughout to serve workstation data outlets. A Category 5E data network is capable of bandwidths up to 100MHz and transmission rates up to 1000BASE-T, or one (1) gigabits per second. While the existing data network seems to be in good condition, Category 6 cabling is now readily available that allows for less interference (crosstalk) and faster transmission rates.



**Photograph #18 – Wall Mounted Data Rack**

Next, we will review the mechanical calculations.

**MECHANICAL CALCULATIONS:**

To aid in cost estimating and Life Cycle Cost Analysis we have performed preliminary mechanical calculations based on the existing/new spaces, usage, and occupancy estimates for the Pocomoke Library. Please note all calculations are based on the proposed addition floor plan as seen in Figure #2. The mechanical calculations are based on the following assumptions for the building:

<b>Table #6 Wall, Roof, Floor, Window and Door Details</b>			
<b>Building Area</b>	<b>Original Building</b>	<b>Existing Addition</b>	<b>New Addition</b>
Wall R-Value (hr x °F xft)/BTU)	8	13	28
Roof R-Value (hr x °F xft)/BTU)	40	40	40
Floor U-Value (BTU/(hr x ft <sup>2</sup> x °F))	0.500	0.500	0.500
Edge Insulation R-value ((hr x °F xft)/BTU)	7	7	7
Window U-value (BTU/hr/°F/ft <sup>2</sup> )	0.3	0.35	0.3
Door U-value (BTU/hr/°F/ft <sup>2</sup> )	0.3	0.3	0.3
Shading Coefficient	0.3	0.3	0.3

The following assumptions were made about the internal loads of the facility:

- Number of People = 107
- Infiltration = 0.30 CFM/ft<sup>2</sup>

The following table displays the design building temperature and humidity levels used in our calculations:

<b>Table #7: Design Temperature and Humidity Requirements</b>		
<b>Season</b>	<b>Temperature (°F)</b>	<b>Humidity (%RH)</b>
Cooling	75	60
Heating	72	Passive

Based on the above design conditions and the below ambient outside air conditions, we calculated the required heating and cooling capacity of the Pocomoke Library. There is a summer design condition and winter design condition. These are the extreme temperature days that we design the systems to handle.

<b>Table #8: Outdoor Temperature and Humidity Conditions</b>		
<b>Spaces</b>	<b>Dry Bulb Temperature (°F)</b>	<b>Wet Bulb Temperature (°F)</b>
Summer Peak Ambient Temperature Design Conditions	95	78
Winter Ambient Design Conditions	10	8

The next step in our analysis is to determine ventilation (fresh air) flow rates for use in load calculations.

***Ventilation Calculations***

Due to its impact on the cooling/heating loads and operating costs, the first calculation that must be performed is the ventilation or “fresh air” calculations for the facility. We performed ventilation calculations based on ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality. The detailed calculations are enclosed in the Appendix B and the following summarizes the results:

<b>Table #9 – Ventilation Calculation Summary</b>		
<b>SYSTEM</b>	<b>Outside Air Flow Rate (CFM)</b>	<b>Square Footage (FT<sup>2</sup>)</b>
Decoupled Ventilation	1,767	9,744
Ventilation Airflow Supplied Directly to Heating/Cooling equipment	1,989	9,744

The ventilation rates consist of both square footage values and occupancy values which are added together to determine the minimum ventilation rate for each space. As you can see from the above values, a benefit to having decoupled ventilation system is that the ventilation airflow rate is lower. For our load calculation below the higher ventilation rate associated with non-decoupled equipment will be used as the more conservative value for the load calculations.

***Cooling/Heating Load Calculations***

Preliminary cooling and heating loads were calculated for the building utilizing Carrier’s Hourly Analysis program version 5.10. The detailed calculations can be found in Appendix C and are summarized below:

<b>Table #10 - Cooling/Heating Load Calculations</b>	
Building Cooling Sensible Load	203,805 btu/hr
Building Cooling Latent Load	73,470 btu/hr
Ventilation Total Cooling Load	168,171 btu/hr
<b>Building + Ventilation Cooling Total Load</b>	<b>445,446 btu/hr (37.1 tons)</b>
Building Heating Load	215,395 btu/hr
Ventilation Heating Load	133,183 btu/hr
<b>Building + Ventilation Heating Load</b>	<b>348,578 btu/hr</b>



The next portion of our report will review the plumbing calculations:

***Plumbing Calculations***

Preliminary plumbing calculations were performed to determine the domestic water main pipe size, and the water heater size based on an estimate of the existing fixtures, potential future fixtures, and equipment planned for the building.

The domestic water detailed calculations for determining the pipe size can be found in Appendix D. The results of the domestic water calculations are found in Table #11 below:

<b>Table #11 – Domestic Water Pipe Sizing Calculation Results</b>		
	<b>Pipe Size (Inches)</b>	<b>Peak Flow Rate (GPM)</b>
<b>Total Building Potable Water Pipe Size</b>	3	68
<b>Cold Water Pipe Size</b>	3	66
<b>Hot Water Pipe Size</b>	1.5	12

The minimum capacity needed for a water heater was calculated and summarized below in Table #12. The detailed calculations can be found in Appendix E.

<b>Table #12 - Water Heater Minimum Capacities</b>	
<b>Storage Volume</b>	80 gallons
<b>Recovery</b>	36 Gallons per Hour @ a 70°F temperature rise

Next, we will review our fire protection calculations:

***Fire Protection Calculations***

To allow us to verify fire protection needs regarding water flow rate and pressure we performed preliminary hydraulic calculations. We utilized the water supply data that was previously discussed and then assuming the expected hazard classification, height of the building, distances from the flow test hydrants, hose demand, etc. we determined the following fire protection requirements: (Refer to Appendix F for the detailed calculations)

<b>Table #13 - Fire Protection Calculations</b>	
<b>Peak Sprinkler Demand</b>	440 gpm
<b>Main pipe size</b>	6 inches
<b>Required minimum pressure at peak demand</b>	51.37 psig
<b>Available minimum pressure at peak demand</b>	55.99 psig

As indicated, the available pressure 55.99 psig exceeds the required pressure 51.37 psig by 4.62 psig. Based on these results, this building has adequate water pressure to accommodate a sprinkler system and does not require a fire pump.

Next, we will review the Life Cycle Cost Analysis.

**HVAC SYSTEM LIFE CYCLE COST ANALYSIS:**

Thus far, we have discussed primarily the existing HVAC systems. Based on the age and lack of ventilation we recommend that the existing HVAC systems be replaced. We have performed multiple Life Cycle Cost Analyses to help make the decision regarding the new proposed HVAC systems.

To properly evaluate replacement HVAC equipment/system options requires a procedure to impartially evaluate long term costs that not only consider first costs, but also service cost, maintenance cost, and operating costs. Life Cycle Cost Analysis has been utilized to determine the most economic system to install and operate over the next 25 years.

There are several potential new HVAC systems that can serve the Pocomoke Library, but to be of maximum benefit, any replacement 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. Have low life cycle cost.
6. Have long useful service life.
7. Must consider architectural constraints.
8. Must consider constructability.
9. Must consider Reliability and appropriate levels of Redundancy.
10. Must consider Acoustics/noise

We have evaluated four (4) HVAC systems to serve the Pocomoke library based on the following criteria:

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

Based on the above criteria, we performed a life cycle cost analysis (LCCA) comprised of (4) four HVAC systems. This life cycle cost analysis compares four different HVAC systems to determine which system is the most economical system over a 25 year period.

LCCA-1 shall include the following HVAC systems below in Table #14.

<b>Table #14 – LCCA – System Summary</b>			
<b>System</b>	<b>Cooling System</b>	<b>Heat System</b>	<b>Ventilation System</b>
<b>System #1</b>	Geothermal Water cooled VRF (Variable Refrigerant Flow)	Geothermal Water cooled VRF (Variable Refrigerant Flow)	Dual Temperature Water to Water ERV (Energy Recovery Ventilator)
<b>System #2</b>	Air Cooled VRF (Variable Refrigerant Flow)	Air Cooled VRF (Variable Refrigerant Flow)	Heating water system with propane fired Boiler and ERV (Energy Recovery Ventilator) with a Heating Water Coil and DX (Direct Expansion) Cooling Coil

Table #14 – LCCA – System Summary			
System	Cooling System	Heat System	Ventilation System
System #3	Geothermal Water Source Heat Pump with Hot Gas Re-heat	Geothermal Water Source Heat Pump with Hot Gas Re-heat	Geothermal Water Source Heat Pump with Hot Gas Re-heat
System #4	Split System Constant Volume Air Handling Units with DX (Direct Expansion) Cooling Coil	Split System Constant Volume Air Handling Units with Hot Water Heating Coil	Split System Constant Volume Air Handling Units with Hot Water Heating Coil and DX Cooling Coil

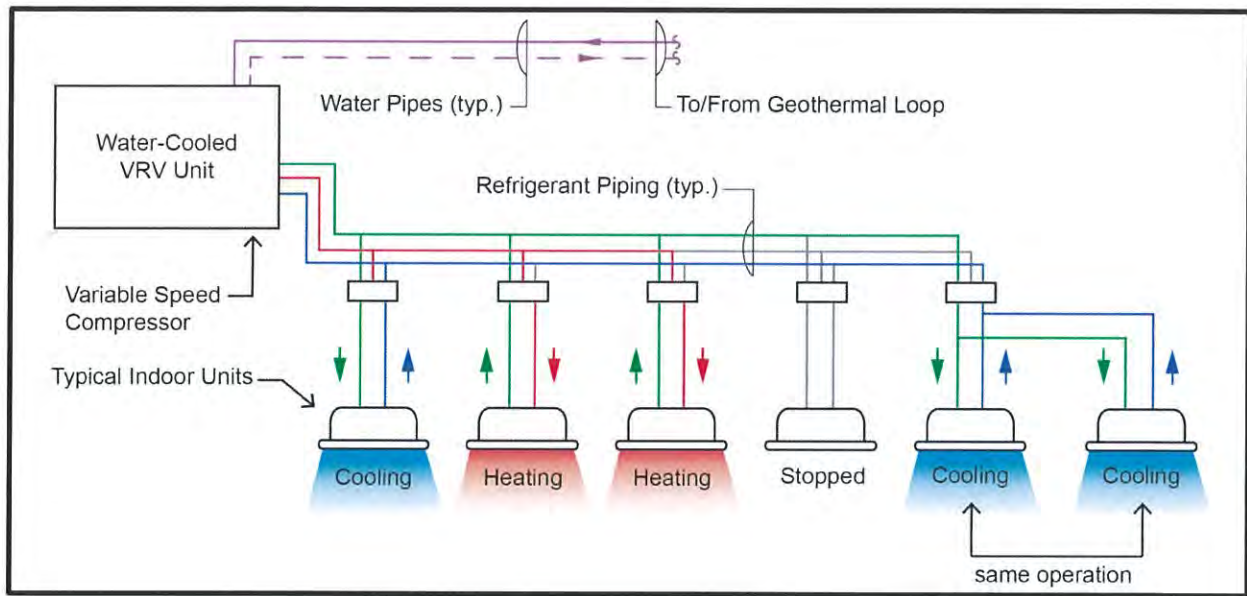
Now we will review LCCA-1

**LCCA-1:** The four options are described in more detail below.

**System #1: Geothermal with water cool VRF and water to water dual temperature ERV:**

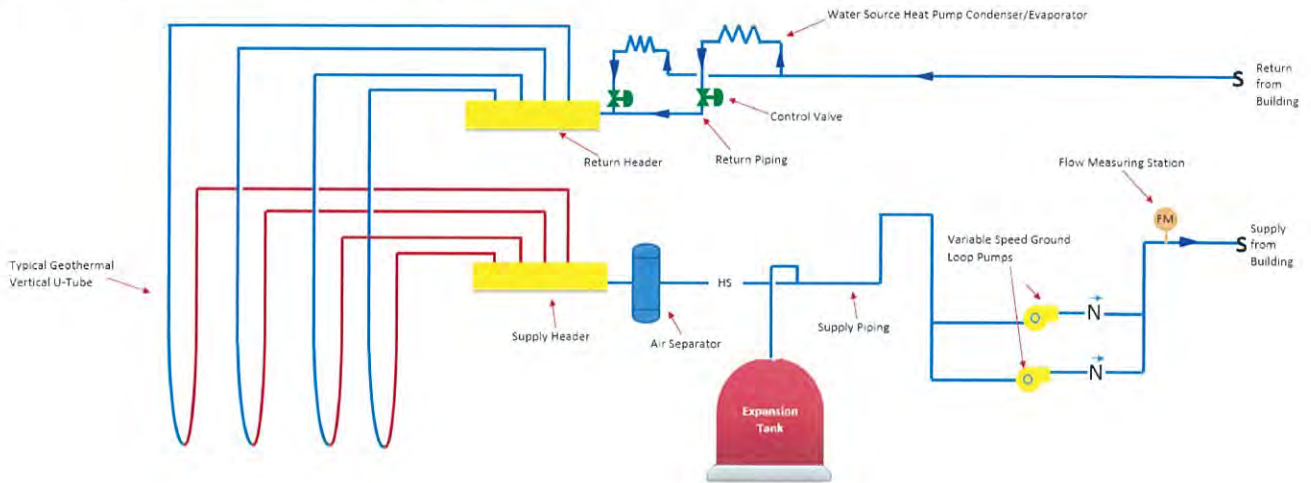
This system consists of a decoupled ventilation and heating/cooling system served by a geothermal well field. Heating/cooling is provided by a water cooled variable refrigerant volume (VRV) system while ventilation is provided by a dual temperature water to water energy recovery ventilator (ERV).

The variable refrigerant volume system is made up of ground couple heat pumps that are connected to the ground loop condenser water system. The ground coupled heat pumps are interlocked with ductless type terminal equipment through refrigerant piping. As shown in Figure #7, the VRV system can eliminate most of the required ductwork as the individual terminal units can be small wall, floor, or ceiling mounted ductless cassette styles for each space. Moreover, the installation only requires refrigerant piping to be routed throughout the facility, which is much smaller and easier to install than water pipes or air ducts. This system type allows simultaneous heating and cooling throughout multiple zones by utilizing individual ductless terminal units. Each ductless terminal unit will have its own thermostat allowing for individual control and greater flexibility in temperature setpoints within the building.



***Figure #7 – Water Cooled Variable Refrigerant Volume System***

The closed loop geothermal system serves as the heat sink and heat source for the refrigeration system. This supplies the water for the ground source water-cooled heat pump units. The well field shall include closed loop vertical bore holes. See Figure #8 for the basic layout of the system.

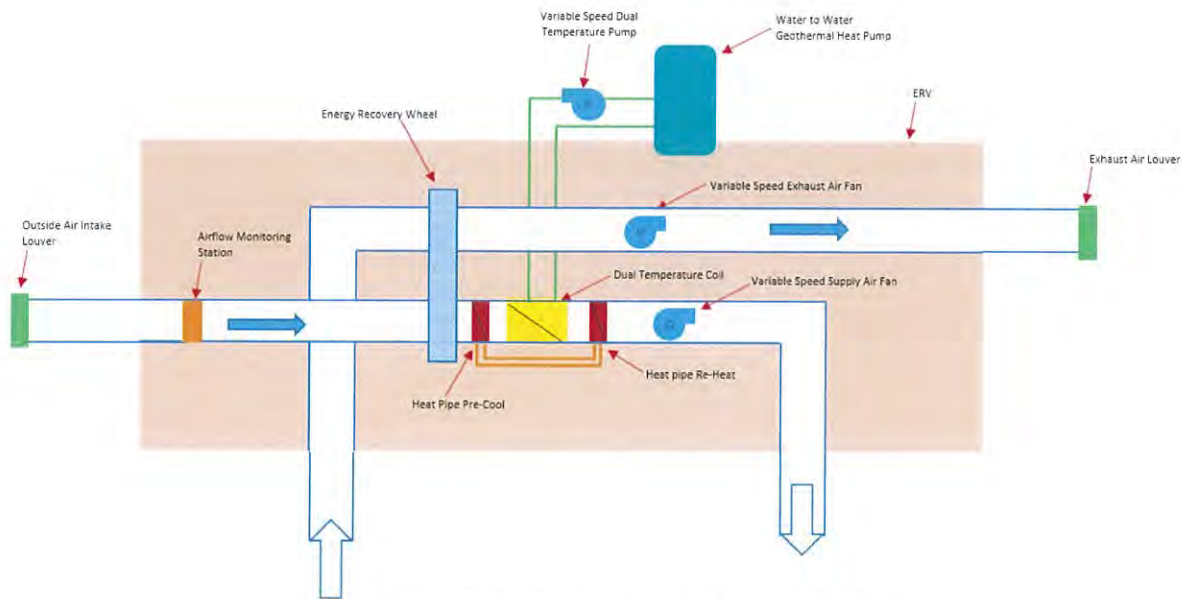


***Figure #8 - Typical Closed-Loop Geothermal System***

To meet ventilation requirements and to reduce the potential for indoor air quality problems from high relative humidity in the spaces, we recommend an energy recovery ventilator with packaged total energy recovery wheels. This approach will ensure that the proper amount of outside air is introduced into the space and it will help minimize the heating and cooling loads on the system by the incoming air.

The energy recovery ventilator (ERV) would be provided with variable speed drives for the supply and exhaust fans. This would permit the unit to operate with a demand controlled ventilation feature. This feature monitors carbon dioxide levels in the spaces and allows the ERV to reduce airflows to the minimum levels required to adequately ventilate the building. An energy recovery ventilator as indicated in Figure #9 utilizes a desiccant wheel to transfer heat (both sensible and latent) from exhaust air to supply air and vice-versa, to reduce heating and cooling loads associated with outside ventilation air.

The heating and cooling of the ventilation air will be handled by a dual temperature coil inside the ERV with a remote water-cooled heat pump producing hot or chilled water as called for by the ERV. During a dehumidification cycle a heat pipe will be utilized to reheat the air to almost neutral (room setpoint) temperatures.



**Figure #9 – Water to Water Energy Recovery Ventilator**

Once conditioned, ventilation air would be distributed throughout the building via ductwork mounted above the ceilings. The use of an energy recovery ventilator will significantly reduce the energy costs associated with conditioning large amounts of outside air, reduce the installed tonnage of heating/cooling equipment, and reduce the ductwork sizes within the building.

The following summarizes some of the advantages and disadvantages of a closed loop geothermal system.

Advantages:

1. Minimal central plant equipment to maintain.
2. Multiple cooling/heating zones (Temperature control).
3. Low operating cost.
4. Inherent energy recovery.
5. ERV maintains constant ventilation of the occupied spaces.
6. Decoupled outside air from terminal equipment resulting in excellent humidity control, extreme energy efficiency, and smaller ductwork distribution.
7. Excellent Indoor Air Quality.
8. Redundancy provided by multiple compressors for VRV systems, multiple ceiling cassettes
9. Very favorable from an aesthetic point of view since “central plant” is the earth.
10. Long useful service life, approximately 30-35 years.
11. Equipment efficiency remains more consistent for life of system versus air cooled systems.
12. Excellent part load performance.

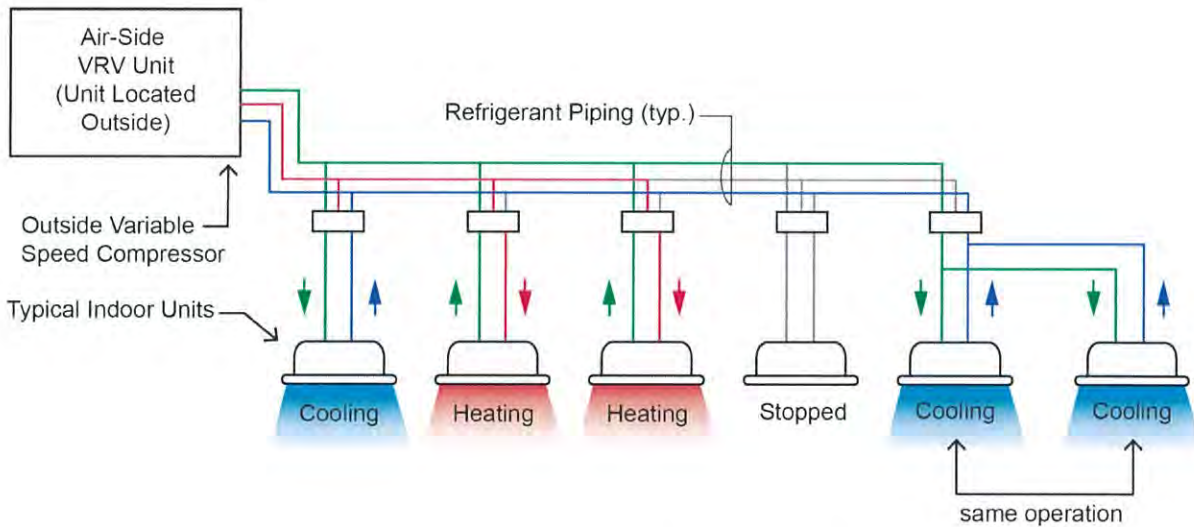
Disadvantages:

1. Cost of the Geothermal Borefield.
2. Complexity of VRF controls.
3. Largest first Cost.
4. Large mechanical space required for ERV and water to water heat pumps.
5. Numerous condensate pumps are required at each ceiling cassette.
6. High volumes of refrigerant.

**System #2: Air cooled VRF with a boiler and ERV using DX and Hot Water Coil:**

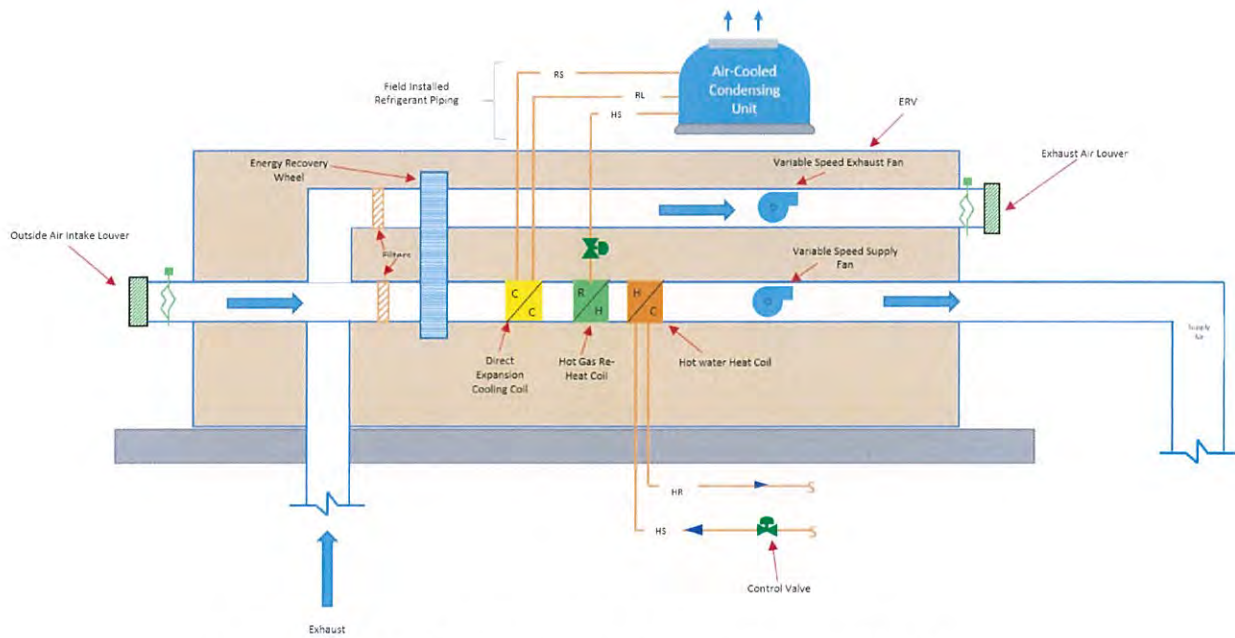
This system consists of a decoupled ventilation and heating/cooling system. Heating/cooling is provided by an air cooled variable refrigerant volume (VRV) system while ventilation is provided by an energy recovery ventilator (ERV).

The air cooled variable refrigerant volume system is made up of air-cooled compressor units that are mounted outdoor at grade. These units are interlocked with ductless type terminal equipment through refrigerant piping. The terminal equipment will be identical to System #1 with all the same capabilities as seen in Figure #10.

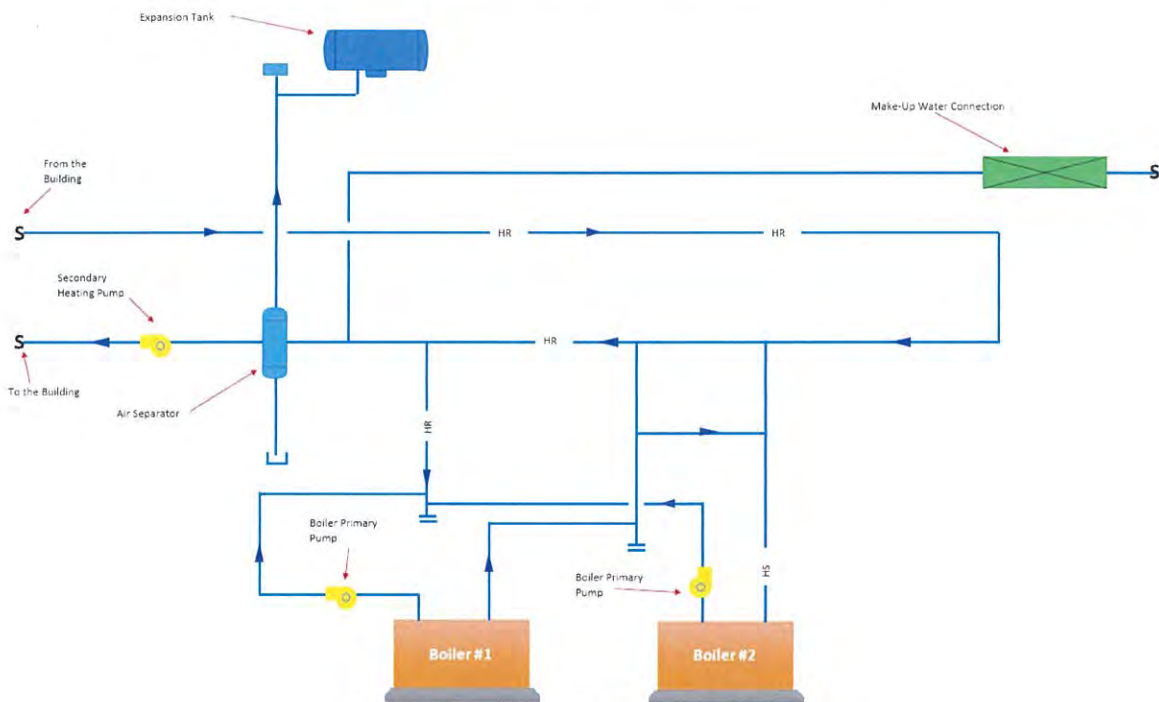


**Figure #10 – Air Cooled Variable Refrigerant Volume System**

Ventilation is provided by an energy recovery ventilator as seen in Figure #11. The unit shall utilize an enthalpy wheel, hot gas re-heat for dehumidification, variable speed exhaust/outside air fans, and demand controlled ventilation components. Cooling for the ERV will be provided by a DX (direct expansion) cooling coil and an outdoor condensing unit mounted at grade. Heating for the ERV will be provided by a Hot water coil and a central heating water system including propane fired condensing hot water boilers as seen in Figure #12.



***Figure #11 – DX with Hot Water Coil Energy Recovery Ventilator***



***Figure #12 – Central Heating Water Plant***

Advantages:

1. Multiple cooling/heating zones (Temperature control).
2. ERV maintains constant ventilation of the occupied spaces.
3. Decoupled outside air from terminal equipment resulting in excellent humidity control, extreme energy efficiency, and smaller ductwork distribution.
4. Excellent Indoor Air Quality.

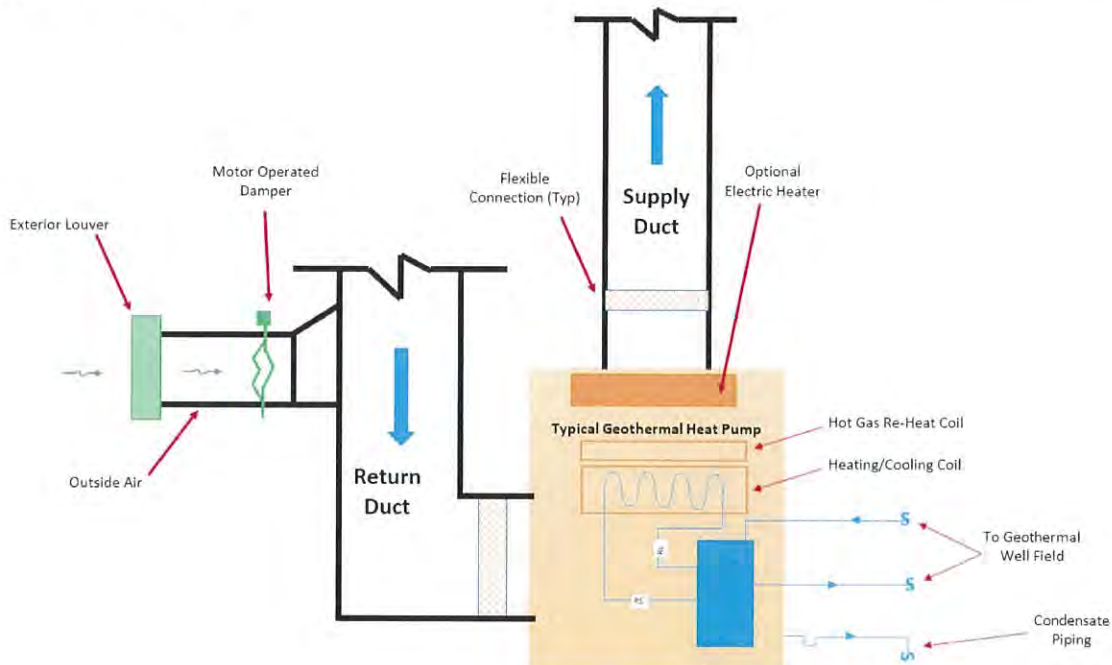
5. Redundancy provided by multiple compressors for VRV systems, multiple ceiling cassettes

Disadvantages:

1. Reduced useful service life for air cooled equipment versus System #1 (20 years).
2. Noise of air cooled compressor units.
3. Equipment efficiency is not consistent for life of system due to the compressor units being located outside.
4. Complexity of VRF controls.
5. Large mechanical space required for ERV and boilers.
6. Yearly Boiler Maintenance.
7. Potential for carbon monoxide poisoning with propane fired boilers.
8. High volumes of refrigerant.

**System #3: Geothermal with Packaged Water Source Heat Pumps:**

This system consists of a geothermal well field used as the heat sink and heat source with multiple ducted packaged water source heat pumps to serve the building. Ventilation and heating/cooling are both handled by the water source heat pumps. Supply airflow and ventilation airflows will be delivered together to the space through ductwork. Ducted units would be located in the attic or in closets with thermostats, humidistats, and hot gas re-heat coils for active dehumidification as seen in Figure #13. Active dehumidification is a mode of operation where the unit cools and dehumidifies the air before supplying it to the space.



***Figure #13 – Water Source Heat Pump***  
Scale: None

The meeting room, due to its larger percentage of outdoor air would be served by a water source heat pump that will also have an integral energy recovery wheel built into the unit. This type of water cooled unit is referred to as a Bard unit. This approach will ensure that the proper amount of outside air is introduced into the space and it will help minimize the heating and cooling loads on the system associated with the incoming outdoor air.



Advantages:

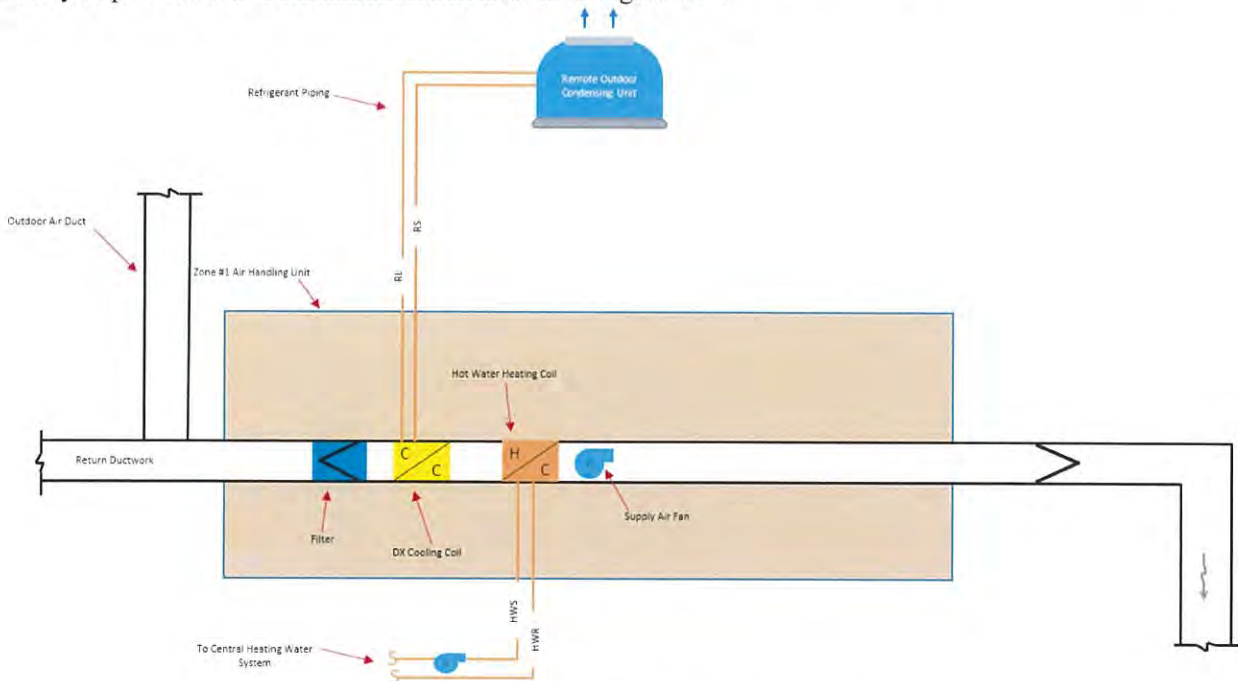
1. Minimal central plant equipment to maintain.
2. Simple to maintain.
3. Low operating cost.
4. Excellent Indoor Air Quality.
5. Very favorable from an aesthetic point of view since “central plant” is the earth.
6. Long useful service life, approximately 30-35 years.
7. Low noise characteristics.
8. Eliminates the need for a separate energy recovery unit.
9. Low pump energy costs.
10. Low volumes of refrigerant.

Disadvantages:

1. Cost of the Geothermal Borefield.
2. Humidification may be needed for winter months.
3. Larger ductwork to handle both supply and ventilation air.
4. Less Zones (less thermostats).
5. Increased service clearances required.

**System #4: Boiler with DX Split System Air Handling Units:**

This system consists of multiple Split System air handling units. Cooling will be provided by DX (direct expansion) cooling coils and multiple outdoor condensing units mounted at grade. Heating will be provided by a hot water coil and a central heating water system including propane fired condensing hot water boilers as seen in Figure #12. The heating coil would be in the re-heat position to provide the ability to provide active dehumidification as seen in Figure #14.



***Figure #14 – Split System Air Handling Units***

Advantages:

1. Lowest first cost.
2. Similar to current system

Disadvantages:

1. Reduced useful service life (20 years)
2. Humidification would be needed for winter months.
3. Larger ductwork to handle both supply and ventilation air.
4. Least number of Zones.
5. Increased service clearances required.
6. Higher service and maintenance costs associated with air cooled DX equipment.
7. Poor part load performance.
8. Variable discharge air temperature leads to poor humidity control.
9. Equipment efficiency is not consistent for life of system due to the compressor units being located outside.
10. Low ambient winter cooling may be required on some zones.
11. Large mechanical space needed to house the boilers.

Because each system has unique advantages and disadvantages, a Life Cycle Cost Analysis was performed on each system including initial cost, operating cost, and service/maintenance costs associated with each system over a 25 year period.

The summary of the Life Cycle Cost Analysis results is contained in the tables below. For the detailed analysis, please refer to the enclosed Life Cycle Cost Analysis in Appendix G.

The initial HVAC System installation costs for System #1, #2, #3, and #4 are tabulated in Table #15, please refer to the enclosed Cost estimates within Appendix G for more information.

<b>Table #15 – Estimated Initial HVAC System Installation Costs</b>		
<b>System</b>	<b>HVAC Construction Cost</b>	<b>Cost (\$) / Square Foot (9,744 S.F.)</b>
System #1: Geothermal with water cool VRF and water to water dual temperature ERV	\$779,033	\$79.95
System #2: Air cooled VRF with a boiler and ERV using DX and hot water coil	\$699,619	\$71.80
System #3: Geothermal with Packaged Water Source Heat Pumps	\$682,567	\$70.05
System #4: Boiler with DX Split System Air Handling Units	\$633,847	\$65.05

Please note that the cost estimates above include the following:

- Heating, ventilating and air conditioning equipment, piping, insulation and ductwork.
- ATC Controls for HVAC System.
- Testing and Balancing for HVAC System.

The above cost estimates do not include the following costs:

- Costs associated with electrical power connections for recommended HVAC equipment.
- Costs associated with main electrical service upgrades or lighting upgrades.
- Costs associated with temporary electrical power connections during outages.
- Costs associated with General Contractor Overhead and Profit.
- Costs associated with Insurance.
- Costs associated with Bonds.
- Costs associated with Architectural and Engineering Design Fees.
- Costs associated with Architectural or Structural work to accommodate the installation of the recommended HVAC system.
- Cost associated with phasing, night work, work on weekends or overtime work.
- Cost associated with relocating staff.
- Cost associated with inflation.

The next step of the Life Cycle Cost Analysis was to identify the annual operating costs based on energy, service, and maintenance costs. The annual cost summaries for energy, service, and maintenance costs can be found in Appendix G. The estimated costs for the four (4) systems are summarized below in Table #16.

<b>Table #16 – Estimated Annual Operating Cost</b>				
<b>System</b>	<b>Annual Energy Cost (\$)</b>	<b>Annual Service Cost (\$)</b>	<b>Annual Maintenance Cost (\$)</b>	<b>Total Annual Operating Cost (\$)</b>
System #1: Geothermal with water cool VRF and water to water dual temperature ERV	\$12,230	\$2,800	\$2,400	\$17,430
System #2: Air cooled VRF with a boiler and ERV using DX and hot water coil	\$15,248	\$4,000	\$3,600	\$22,848
System #3: Geothermal with Packaged Water Source Heat Pumps	\$13,230	\$1,950	\$2,050	\$17,230
System #4: Boiler with DX Split System Air Handling Units	\$22,113	\$3,000	\$3,000	\$28,113

The final step in the Life Cycle Cost Analysis is to apply a present worth factor to these costs as appropriate for a 25-year cost. This factor accounts for escalation in cost of utilities and discount (interest rate) over a 25-year period. Applying the factor to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below.

The summary of the Life Cycle Cost Analysis results is contained in the table below, for the detailed analysis, please refer to the Appendix G. The total 25-year life cycle cost for System #1, System #2, System #3, and System #4 are as follows:

<b>Table #17 - Systems 25 Year Life Cycle Cost Comparison</b>	
<b>System</b>	<b>Life Cycle Cost</b>
System #1: Geothermal with water cool VRF and water to water dual temperature ERV	\$1,350,683
System #2: Air cooled VRF with a boiler and ERV using DX and hot water coil	\$1,425,028
<b>System #3: Geothermal with Packaged Water Source Heat Pumps</b>	<b>\$1,171,542</b>
System #4: Boiler with DX Split System Air Handling Units	\$1,431,673

From this data the recommended system based on a life cycle cost analysis is System #3 Geothermal with Packaged Water Source Heat Pumps. System #3 appears to be the overall optimal system due to its second lowest first costs and lowest annual operating costs when compared to System #1, #2, and #4. In addition, System #3 (Geothermal with Packaged Water Source Heat Pumps) provides numerous benefits such as longer equipment life, the ability to locate all equipment inside the library, etc.

Therefore, we would highly recommend the geothermal with packaged water source heat pumps be implemented in the renovation of the Pocomoke Library.

Next, we will review the electrical recommendations by system.

## **ELECTRICAL RECOMMENDATIONS:**

### ***Electrical Service/Distribution***

To accommodate the proposed addition and the renovated Library space, the existing incoming electrical service would need to be upgraded. The existing 200A, 3 phase, high-leg service is not able to support the proposed HVAC load and additional proposed power loads. Based on the total square footage of 9,744 square feet, we would estimate the building will require at least a 400 or 600A service at 120/240V, 3 phase, depending on the actual equipment installed in the building. A new 120/240V, 3 phase, high-leg delta electrical service will be provided from the utility pole 47730/82543 located on Third Street to a new distribution panelboard located in the new electrical room. We reached out to Delmarva Power to see if a 3 phase, wye electrical service could be provided to the building but based on our conversations, the closest 3 phase wye service is on Linden Avenue or Oxford Street. To extend 3 phase wye electrical service from either of these locations to the library will require a significant cost from Delmarva Power. Based on our conversations with the Owner there are a couple of other buildings in the county that have a high-leg delta 3 phase electrical service, so while we typically don't recommend a new service to be high-leg delta, it seems best based on the conditions described above. New branch panelboards will be fed from the distribution panelboard to provide power to the building HVAC, receptacles and lighting throughout the building.

Based on the proposed renovation and addition we don't recommend that a generator be provided for this building unless the library staff feels that the same is warranted based on current frequency of power outages. Provisions for connecting a portable generator could be provided if desired by the Owner.

### ***Interior Lighting and Lighting Controls***

The existing lighting fixtures throughout the building have fluorescent T8 lamps, and we would recommend that the same be upgraded. The new lighting would all have LED light sources which are more efficient than the existing fluorescent light sources. Using LED lights instead of fluorescent will allow us to use fewer fixtures than currently installed and still meet Illuminating Engineering Society (IES) recommended light levels. Another advantage to using LED light fixtures is that these fixtures consume less energy (wattage) than the fluorescent fixtures. This is important because the new lighting provided would need to meet the current international Energy Conservation Code (IECC). One requirement of the IECC is interior lighting power allowances, which based on the type of building, limits the energy usage of all of the lighting fixtures in the building based on the square footage of the building. Another IECC requirement is to have a means of automatically turning the lights off in all spaces using either an occupancy sensor or timer-based control, meet daylighting requirements, and be able to reduce the lighting load in a reasonably uniform pattern by at least 50 percent. So, all new lighting and lighting control devices will be installed to comply with the current energy codes. Since most LED fixtures come standard with 0-10V dimming drivers, we would recommend that dimmer switches be installed so that the light levels can be fully adjusted depending on the activity being done in the space. We would provide an appropriate style of light fixture based on the use of the space, e.g. recessed volumetric LED lighting fixtures would be provided in office spaces, and suspended linear pendant fixtures throughout the stack areas.

### ***Emergency Lighting***

We would recommend that new wall mounted battery back-up emergency light fixtures, weatherproof

remote heads at exterior doors and exit signs provided throughout the building as required to illuminate the entire building path of egress and meet the requirements of NFPA Life Safety Code 101.

### ***Exterior Lighting***

We would recommend that the exterior building mounted and parking lot lighting fixtures be replaced with LED full cutoff light fixtures. The full cutoff light fixtures will limit light trespass from spilling over to neighboring properties. The parking lot lighting will be laid out to ensure that the illumination levels will meet the IES recommended light levels for a public parking lot.

### ***Fire Alarm***

The current fire alarm/security system consists of a few smoke detectors, a thermal detector, and one siren. Based on the building use classification and allowable occupancy number, the renovated building may require a full fire alarm system with manual pull stations and notification appliances. If a fire alarm system is required, we would recommend an addressable fire alarm system be installed since addressable systems offer significantly more functionality over analog systems. For example, if a pull station at the main entry door was activated, an addressable system would indicate the exact device identification number and location. However, an analog system can only indicate which zone the pull is “on”, which means that someone has to troubleshoot the system to determine where the device is. If required the complete building fire alarm system would meet the current version of the National Fire Protection Association (NFPA) 72: National Fire Alarm and Signaling Code, which may include voice evacuation. Also depending on the size of the new HVAC system zones duct smoke detectors may be required for any units exceeding 2,000 CFM capacity.

### ***Security Systems***

As part of the renovation/addition we would recommend that the existing security system be upgraded and expanded. We would recommend that cameras be installed throughout the interior of the building especially in the children’s area, circulation desk, teen, and areas with stacks. We would also recommend that exterior cameras be provided to cover all of the exterior doors at a minimum, but having camera coverage of the parking lot may be useful as well.

### ***Information Technology Systems***

With the extent of the proposed renovation and addition we would recommend that the information technology systems be completely replaced. A new data network using Category 6 cabling instead of the existing Category 5E cabling should be provided. The Category 6 data network is capable of bandwidths up to 250 MHz and transmission rates up to 10GBASE-T, or ten (10) gigabits per second. Data cable outlets will be provided in locations throughout the renovated spaces and addition based on the proposed furniture layout for each space. Wireless access points will be provided throughout the building for seamless connectivity. A new telecommunications room would be provided for the building.

### ***Summary and Conclusions***

Based on the age, and condition of the existing power, data, and fire/security systems, and the extent of the renovation/addition for this building, we would recommend that these systems be upgraded/replaced. We would estimate that the cost of the proposed electrical and fire alarm recommendations would be \$488,700.00 or \$50 per square foot. We would estimate that the cost of the proposed information technology and security recommendations would be \$78,192.00 or \$8 per square foot.

Please note that the proposed electrical system costs indicated above do not include any of the following:

1. Costs associated with Architectural, Structural, or Engineering design fees;
2. Costs associated with Contractor's General Conditions;
3. Costs associated with Bonds, Insurances, and Permits;
4. Costs associated with Design Contingency (recommended to carry 10% to 15%)

The next section of our report will review an energy model performed to determine the benefits of improving the building envelope.

**BUILDING ENVELOPE IMPROVEMENTS ENERGY MODEL:**

An energy model was performed to determine the impacts on HVAC loads and energy usage if the building envelope was modified and improved. The possible benefits to improving the envelope could be a reduction in HVAC load, a reduction in energy costs and possibly first cost reductions by reducing the HVAC equipment sizes. We compared two different buildings in this energy model, the base building that was used above in the HVAC system Life Cycle Cost Analysis to determine the most cost effective HVAC system and an enhanced building based on discussions with Jeff Schoellkopf. Table #6 displays the values of the base building while Table #18 below displays the same values for the enhanced building.

<b>Table #18 Wall, Roof, Floor, Window and Door Details for the Enhanced Building</b>			
<b>Building Area</b>	<b>Original Building</b>	<b>Existing Addition</b>	<b>New Addition</b>
Wall R-Value (hr x °F xft)/BTU)	8	13	36
Roof R-Value (hr x °F xft)/BTU)	60	60	60
Floor U-Value (BTU/(hr x ft <sup>2</sup> x °F))	0.500	0.500	0.500
Edge Insulation R-value ((hr x °F xft)/BTU)	7	7	7
Window U-value (BTU/hr/°F/ft <sup>2</sup> )	0.24	0.24	0.24
Door U-value (BTU/hr/°F/ft <sup>2</sup> )	0.3	0.3	0.3
Shading Coefficient	0.25	0.25	0.25

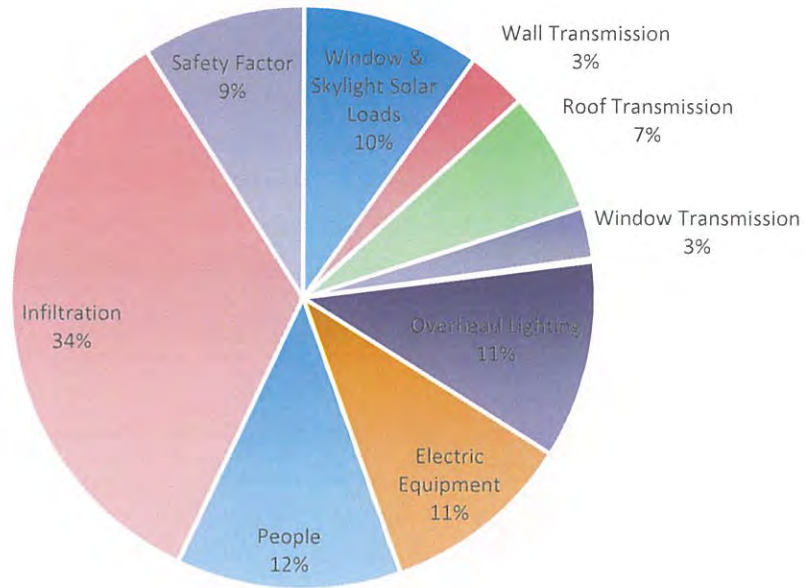
Also, the infiltration rate for the enhanced building was improved to 0.20 CFM/ft<sup>2</sup> (based building 0.30 CFM/ft<sup>2</sup>).

Based on the envelope improvements made above the load calculations were run. Table #19 displays the difference in the total heating and cooling loads when the base and enhanced building are loads compared. See Appendix H for the detailed calculation.

<b>Table #19 Heating/Cooling Load Calculation Comparison</b>		
	<b>Cooling Load Reduction</b>	<b>Heating Load Reduction</b>
Btu/hr (tons)	46263 (3.86)	56058
% difference	19.35%	29.92%

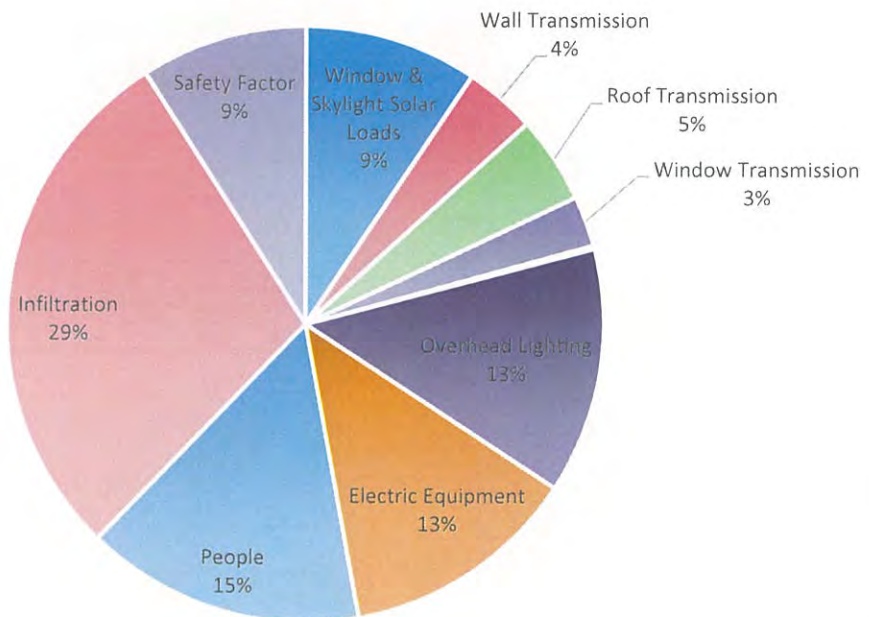
As seen above the envelope changes did make a significant impact on the load calculations. Please see Figure #15 and Figure #16 below to compare how the different factors that make up a cooling load calculation changed due to the envelope improvements.

## BASE BUILDING COOLING LOAD



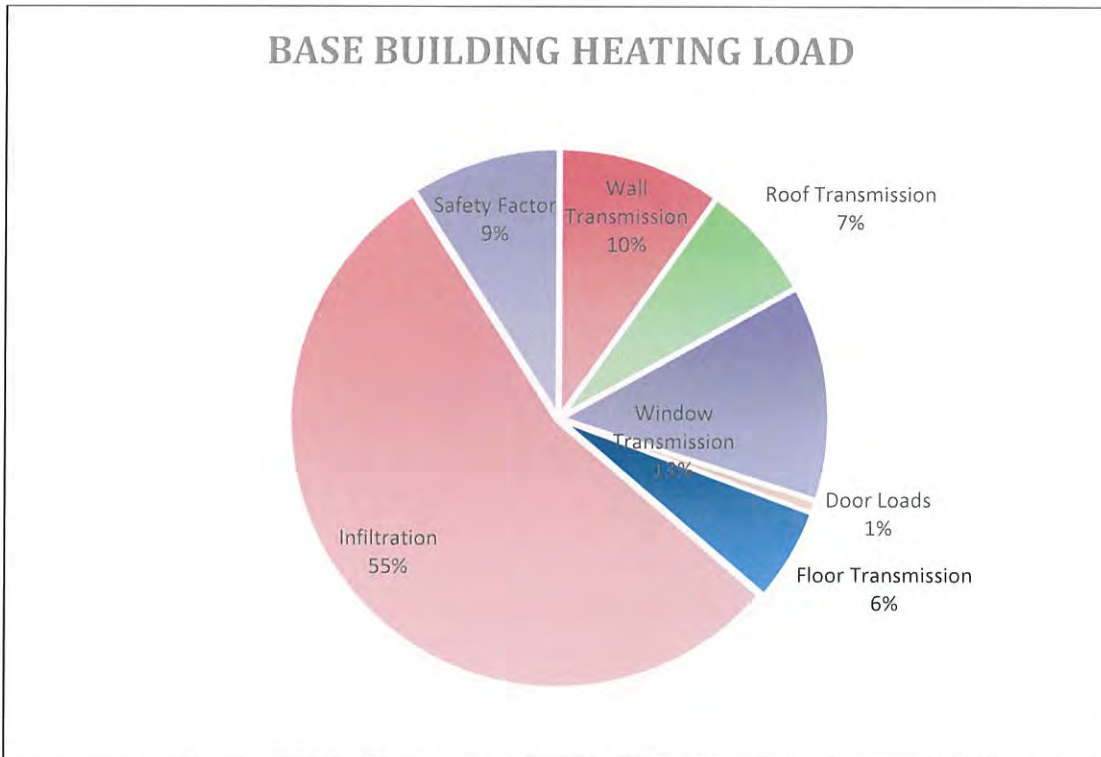
**Figure #15 – Base Building Cooling Load Component Percentages**

## ENHANCED BUILDING COOLING LOAD

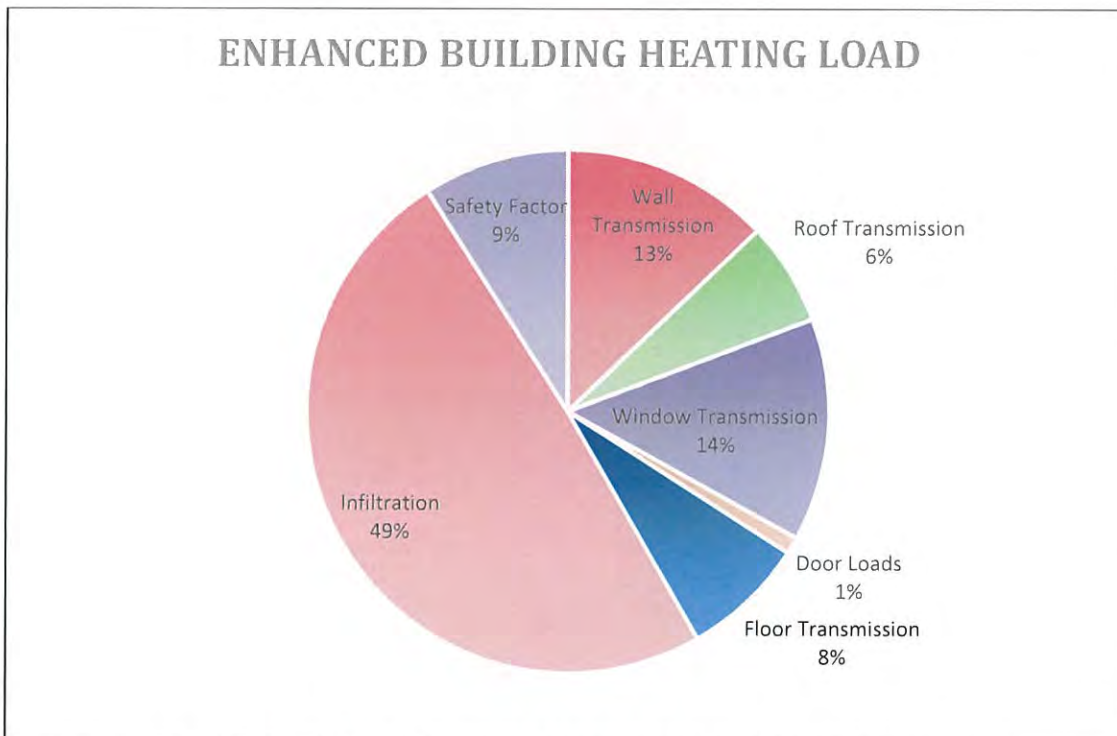


**Figure #16 – Enhanced Building Cooling Load Component Percentages**

Figure #15 and Figure #16 above show that as the envelope improved the internal loads became a larger percentage of the load as the outside load decreased due to the improvements. Below are Figure #17 and Figure #18 for the heating load calculations.



**Figure #17 – Base Building Heating Load Component Percentages**



**Figure #18 – Enhanced Building Heating Load Component Percentages**



Figure #17 and Figure #18 above show that the largest factor affecting the load is infiltration. Also shown is that by improving the infiltration rate from 0.3 CFM/ft<sup>2</sup> to 0.2 CFM/ft<sup>2</sup> the percentage of the load associated with infiltration decreased. Based on this data we can conclude that the largest benefit to improving the building would be to focus on improving the infiltration rate instead of adding insulation thickness to prevent transmission of heat through surfaces. Code compliant insulation with a “tight” building will show the greatest return on investment with regards to modifying the envelope. Please see Table #20 below for the total estimated annual energy savings by improving the envelope.

Table #20 – Estimated Annual Energy Costs	
Building	Annual Energy Cost (\$)
Base	\$13,230
Enhanced	\$12,197
% difference	8.12%

The energy savings come to \$1,033 per year. That is a significant amount of savings compared to the total building usage. However, the first cost to perform these envelope modifications would need to be determined and a Life Cycle Cost Analysis completed to determine if completing these modifications would be economically advisable.

Next, we will review implementation considerations.

**IMPLEMENTATION CONSIDERATIONS:**

System #3 (Geothermal with Packaged Water Source Heat Pumps) is the recommended system and based on this recommendation there are a few more items to consider about this system.

1. System #3 has a geothermal well field that will need to be located on the site. Based on our load calculations, our geographic location, and soil type we estimate that this building would need approximately 30 wells at 350ft deep. A rough location for the well field can be seen in Figure #19 below. See Appendix I for detailed calculation.



**Figure #19 – Proposed Geothermal Well Field Site Location**

2. Based on this system's energy efficiency we would recommend contacting Delmarva Power to discuss how this upgrade could be eligible for rebates as part of the energy incentive program.

Next, we will review our summary and recommendations.

### RECOMMENDATIONS

The Pocomoke Library mechanical/electrical/plumbing systems (M/E/P) are in many cases approaching the end of their useful service life. We recommend complete replacement of the MEP systems, especially since an addition is planned for the building. We looked at four different replacement HVAC system and with the completion of a Life Cycle Cost Analysis it was determined that System #3 (Geothermal with Packaged Water Source Heat Pumps) would be the most economical system over a 25 year system life span with an estimated initial cost of \$682,567. Please note that this cost estimate does not include all costs that are associated with this work as stated above in the life cycle section. Mechanically we also recommend replacement of the plumbing fixtures to modern low flow types, replacement of the hot water heater, and the installation of a sprinkler system to the building. Electrically, we recommend replacement of the existing incoming service, lighting/lighting controls, fire alarm and telecommunication network. The costs associated with these system replacement/upgrades is estimated at \$566,892.

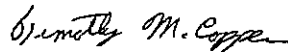
We hope you find our Report/Analysis informative and useful relative to the Pocomoke branch of the Worcester County Library. We appreciate the opportunity to have evaluated the same. We look forward to reviewing the report with you on April 24<sup>th</sup>.

Sincerely,

GIPE ASSOCIATES, INC.



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



Tim Copper  
Electrical Design Engineer

### APPENDIX

- Appendix A: Flow Test Data
- Appendix B: Ventilation Calculations
- Appendix C: Heating/Cooling Calculations
- Appendix D: Domestic Water Calculations
- Appendix E: Water Heater Sizing Calculations
- Appendix F: Fire Protection Calculations
- Appendix G: Life Cycle Cost Analysis
- Appendix H: Building Envelope Improvements Energy Model
- Appendix I: Geothermal Well Field Calculation



The Whiting-Turner Contracting Company

[www.whiting-turner.com](http://www.whiting-turner.com)

**Project Name:** *WORCESTER COUNTY POCOMOKE LIBRARY - RENOVATION AND EXPANSION*

**Type of Proposal** *SCHEMATIC DESIGN BUDGET*

**Budget Date:** *May 13, 2019*

**Project Location:** *Pocomoke City, MD 21851*

**Owner:** *Worcester County*

**WT VP/ Group:** *Jim Martini - Senior Vice President  
Scott Saxman - Vice President*

**Architect:** *Jeff Schoellkopf Design (JSD)*

**Engineer:** *Gipe Associates, Inc.*

**Document Set:** *Schematic Design dated 2/05/2019*

**Project Description:** *Existing Library Renovation and Expansion*

**Worcester County**

**Pocomoke City Library Addition and Renovation**

**BUILDING - SCHEME 1**

**BUILDING - SCHEME 2**

DIVISION	
1	General Conditions & Requirements
2	Existing Conditions
3	Concrete
4	Masonry
5	Metals
6	Wood and Plastic
7	Thermal & Moisture Protection
8	Doors and Windows
9	Finishes
10	Specialties
11	Equipment
12	Furnishings
13	Special Construction
14	Conveying Systems
21	Fire Suppression
22	Plumbing & Mechanical
23	Geothermal
26	Electrical
27	Communications
28	Electronic Safety & Security

9,218	GSF	
COST	\$/SF	%/COW
\$ 525,568	\$ 57.02	12.09%
\$ 256,531	\$ 27.83	5.90%
\$ 111,624	\$ 12.11	2.57%
\$ 154,746	\$ 16.79	3.56%
\$ 57,500	\$ 6.24	1.32%
\$ 272,885	\$ 29.60	6.28%
\$ 557,840	\$ 60.52	12.83%
\$ 236,790	\$ 25.69	5.45%
\$ 447,125	\$ 48.51	10.28%
\$ 83,796	\$ 9.09	1.93%
\$ 3,400	\$ 0.37	0.08%
\$ 7,500	\$ 0.81	0.17%
\$ -	\$ -	0.00%
\$ -	\$ -	0.00%
\$ 50,699	\$ 5.50	1.17%
\$ 599,170	\$ 65.00	13.78%
\$ 139,500	\$ 15.13	3.21%
\$ 442,464	\$ 48.00	10.18%
\$ -	\$ -	0.00%
\$ 18,436	\$ 2.00	0.42%
\$ 3,965,573	\$ 430	91.20%

10,500	GSF	
COST	\$/SF	%/COW
\$ 526,209	\$ 50.12	11.20%
\$ 267,573	\$ 25.48	5.70%
\$ 137,030	\$ 13.05	2.92%
\$ 168,067	\$ 16.01	3.58%
\$ 62,750	\$ 5.98	1.34%
\$ 330,940	\$ 31.52	7.04%
\$ 567,408	\$ 54.04	12.08%
\$ 261,555	\$ 24.91	5.57%
\$ 474,159	\$ 45.16	10.09%
\$ 93,469	\$ 8.90	1.99%
\$ 3,400	\$ 0.32	0.07%
\$ 17,500	\$ 1.67	0.37%
\$ -	\$ -	0.00%
\$ -	\$ -	0.00%
\$ 57,750	\$ 5.50	1.23%
\$ 682,500	\$ 65.00	14.53%
\$ 139,500	\$ 13.29	2.97%
\$ 504,000	\$ 48.00	10.73%
\$ -	\$ -	0.00%
\$ 21,000	\$ 2.00	0.45%
\$ 4,314,810	\$ 411	91.85%

**SITework - SCHEME 1**

**SITework - SCHEME 2**

31,32,33	Earthwork, Utilities & Exterior Improvements
Subtotal	
Design Contingency	8%
Subtotal	

COST	\$/SF	%/COW
\$ 382,761	\$ -	8.80%
\$ 4,348,334	\$ 471.72	100.00%
\$ 347,867	\$ 37.74	
\$ 4,696,201	\$ 509	

COST	\$/SF	%/COW
\$ 382,761	\$ -	8.15%
\$ 4,697,571	\$ 447.39	100.00%
\$ 375,806	\$ 35.79	
\$ 5,073,376	\$ 483	

DIVISION	
Owner Contingency	0.00%
CM/GC Construction Contingency	5.00%
CM/GC Fee	3.00%
General Liability Ins. / Bond	1.50%
Builders Risk Ins.	0.00%

COST	\$/SF
\$ -	\$ -
\$ 234,810.03	\$ 25.47
\$ 147,930.32	\$ 16.05
\$ 76,184.11	\$ 8.26
By Owner	\$ -

COST	\$/SF
\$ -	\$ -
\$ 253,668.82	\$ 24.16
\$ 159,811.36	\$ 15.22
\$ 82,302.85	\$ 7.84
By Owner	\$ -

**SUBTOTAL**

**\$ 5,155,125 \$ 559.25**

**\$ 5,569,159 \$ 530.40**

**TOTAL**

**\$ 5,155,125**

**\$ 5,569,159**

Escalation - 1 year 4%

\$ 206,205.00

\$222,766.38

PROJECT: **WORCESTER COUNTY POCOMOKE LIBRARY - RENOVATION AND EXPANSION**  
 LOCATION: **Pocomoke City, MD 21851**  
 SIZE: 10728

ITEM	GENERAL CONDITIONS & GENERAL REQUIREMENTS	UNIT	COST	QUANTITY	TOTAL COST
<b>CONSTRUCTION PHASE PROJECT PERSONNEL</b>					
	Adam Leonard, Lead Project Manager	month	\$ 17,330	2	\$ 34,660.00
	TBD, Asst. Project Manager	month	\$ 15,077	8	\$ 120,616.80
	TBD, Superintendent	month	\$ 16,464	9	\$ 148,172.00
	TBD, Field Engineer	month	\$ 10,745	4	\$ 42,978.00
	Environmental Health & Safety Officer	month	\$ 16,464	0.5	\$ 8,232.00
				<b>SUBTOTAL \$</b>	<b>354,659</b>
<b>JOBSITE FACILITIES &amp; EQUIPMENT</b>					
<b>Field Project Office &amp; Supplies</b>					
	Trailer Set Up, In & Out	LS	\$ 9,500	1	\$ 9,500
	Office Trailer(s)	month	\$ 1,000	9	\$ 9,000
	Storage Trailer(s)	month	\$ 200	9	\$ 1,800
	Field Office Furniture	LS	\$ 2,000	1	\$ 2,000
	Trailer Office Supplies	month	\$ 800	9	\$ 7,200
	Drinking Water	month	\$ 200	9	\$ 1,800
	Security/Alarms	Allow	\$ 3,500	1	\$ 3,500
				<b>SUBTOTAL \$</b>	<b>34,800</b>
	Safety Equipment and temporary fire extinguishers	month	\$ 400	9	\$ 3,600
	Postage & Shipping	month	\$ 100	9	\$ 900
	Misc. Document Printing	month	\$ 350	9	\$ 3,150
	Copy Machine & Supplies	LS	\$ 5,500	1	\$ 5,500
	Travel	LS	\$ 5,000	1	\$ 5,000
	Closeout documents / Training Videos	LS	\$ 7,500	1	\$ 7,500
	Signage	LS	\$ 9,000	1	\$ 9,000
	Internet Service (Setup and Monthly Fee)	LS	\$ 7,500	1	\$ 7,500
				<b>SUBTOTAL \$</b>	<b>42,150</b>
<b>General Requirements</b>					
	Dumpsters	month	\$ 2,250	9	\$ 20,250
	Miscellaneous Small Tools and Consumables	month	\$ 1,200	9	\$ 10,800
				<b>SUBTOTAL \$</b>	<b>31,050</b>
<b>TEMPORARY UTILITIES &amp; CONTROLS</b>					
	Temporary Electric Installation	each	\$ 8,000	1	\$ 8,000
	Temporary Electric Maintenance & Removal	month	\$ 500	9	\$ 4,500
	Temporary Fence & Barricades	Allow	\$ 10,000	1	\$ 10,000
	Temporary Sanitary Installation	Allow	\$ 2,000	1	\$ 2,000
	Sanitary Facilities	month	\$ 100	9	\$ 900
	Temporary Water	Allow	\$ 1,000	1	\$ 1,000
	Traffic Control (above & beyond Sub-contractors)	Allow	\$ 1,500	1	\$ 1,500
				<b>SUBTOTAL \$</b>	<b>27,900</b>
<b>REIMBURSABLE EXPENSES</b>					
	Legal Expense-As Needed				
<b>OWNER EXPENSES</b>					
	Builder's Risk Insurance			By Owner	
	Permit Fees - other than Trade Permits			By Owner	
<b>TOTAL GENERAL CONDITIONS AND GENERAL REQUIREMENTS \$</b>					<b>490,559</b>

**BUILDING - SCHEME 1**

9218 SF

DESCRIPTION		QTY	UNIT	UNIT \$	TOTAL \$	COMMENTS
<b>1 GENERAL CONDITIONS/ REQUIREMENTS</b>						
<b>General Conditions/ Requirements</b>						
	General Conditions	1	LS	\$ 354,659	\$ 354,659	See GC/GR Tab
	General Requirements	1	LS	\$ 135,900	\$ 135,900	See GC/GR Tab
	Permit Fees	0	LS	\$ -	\$ -	Excluded
	As-Built Survey for C of O	1	ALL	\$ 4,500.00	\$ 4,500	
	Storm Water Maintenance	0	ALL	\$ 2,000.00	\$ -	Included
	Traffic & Safety Project Signs	0	ALL	\$ 4,000.00	\$ -	Included
	Site Maintenance	0	MO	\$ 450.00	\$ -	Included
	Movers & Furniture Storage	0	ALL	\$ 15,000.00	\$ -	Excluded
	Temp laydown areas, Restore	1	ALL	\$ 3,500.00	\$ 3,500	
	Safety / Temp. Partitions	1	ALL	\$ 4,500.00	\$ 4,500	
	Weather Protection / windows	1	ALL	\$ 5,000.00	\$ 5,000	
	Dumpsters	0	MO	\$ 1,000.00	\$ -	Included
	General Labor	80	HR	\$ 30.00	\$ 2,400	
	Final Clean-Up	9218	SF	\$ 0.50	\$ 4,609	
	Testing & Inspections	1	ALL	\$ 10,500.00	\$ 10,500	
<b>Total General Conditions/ Requirements</b>					<b>\$ 525,568</b>	
<b>2 EXISTING CONDITIONS</b>						
<b>Existing Conditions</b>						
02A	Survey	1	allow	\$ 3,500	\$ 3,500	Allowance Establish Benchmarks & Controls
02A	Tree Protection	1	allow	\$ 6,000	\$ 6,000	Allowance
02A	Mold Remediation / Control	1	allow	\$ 9,218	\$ 9,218	Allowance
02A	Hazardous Materials Remediation	0	ls	\$ -	\$ -	Excluded
02A	Asbestos / Lead/ Mold Remediation	0	ls	\$ -	\$ -	Excluded
02A	Demo / Site Clearing	0	ls	\$ -	\$ -	Included in Sitework
02A	Demolition of Interior, General Demo	6818	sf	\$ 7.00	\$ 47,726	
02A	Removal of Existing Concrete Slab & Trenching	500	sf	\$ 20.00	\$ 10,000	For new bathrooms
02A	Demolition of Roof & Structure	1621	sf	\$ 6.00	\$ 9,726	Demo roof for addition
02A	Removal of Existing Roof Material	10227	sf	\$ 8.00	\$ 81,816	
02A	Ceiling Removal (ACT)	6818	sf	\$ 2.50	\$ 17,045	
02A	Ceiling Removal (GYPBD)	2000	sf	\$ 3.50	\$ 7,000	Assumed bulkhead
02A	Remove Existing Windows and Doors	30	ea	\$ 150.00	\$ 4,500	Assume 9' tall system, Includes existing exterior window removal also.
02A	Shoring, Engineering, Underpinning of Existing Building	1	allow	\$ 40,000.00	\$ 40,000	Enlarge wall openings at existing north wall & roof system
02A	Enlarge Openings at Existing North Wall	4	ea	\$ 5,000.00	\$ 20,000	Enlarge wall openings at existing north wall & roof system
<b>Total Existing Conditions</b>					<b>\$ 256,531</b>	
<b>3 CONCRETE</b>						
<b>Structural Concrete</b>						
03A	Mobilization, Site Access, Demobilization	1	ls	\$ 15,000.00	\$ 15,000	
03A	Building Foundations (Spread Footings)	49	cy	\$ 550.00	\$ 27,133	Assumes addition perimeter x 3'W x 2'H
03A	Foundation Walls	33	cy	\$ 650.00	\$ 21,378	Assumes addition perimeter x 12"W x 4'H
03A	Slab On Grade	54	cy	\$ 450.00	\$ 24,486	5" ground floor slab thickness - includes porch areas
03A	Below Slab Insulation	3526	sf	\$ 2.00	\$ 7,052	
03A	Waterproof Foundation Walls	225	ssf	\$ 7.00	\$ 1,575	
<b>Miscellaneous Concrete</b>						
32A	Exterior Walkway/ Ramp	0	sf	\$ -	\$ -	See site concrete - div 32
32A	Exterior planters, site walls	1	allow	\$ 15,000.00	\$ -	Planter / seat wall
03A	House Keeping Pads	1	allow	\$ 5,000.00	\$ 5,000	Mechanical Rooms
03A	Winter Protection/ Admixtures/ Heat	1	allow	\$ 5,000.00	\$ 5,000	
03A	Access and dewatering	1	allow	\$ 5,000.00	\$ 5,000	Localized dewatering & stone may be required for deep excavations & rainwater
<b>Total Concrete</b>					<b>\$ 111,624</b>	
<b>4 MASONRY</b>						
<b>Masonry</b>						
04A	CMU - Foundation	0				All foundation walls are assumed to be concrete
<b>CMU</b>						
04A	6" CMU Interior Walls	0	sf	\$ 10.50	\$ -	No Interior CMU walls
<b>Veneer</b>						
04A	Brick Veneer	3817	sf	\$ 36.80	\$ 140,466	
04A	Brick Toothing Infill - Match Existing	4	allow	\$ 3,000.00	\$ 12,000	Allowance = \$1500.00 per door opening
04A	Flashings	228	lf	\$ 10.00	\$ 2,280	
04A	Cast Stone	0	lf	\$ 70.00	\$ -	None indicated on drawings
<b>Total Masonry</b>					<b>\$ 154,746</b>	
<b>5 METALS</b>						
<b>Structural Steel</b>						
05A	Structural Steel Framing System for addition	0	ls	\$ -	\$ -	Cold formed metal framing
<b>Miscellaneous Metals</b>						
05A	Ship Ladder @ Mezzanine	0	ea	\$ 2,500.00	\$ -	
05A	Mezzanine Railings	40	lf	\$ 100.00	\$ 4,000	
05A	Masonry Relieving Angles	200	lf	\$ 105.00	\$ 21,000	7"x6"x5/16" bent shelf angle - galvanized
05A	Loose Lintels	100	lf	\$ 25.00	\$ 2,500	5"x5"x3/8" angle
05A	Misc Steel at Slab openings	0	ea	\$ 500.00	\$ -	3x3' floor opening for ductwork (includes pour stops & angle support)
05A	Perimeter safety cable	0	lf	\$ 25.00	\$ -	Install / Remove
05A	Add on Eave Assembly	1	allow	\$ 30,000.00	\$ 30,000	
<b>Total Metals</b>					<b>\$ 57,500</b>	

**6 Wood and Plastic**

**Miscellaneous Carpentry/ Rough Carpentry**

06A	3/4" Plywood/blocking - Metal Flashing and Trim	1000	sf	\$	5.50	\$	5,500	
06A	In wall Blocking	1	ls	\$	6,000.00	\$	6,000	
06A	Plywood @ Elec Rm / Comm Rm	400	sf	\$	3.50	\$	1,400	
06A	Roof Sheathing	10678	sf	\$	2.00	\$	21,356	
06A	Roof blocking	1	ls	\$	6,500.00	\$	6,500	New roof, two-layers, includes porch areas
06A	Miscellaneous rough carpentry	1	ls	\$	10,000.00	\$	10,000	502 LF for Parapet Nailer
06A	Roof Trusses	10678	sf	\$	5.50	\$	58,729	
06A	Interior Wall Framing							See Div 09A
06A	Gypsum Board Wall Sheathing							See Div 09A

**Interior Architectural Woodwork/ Finish Carpentry**

06B	Condition Space/Moisture/Humid/Temp	1	ls	\$	6,500.00	\$	6,500	Required prior to permanent systems in use (2 months)
06B	Circulation Desk	1	allow	\$	25,000.00	\$	25,000	Does not include library shelving
06B	Solid-Surface window sills	0	lf	\$	30.00	\$	-	None assumed
06B	Built-In Desk, Shelving	282	lf	\$	450.00	\$	126,900	
06B	Built-in Seating - Wood Finishes and Upholstery	0	lf	\$	500.00	\$	-	None assumed
06B	Closet and Utility Shelving	1	ls	\$	5,000.00	\$	5,000	
06B	Library Shelving (Freestanding)	0	allow	\$	250,000.00	\$	-	Not Included

**Total Wood Plastics and Composites**

\$ 272,885

**7 THERMAL AND MOISTURE PROTECTION**

**Water Proofing/ Perimeter/Under slab installation**

03A	4" Perimeter under slab insulation	3526	sf	\$	3.95	\$	13,928	
07C	Spray Foam Air Barrier for exterior walls	14557	sf	\$	4.00	\$	58,228	
07C	AVB Membrane on Roof Substrate	10678	sf	\$	2.88	\$	30,699	

**Caulking & Expansion Joints**

07B	Interior Architectural Caulking	1	ls	\$	7,500.00	\$	7,500	
07B	Exterior Caulking	9218	sf	\$	0.52	\$	4,770	
07D	Fire Sealants	9218	sf	\$	0.25	\$	2,305	
07D	Expansion Joints - Vertical Building Façade	100	lf	\$	100.00	\$	10,000	
07D	Expansion Joints - Interior Floors, Walls, Ceilings	150	lf	\$	100.00	\$	15,000	
07D	Fire Safing - Perimeter Edge	350	lf	\$	9.50	\$	3,325	
07D	Spray On Fire Proofing	0	sf	\$	3.50	\$	-	May not be required depending on building design

**Roofing & Walls**

07A	Standing Seam Metal Roof - SSMR	8000	sf	\$	27.50	\$	219,986	Assume 6/12 Slope
07A	EPDM Single Ply Roof on Tapered Insulation	5339	sf	\$	20.00	\$	106,780	
07A	Flashing/Penetrations - SSMR	5339	sf	\$	0.30	\$	1,602	
07A	8" Metal Gutter	356	lf	\$	17.00	\$	6,052	
07A	Rain Leaders	500	lf	\$	12.00	\$	6,000	
07A	Soffit Metal	1303	sf	\$	55.00	\$	71,665	
07A	Metal Wall Panel Type 1	0	sf	\$	32.00	\$	-	None assumed
07A	Metal Wall Panel Type 2	0	sf	\$	32.00	\$	-	None assumed
07A	Siding Type 1	0	sf	\$	32.00	\$	-	None assumed
07A	Siding Type 2	0	sf	\$	32.00	\$	-	None assumed

**Total Thermal and Moisture Protection**

\$ 557,840

**8 Doors and Openings**

**Doors/ Frames/ Hardware**

06A/08A	3060 Wood/ HM	0	dr	\$	1,600.00	\$	-	F/I and Hardware included
06A/08A	3070 Wood/ HM	18	dr	\$	1,700.00	\$	30,600	F/I and Hardware included
06A/08A	4070 Wood/HM 45 Min	1	dr	\$	2,350.00	\$	2,350	F/I and Hardware included
06A/08A	6070 Wood/ HM	0	dr	\$	2,750.00	\$	-	F/I and Hardware included
06A/08A	5070 Wood/HM	0	dr	\$	2,650.00	\$	-	F/I and Hardware included
06A/08A	3070 Metal/ HM	5	dr	\$	2,000.00	\$	10,000	F/I and Hardware included
06A/08A	6070 Metal/ HM	0	dr	\$	2,400.00	\$	-	F/I and Hardware included
06A/08A	6070 Metal/ HM - 45 Min	0	dr	\$	2,500.00	\$	-	F/I and Hardware included
06A/08A	Hollow metal frames - Framed Openings	1	allow	\$	3,500.00	\$	3,500	At existing north masonry wall, enlarged openings

**Storefront, Glazing & Windows**

08C	6070 Alum/Alum Entrance Door System (w/ Sidelight)	4	ea	\$	10,000.00	\$	40,000	F/I and Hardware included
08C	3070 Alum/Alum Entrance Door (w/ Sidelight)	1	ea	\$	3,500.00	\$	3,500	F/I and Hardware included
08C	Interior Glazing with Aluminum Frame System	200	sf	\$	85.00	\$	17,000	F/I and Hardware included
08C	Ext. Window System (Assorted types/sizes)	594	sf	\$	110.00	\$	65,340	Includes replacement of existing and new windows. Assumed 3'x6' windows
08C	Aluminum Storefront windows	0	sf	\$	75.00	\$	-	None assumed
08C	Automatic entrance operators	4	dr	\$	6,500.00	\$	26,000	
08C	Testing (Water and Air Leakage)	1	ls	\$	30,000.00	\$	30,000	

**Special Doors**

08B	Access Doors for MEP	20	ea	\$	150.00	\$	3,000	
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**Architectural Louvers**

06A	Architectural Louvers	1	allow	\$	5,500.00	\$	5,500	
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**Total Openings**

\$ 236,790

**9 FINISHES**

Structural Stud Assemblies							
09A	Structural Stud Wall Assemblies @ Perimeter	4788	sf	\$	19.30	\$ 92,408	Ext sheathing/studs/interior insulation/ interior drywal Paint included below
09A	Exterior Soffit Framing	1000	sf	\$	30.00	\$ 30,000	
09A	Shear Wall Allowance	1	allow	\$	20,000.00	\$ 20,000	
Gypsum Wall Board Assemblies							All gypsum board is mold resistant 5/8" GWB 2 Sides/ +6"/Insul 5/8" GWB 1 side, furring or light framing
09A	GWB - Double sided - finished 3 5/8 to 6" studs	11639	sf	\$	10.00	\$ 116,390	
09A	GWB - Interior side of Exterior / Exist. Wall	4756	sf	\$	5.50	\$ 26,158	
Ceiling Finishes							Area included below Mechanical Mezzanine only Painted
09B	ACT Ceilings	9218	sf	\$	5.30	\$ 48,855	
09B	Wood Veneer Acoustic Panels	0	sf	\$	42.00	\$ -	
09A	GWB Bulkhead	0	sf	\$	20.00	\$ -	
09B	Acoustical Batt Insulation Above 1st floor Ceiling	9218	sf	\$	1.75	\$ 16,132	
09G	ES - Exposed Structure - Occupied	0	sf	\$	1.70	\$ -	
Floor and Base Finishes							Includes new and existing building area Entrance Vestibules  Mechanical Rooms Assume no wood baseboard  Bathrooms & Kitchenette
09C	Carpet tiles	1024	sy	\$	50.00	\$ 51,211	
09F	Ceramic floor tile	314	sf	\$	22.00	\$ 6,908	
09C	Rubber flooring and treads	0	sf	\$	15.25	\$ -	
09G	Sealed or painted concrete	162	sf	\$	1.00	\$ 162	
09C	V/CB - Vinyl Cove Base (6")	1640	lf	\$	3.15	\$ 5,166	
09E	Resinous flooring	0	sf	\$	14.00	\$ -	
09C	Vinyl sheet flooring	37	sy	\$	50.00	\$ 1,844	
Floor Mats and Frames							At exterior entrances
09C	Floor Mats and Frames ( Recessed )	157	sf	\$	35.00	\$ 5,495	
Wall Finishes							
09G	GWB - Painted Gypsum Wall Board	16395	sf	\$	1.00	\$ 16,395	
09G	Painted GWB Ceiling & Bulkhead	0	sf	\$	0.90	\$ -	
09G	Painted Exposed Ceilings	0	sf	\$	1.25	\$ -	
Exterior Façade Painting							Existing Finishes
09G	Miscellaneous Painted Finishes	1	allow	\$	10,000.00	\$ 10,000	
<b>Total Finishes</b>						<b>\$ 447,125</b>	

**10 SPECIALTIES**

Visual Display Boards								
06A	Porcelain enamel marker boards - 12'	2	ea	\$	1,650.00	\$ 3,300	This number assumes 1 at each sink in every room This number assumes 1 at each sink in every room	
06A	Porcelain enamel marker boards - 8'	1	ea	\$	1,250.00	\$ 1,250		
06A	Porcelain enamel marker boards - 6'	4	ea	\$	1,050.00	\$ 4,200		
06A	Porcelain enamel marker boards - 4'	1	ea	\$	800.00	\$ 800		
06A	2' Tack Board	6	ea	\$	150.00	\$ 900		
06A	3' Tack Board	5	ea	\$	150.00	\$ 750		
06A	4' Tack Board	10	ea	\$	174.00	\$ 1,740		
06A	8' Tack Board	10	ea	\$	270.00	\$ 2,700		
06A	Tack Board Strip	5	lf	\$	3.00	\$ 15		
Toilet Compartments								
06A	Toilet partitions - handicapped	0	ea	\$	1,500.00	\$ -		
06A	Toilet partitions - standard	0	ea	\$	1,250.00	\$ -		
06A	Urinal Screens	0	ea	\$	400.00	\$ -		
06A	Flagpoles	1	ls	\$	14,000.00	\$ 14,000	Re-use Existing	
06A	Signage							Life Safety
06A	Code Required Signs (ADA, Fire, Address, etc.)	1	allow	\$	10,000.00	\$ 10,000		
06A	Impact - Resistant Wall Protection							At drywall corners, but nothing noted on drawings
06A	Corner Guards at all drywall corners (plastic)	50	ea	\$	44.25	\$ 2,213		
Toilet Accessories							Bathroom and break room sinks 1 per water closet	
06A	Toilet Tissue Dispenser ( TP )	6	ea	\$	210.00	\$ 1,260		
06A	Paper towel dispenser	6	ea	\$	153.00	\$ 918		
06A	Liquid Soap Dispenser ( SD )	6	ea	\$	75.00	\$ 450		
06A	Vertical grab bars	6	ea	\$	100.00	\$ 600		
06A	Grab bars (54"x42")	6	ea	\$	150.00	\$ 900		
06A	Sanitary Napkin Disposal ( SND )	6	ea	\$	75.00	\$ 450		
06A	Bathroom mirrors	6	ea	\$	225.00	\$ 1,350		
06A	Under lavatory Guard	0	ea	\$	150.00	\$ -		
06A	Robe hook	6	ea	\$	50.00	\$ 300		
06A	Shelf with mop hooks in janitors closet	2	ea	\$	150.00	\$ 300		
Fire Extinguisher Cabinets								Provided by owner
06A	Fire extinguisher hooks	2	ea	\$	50.00	\$ 100		
06A	Wall inset fire extinguisher cabinets	10	ea	\$	325.00	\$ 3,250		
06A	Fire extinguishers	10	ea	\$	150.00	\$ 1,500		
06A	Operable partitions	1	all	\$	20,000.00	\$ 20,000		
06A	Book Drop	1	ea	\$	2,500.00	\$ 2,500		
Interior Specialties								
06A	Knox Box	1	ea	\$	550.00	\$ 550		
Lockers								
06A	Lockers - Metal	10	ea	\$	750.00	\$ 7,500		
<b>Total Specialties</b>						<b>\$ 83,796</b>		



<b>11 EQUIPMENT</b>						
<b>Appliances</b>						
06B	Refrigerator residential grade	2	ea	\$	1,200	\$ 2,400
06B	Microwave	2	ea	\$	500	\$ 1,000
<b>Total Equipment</b>						<b>\$ 3,400</b>
<b>12 FURNISHINGS</b>						
<b>Horizontal Louver Blinds</b>						
12A	Horizontal Louver Blinds	1	allow	\$	7,500.00	\$ 7,500
<b>Total Furnishings</b>						<b>\$ 7,500</b>
<b>13 SPECIAL CONSTRUCTION</b>						
<b>Special Construction</b>						
N/A						
<b>Total Special Construction</b>						<b>\$ -</b>
<b>14 CONVEYING SYSTEMS</b>						
<b>Elevators ( Passenger )</b>						
N/A						
<b>Total Conveying System</b>						<b>\$ -</b>
<b>21 FIRE SUPPRESSION</b>						
<b>Fire Protection</b>						
21A	Fire Protection	9218	sf	\$	5.50	\$ 50,699
Includes existing building footprint						
<b>Total Fire Suppression</b>						<b>\$ 50,699</b>
<b>22 PLUMBING</b>						
22A	Plumbing	1	system	\$	-	\$ -
In Mechanical - Div. 23						
22A	Sterilization	1	system	\$	-	\$ -
Included						
22A	Storm Piping	1	system	\$	-	\$ -
Included						
22A	Sanitary Piping	1	system	\$	-	\$ -
Included						
22A	Domestic Water Piping	1	system	\$	-	\$ -
Included						
22A	Air Piping	1	system	\$	-	\$ -
Included						
22A	Gas Piping	1	system	\$	-	\$ -
Included						
22A	Insulation	1	system	\$	-	\$ -
Included						
22A	Plumbing Equipment	1	system	\$	-	\$ -
Included						
22A	Plumbing Fixtures and Rough-In	1	system	\$	-	\$ -
Included						
22A	General Conditions	1	system	\$	-	\$ -
Included						
<b>Total Plumbing/ Heating/ Air Conditioning</b>						<b>\$ -</b>
<b>23 HEATING VENTILATING AND AIR CONDITIONING</b>						
22B	Heating Ventilating and Air Conditioning	9218	sf	\$	65.00	\$ 599,170
Based on Water Source Heat Pumps						
22B	Rigging	1	system	\$	-	\$ -
Included						
22B	Seismic Allowance	1	system	\$	-	\$ -
Included						
22B	Heating Water Piping	1	system	\$	-	\$ -
Included						
22B	Hydronic Water Piping	1	system	\$	-	\$ -
Included						
22B	Condensate Piping	1	system	\$	-	\$ -
Included						
22B	Insulation	1	system	\$	-	\$ -
Included						
22B	Automatic Temperature Control	1	system	\$	-	\$ -
Included						
22B	Test, Balance, Adjust	1	system	\$	-	\$ -
Included						
22B	Ductwork	1	system	\$	-	\$ -
Included						
22B	HVAC Equipment	1	system	\$	-	\$ -
Included						
22B	General Conditions	1	system	\$	-	\$ -
Included						
23A	Geothermal well field and piping	30	wells	\$	4,650.00	\$ 139,500
See sitework for parking lot restoration						
<b>Total Plumbing/ Heating/ Air Conditioning</b>						<b>\$ 738,670</b>
<b>26 ELECTRICAL</b>						
<b>Electrical</b>						
26A	Electrical system	9218	sf	\$	48.00	\$ 442,464
26A	Lighting and Branching	1	system	\$	-	\$ -
Included						
26A	Devices and Branch	1	system	\$	-	\$ -
Included						
26A	Fire Alarm System	1	system	\$	-	\$ -
Included						
26A	Lightning Protection and Grounding	1	system	\$	-	\$ -
Included						
26A	Mechanical Equipment Wiring	1	system	\$	-	\$ -
Included						
26A	Emergency Generator	1	system	\$	-	\$ -
Included						
26A	Security system	1	system	\$	-	\$ -
Included under separate division 28						
26A	Access control system	1	system	\$	-	\$ -
Included under separate division 28						
26A	Service and Distribution Equipment	1	system	\$	-	\$ -
Included						
26A	Feeders	1	system	\$	-	\$ -
Included						
26A	Temporary Power and Light	1	allow	\$	-	\$ -
Included						
<b>Total Electrical</b>						<b>\$ 442,464</b>
<b>27 COMMUNICATIONS</b>						
<b>Communications</b>						
27A	Communications Raceways	0	system	\$	-	\$ -
In electric						
27A	Communication Cabling	0	system	\$	-	\$ -
In electric						
27A	Communication racks and connections	0	system	\$	-	\$ -
In electric						
Installation of communications equipment provided by owner						
27A	Fiber optic cables	0	system	\$	-	\$ -
In electric						
27A	Audio / Visual	0	system	\$	-	\$ -
Excluded Not in Contract, By Owner						
<b>Total Communications</b>						<b>\$ -</b>
<b>28 ELECTRONIC SAFETY AND SECURITY</b>						
<b>Electronic Safety and Security</b>						
28A	Security and Access Control System	9218	sf	\$	2.00	\$ 18,436
<b>Total Electronic Safety and Security</b>						<b>\$ 18,436</b>
<b>BUILDING SUBTOTAL:</b>					<b>\$</b>	<b>3,965,572.69</b>

**BUILDING - SCHEME 2**

10500 SF

DESCRIPTION		QTY	UNIT	UNIT \$	TOTAL \$	COMMENTS
<b>1 GENERAL CONDITIONS/ REQUIREMENTS</b>						
<b>General Conditions/ Requirements</b>						
	General Conditions	1	LS	\$ 354,659	\$ 354,659	See GC/GR Tab
	General Requirements	1	LS	\$ 135,900	\$ 135,900	See GC/GR Tab
	Permit Fees	0	LS	\$ -	\$ -	Excluded
	As-Built Survey for C of O	1	ALL	\$ 4,500.00	\$ 4,500	
	Storm Water Maintenance	0	ALL	\$ 2,000.00	\$ -	Included
	Traffic & Safety Project Signs	0	ALL	\$ 4,000.00	\$ -	Included
	Site Maintenance	0	MO	\$ 450.00	\$ -	Included
	Movers & Furniture Storage	0	ALL	\$ 15,000.00	\$ -	Excluded
	Temp laydown areas, Restore	1	ALL	\$ 3,500.00	\$ 3,500	
	Safety / Temp. Partitions	1	ALL	\$ 4,500.00	\$ 4,500	
	Weather Protection / windows	1	ALL	\$ 5,000.00	\$ 5,000	
	Dumpsters	0	MO	\$ 1,000.00	\$ -	Included
	General Labor	80	HR	\$ 30.00	\$ 2,400	
	Final Clean-Up	10500	SF	\$ 0.50	\$ 5,250	
	Testing & Inspections	1	ALL	\$ 10,500.00	\$ 10,500	
<b>Total General Conditions/ Requirements</b>					<b>\$ 526,209</b>	
<b>2 EXISTING CONDITIONS</b>						
<b>Existing Conditions</b>						
02A	Survey	1	allow	\$ 8,500	\$ 8,500	Allowance Establish Benchmarks & Controls
02A	Tree Protection	1	allow	\$ 6,000	\$ 6,000	Allowance
02A	Mold Remediation / Control	1	allow	\$ 9,218	\$ 9,218	Allowance
02A	Hazardous Materials Remediation	0	ls	\$ -	\$ -	Excluded
02A	Asbestos / Lead/ Mold Remediation	0	ls	\$ -	\$ -	Excluded
02A	Demo / Site Clearing	0	ls	\$ -	\$ -	Included in Sitework
02A	Demolition of Interior, General Demo	6818	sf	\$ 7.00	\$ 47,726	
02A	Removal of Existing Concrete Slab & Trenching	500	sf	\$ 20.00	\$ 10,000	For new bathrooms
02A	Demolition of Roof & Structure	2628	sf	\$ 6.00	\$ 15,768	Demo roof for addition
02A	Removal of Existing Roof Material	10227	sf	\$ 8.00	\$ 81,816	
02A	Ceiling Removal (ACT)	6818	sf	\$ 2.50	\$ 17,045	
02A	Ceiling Removal (GYPBD)	2000	sf	\$ 3.50	\$ 7,000	Assumed bulkhead
02A	Remove Existing Windows and Doors	30	ea	\$ 150.00	\$ 4,500	Assume 9' tall system, Includes existing exterior window removal also.
02A	Shoring, Engineering, Underpinning of Existing Building	1	allow	\$ 40,000.00	\$ 40,000	Enlarge wall openings at existing north wall & roof system
02A	Enlarge Openings at Existing North Wall	4	ea.	\$ 5,000.00	\$ 20,000	Enlarge wall openings at existing north wall & roof system
<b>Total Existing Conditions</b>					<b>\$ 267,573</b>	
<b>3 CONCRETE</b>						
<b>Structural Concrete</b>						
03A	Mobilization, Site Access, Demobilization	1	ls	\$ 15,000.00	\$ 15,000	
03A	Building Foundations (Spread Footings)	55	cy	\$ 550.00	\$ 30,250	Assumes addition perimeter x 3'W x 2'H
03A	Foundation Walls	37	-cy	\$ 650.00	\$ 24,074	Assumes addition perimeter x 12"W x 4'H
03A	Slab On Grade	79	cy	\$ 450.00	\$ 35,486	5" ground floor slab thickness - includes porch areas
03A	Below Slab Insulation	5110	sf	\$ 2.00	\$ 10,220	
03A	Waterproof Foundation Walls	1000	ssf	\$ 7.00	\$ 7,000	
<b>Miscellaneous Concrete</b>						
32A	Exterior Walkway/ Ramp	0	sf	\$ -	\$ -	See site concrete - div 32
32A	Exterior planters, site walls	1	allow	\$ 15,000.00	\$ -	None Assumed Planter / seat wall
03A	House Keeping Pads	1	allow	\$ 5,000.00	\$ 5,000	Mechanical Rooms
03A	Winter Protection/ Admixtures/ Heat	1	allow	\$ 5,000.00	\$ 5,000	
03A	Access and dewatering	1	allow	\$ 5,000.00	\$ 5,000	Localized dewatering & stone may be required for deep excavations & rainwater
<b>Total Concrete</b>					<b>\$ 137,030</b>	
<b>4 MASONRY</b>						
<b>Masonry</b>						
04A	CMU - Foundation	0				All foundation walls are assumed to be concrete
<b>CMU</b>						
04A	6" CMU Interior Walls	0	sf	\$ 10.50	\$ -	No Interior CMU walls
<b>Veneer</b>						
04A	Brick Veneer	4179	sf	\$ 36.80	\$ 153,787	
04A	Brick Toothing Infill - Match Existing	4	Allow.	\$ 3,000.00	\$ 12,000	Allowance = \$1500.00 per door opening
04A	Flashings	228	lf	\$ 10.00	\$ 2,280	
04A	Cast Stone	0	lf	\$ 70.00	\$ -	None indicated on drawings
<b>Total Masonry</b>					<b>\$ 168,067</b>	
<b>5 METALS</b>						
<b>Structural Steel</b>						
05A	Structural Steel Framing System for addition	0	ls	\$ -	\$ -	Cold formed metal framing
<b>Miscellaneous Metals</b>						
05A	Ship Ladder @ Mezzanine	0	ea	\$ 2,500.00	\$ -	
05A	Mezzanine Railings	40	lf	\$ 100.00	\$ 4,000	
05A	Masonry Relieving Angles	250	lf	\$ 105.00	\$ 26,250	7"x6"x5/16" bent shelf angle - galvanized
05A	Loose Lintels	100	lf	\$ 25.00	\$ 2,500	5"x5"x3/8" angle
05A	Misc Steel at Slab openings	0	ea	\$ 500.00	\$ -	3x3" floor opening for ductwork (includes pour stops & angle support)
05A	Perimeter safety cable	0	lf	\$ 25.00	\$ -	Install / Remove
05A	Add on Eave Assembly	1	allow	\$ 30,000.00	\$ 30,000	
<b>Total Metals</b>					<b>\$ 62,750</b>	

**6 Wood and Plastic**

**Miscellaneous Carpentry/ Rough Carpentry**

06A	3/4" Plywood/blocking - Metal Flashing and Trim	1000	sf	\$	5.50	\$	5,500	
06A	In wall Blocking	1	ls	\$	6,000.00	\$	6,000	
06A	Plywood @ Elec Rm / Comm Rm	400	sf	\$	3.50	\$	1,400	
06A	Roof Sheathing	17632	sf	\$	2.00	\$	35,264	
06A	Roof blocking	1	ls	\$	20,000.00	\$	20,000	New roof, two-layers. includes porch areas
06A	Miscellaneous rough carpentry	1	ls	\$	10,000.00	\$	10,000	
06A	Roof Trusses	17632	sf	\$	5.50	\$	96,976	
06A	Interior Wall Framing							See Div 09A
06A	Gypsum Board Wall Sheathing							See Div 09A

**Interior Architectural Woodwork/ Finish Carpentry**

06B	Condition Space/Moisture/Humid/Temp	1	ls	\$	6,500.00	\$	6,500	Required prior to permanent systems in use (2 months)
06B	Circulation Desk	1	allow	\$	25,000.00	\$	25,000	Does not include library shelving
06B	Solid-Surface window sills	0	lf	\$	30.00	\$	-	None assumed
06B	Built-In Desk, Shelving	254	lf	\$	450.00	\$	114,300	
06B	Built-in Seating - Wood Finishes and Upholstery	0	lf	\$	500.00	\$	-	None assumed
06B	Closet and Utility Shelving	2	ls	\$	5,000.00	\$	10,000	
06B	Library Shelving (Freestanding)	0	allow	\$	250,000.00	\$	-	Not Included

**Total Wood Plastics and Composites**

**\$ 330,940**

**7 THERMAL AND MOISTURE PROTECTION**

**Water Proofing/ Perimeter/Under slab installation**

03A	4" Perimeter under slab insulation	5110	sf	\$	3.95	\$	20,185	
07C	Spray Foam Air Barrier for exterior walls	16061	sf	\$	4.00	\$	64,244	
07C	AVB Membrane on Roof Substrate	17632	sf	\$	3.00	\$	52,896	

**Caulking & Expansion Joints**

07B	Interior Architectural Caulking	1	ls	\$	5,500.00	\$	5,500	
07B	Exterior Caulking	10500	sf	\$	0.52	\$	5,434	
07D	Fire Sealants	10500	sf	\$	0.25	\$	2,625	
07D	Expansion Joints - Vertical Building Façade	150	lf	\$	100.00	\$	15,000	
07D	Expansion Joints - Interior Floors, Walls, Ceilings	150	lf	\$	100.00	\$	15,000	
07D	Fire Safing - Perimeter Edge	350	lf	\$	9.50	\$	3,325	
07D	Spray On Fire Proofing	0	sf	\$	3.50	\$	-	May not be required depending on building design

**Roofing & Walls**

07A	Standing Seam Metal Roof - SSMR @ New Sloped Roof	1989	sf	\$	27.50	\$	54,898	Assume 3/12 Slope at New Roof
07A	Standing Seam Metal Roof - SSMR @ Existing Roof	4636	sf	\$	27.50	\$	127,490	Assume 5/12 Slope at Existing Roof
07A	EPDM Single Ply Roof on Tapered Insulation	5898	sf	\$	20.00	\$	117,960	High Roof Area over Meeting Room and Porches
07A	Flashing/Penetrations - SSMR	6625	sf	\$	0.30	\$	1,988	
07A	8" Metal Gutter	200	lf	\$	17.00	\$	3,400	
07A	Rain Leaders	500	lf	\$	12.00	\$	6,000	
07A	Soffit Metal	1303	sf	\$	55.00	\$	71,665	
07A	Metal Wall Panel Type 1	0	sf	\$	32.00	\$	-	None assumed
07A	Metal Wall Panel Type 2	0	sf	\$	32.00	\$	-	None assumed
07A	Siding Type 1	0	sf	\$	32.00	\$	-	None assumed
07A	Siding Type 2	0	sf	\$	32.00	\$	-	None assumed

**Total Thermal and Moisture Protection**

**\$ 567,408**

**8 Doors and Openings**

**Doors/ Frames/ Hardware**

06A/08A	3060 Wood/ HM	0	dr	\$	1,600.00	\$	-	F/ I and Hardware included
06A/08A	3070 Wood/ HM	24	dr	\$	1,700.00	\$	40,800	F/ I and Hardware included
06A/08A	4070 Wood/HM 45 Min	1	dr	\$	2,350.00	\$	2,350	F/ I and Hardware included
06A/08A	6070 Wood/ HM	0	dr	\$	2,750.00	\$	-	F/ I and Hardware included
06A/08A	5070 Wood/HM	0	dr	\$	2,650.00	\$	-	F/ I and Hardware included
06A/08A	3070 Metal/ HM	5	dr	\$	2,000.00	\$	10,000	F/ I and Hardware included
06A/08A	6070 Metal/ HM	0	dr	\$	2,400.00	\$	-	F/ I and Hardware included
06A/08A	6070 Metal/ HM - 45 Min	0	dr	\$	2,500.00	\$	-	F/ I and Hardware included
06A/08A	Hollow metal frames - Framed Openings	2	allow	\$	3,500.00	\$	7,000	At existing north masonry wall, enlarged openings

**Storefront, Glazing & Windows**

08C	6070 Alum/Alum Entrance Door System (w/ Sidelight)	4	ea	\$	10,000.00	\$	40,000	F/ I and Hardware included
08C	3070 Alum/Alum Entrance Door (w/ Sidelight)	0	ea	\$	3,500.00	\$	-	F/ I and Hardware included
08C	Interior Glazing with Aluminum Frame System	125	sf	\$	85.00	\$	10,625	F/ I and Hardware included
08C	Ext. Window System (Assorted types/sizes)	648	sf	\$	110.00	\$	71,280	Includes replacement of existing and new windows. Assumed 3'x6' windows
08C	Aluminum Storefront windows	200	sf	\$	75.00	\$	15,000	None assumed
08C	Automatic entrance operators	4	dr	\$	6,500.00	\$	26,000	
08C	Testing (Water and Air Leakage)	1	ls	\$	30,000.00	\$	30,000	

**Special Doors**

08B	Access Doors for MEP	20	ea	\$	150.00	\$	3,000	
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**Architectural Louvers**

06A	Architectural Louvers	1	allow	\$	5,500.00	\$	5,500	
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**Total Openings**

**\$ 261,555**

**9 FINISHES**

Structural Stud Assemblies							
09A	Structural Stud Wall Assemblies @ Perimeter / Exterior	4828	sf	\$	19.30	\$ 93,180	Ext sheathing/studs/interior insulation/ interior drywal Paint included below
09A	Exterior Soffit Framing	1148	sf	\$	30.00	\$ 34,440	
09A	Shear Wall Allowance	1	allow	\$	30,000.00	\$ 30,000	
Gypsum Wall Board Assemblies							
09A	GWB - Double sided - finished 3 5/8 to 6" studs	10722	sf	\$	10.00	\$ 107,220	All gypsum board is mold resistant 5/8" GWB 2 Sides/ +6"/Insul 5/8" GWB 1 side, furring or light framing
09A	GWB - Interior side of Exterior / Exist. Wall	4828	sf	\$	5.50	\$ 26,554	
Ceiling Finishes							
09B	ACT Ceilings	10500	sf	\$	5.30	\$ 55,650	
09B	Wood Veneer Acoustic Panels	0	sf	\$	42.00	\$ -	
09A	GWB Bulkhead	0	sf	\$	20.00	\$ -	
09B	Acoustical Batt Insulation Above 1st floor Ceiling	10500	sf	\$	1.75	\$ 18,375	Area included below Mechanical Mezzanine only Painted
09G	ES - Exposed Structure - Occupied	0	sf	\$	1.70	\$ -	
Floor and Base Finishes							
09C	Carpet tiles	920	sq	\$	50.00	\$ 46,006	Includes new and existing building area Entrance Vestibules
09F	Ceramic floor tile	745	sf	\$	22.00	\$ 16,390	
09C	Rubber flooring and treads	0	sf	\$	15.25	\$ -	None Assumed
09G	Sealed or painted concrete	275	sf	\$	1.00	\$ 275	Mechanical Rooms
09C	VCB - Vinyl Cove Base (6")	1472	lf	\$	3.15	\$ 4,637	Assume no wood baseboard
09E	Resinous flooring	0	sf	\$	14.00	\$ -	None Assumed
09C	Vinyl sheet flooring	57	sq	\$	50.00	\$ 2,844	Bathrooms & Kitchenette
Floor Mats and Frames							
09C	Floor Mats and Frames ( Recessed )	373	sf	\$	35.00	\$ 13,038	At exterior entrances
Wall Finishes							
09G	GWB - Painted Gypsum Wall Board	15550	sf	\$	1.00	\$ 15,550	
09G	Painted GWB Ceiling & Bulkhead	0	sf	\$	0.90	\$ -	None Assumed
09G	Painted Exposed Ceilings	0	sf	\$	1.25	\$ -	None Assumed
Exterior Façade Painting							
09G	Miscellaneous Painted Finishes	1	allow	\$	10,000.00	\$ 10,000	Existing Finishes
<b>Total Finishes</b>						<b>\$ 474,159</b>	

**10 SPECIALTIES**

Visual Display Boards							
06A	Porcelain enamel marker boards - 12'	2	ea	\$	1,650.00	\$ 3,300	
06A	Porcelain enamel marker boards - 8'	1	ea	\$	1,250.00	\$ 1,250	
06A	Porcelain enamel marker boards - 6'	4	ea	\$	1,050.00	\$ 4,200	
06A	Porcelain enamel marker boards - 4'	1	ea	\$	800.00	\$ 800	
06A	2' Tack Board	6	ea	\$	150.00	\$ 900	
06A	3' Tack Board	5	ea	\$	150.00	\$ 750	
06A	4' Tack Board	10	ea	\$	174.00	\$ 1,740	
06A	8' Tack Board	10	ea	\$	270.00	\$ 2,700	
06A	Tack Board Strip	5	lf	\$	3.00	\$ 15	
Toilet Compartments							
06A	Toilet partitions - handicapped	2	ea	\$	1,500.00	\$ 3,000	
06A	Toilet partitions - standard	3	ea	\$	1,250.00	\$ 3,750	
06A	Urinal Screens	1	ea	\$	400.00	\$ 400	
06A	Flagpoles	1	ls	\$	14,000.00	\$ 14,000	Re-use Existing
06A	Signage						
	Code Required Signs (ADA, Fire, Address, etc.)	1	allow	\$	10,000.00	\$ 10,000	Life Safety
06A	Impact - Resistant Wall Protection						
	Corner Guards at all drywall corners (plastic)	50	ea	\$	44.25	\$ 2,213	At drywall corners, but nothing noted on drawings
Toilet Accessories							
06A	Toilet Tissue Dispenser ( TP )	8	ea	\$	210.00	\$ 1,680	
06A	Paper towel dispenser	7	ea	\$	153.00	\$ 1,071	
06A	Liquid Soap Dispenser ( SD )	7	ea	\$	75.00	\$ 525	This number assumes 1 at each sink in every room
06A	Vertical grab bars	8	ea	\$	100.00	\$ 800	
06A	Grab bars (54"x42")	8	ea	\$	150.00	\$ 1,200	
06A	Sanitary Napkin Disposal ( SND )	8	ea	\$	75.00	\$ 600	
06A	Bathroom mirrors	7	ea	\$	225.00	\$ 1,575	
06A	Under lavatory Guard	6	ea	\$	150.00	\$ 900	Bathroom and break room sinks
06A	Robe hook	8	ea	\$	50.00	\$ 400	1 per water closet
06A	Shelf with mop hooks in janitors closet	2	ea	\$	150.00	\$ 300	
Fire Extinguisher Cabinets							
06A	Fire extinguisher hooks	2	ea	\$	50.00	\$ 100	
06A	Wall inset fire extinguisher cabinets	10	ea	\$	325.00	\$ 3,250	
06A	Fire extinguishers	10	ea	\$	150.00	\$ 1,500	Provided by owner
	Operable partitions	1	all	\$	20,000.00	\$ 20,000	
	Book Drop	1	ea	\$	2,500.00	\$ 2,500	
Interior Specialties							
	Knox Box	1	ea	\$	550.00	\$ 550	
Lockers							
	Lockers - Metal	10	ea	\$	750.00	\$ 7,500	
<b>Total Specialties</b>						<b>\$ 93,469</b>	

<b>11 EQUIPMENT</b>						
<b>Appliances</b>						
06B	Refrigerator residential grade	2	ea	\$	1,200	\$ 2,400
06B	Microwave	2	ea	\$	500	\$ 1,000
<b>Total Equipment</b>						<b>\$ 3,400</b>
<b>12 FURNISHINGS</b>						
<b>Horizontal Louver Blinds</b>						
12A	Horizontal Louver Blinds	1	allow	\$	7,500.00	\$ 7,500
12A	Motorized Window Blinds	1	allow	\$	10,000.00	\$ 10,000
<b>Total Furnishings</b>						<b>\$ 17,500</b>
<b>13 SPECIAL CONSTRUCTION</b>						
<b>Special Construction</b>						
N/A						
<b>Total Special Construction</b>						<b>\$ -</b>
<b>14 CONVEYING SYSTEMS</b>						
<b>Elevators ( Passenger )</b>						
N/A						
<b>Total Conveying System</b>						<b>\$ -</b>
<b>21 FIRE SUPPRESSION</b>						
<b>Fire Protection</b>						
21A	Fire Protection	10500	sf	\$	5.50	\$ 57,750
Includes existing building footprint						
<b>Total Fire Suppression</b>						<b>\$ 57,750</b>
<b>22 PLUMBING</b>						
22A	Plumbing	1	system	\$	-	\$ -
In Mechanical - Div. 23						
22A	Sterilization	1	system	\$	-	\$ -
Included						
22A	Storm Piping	1	system	\$	-	\$ -
Included						
22A	Sanitary Piping	1	system	\$	-	\$ -
Included						
22A	Domestic Water Piping	1	system	\$	-	\$ -
Included						
22A	Air Piping	1	system	\$	-	\$ -
Included						
22A	Gas Piping	1	system	\$	-	\$ -
Included						
22A	Insulation	1	system	\$	-	\$ -
Included						
22A	Plumbing Equipment	1	system	\$	-	\$ -
Included						
22A	Plumbing Fixtures and Rough-In	1	system	\$	-	\$ -
Included						
22A	General Conditions	1	system	\$	-	\$ -
Included						
<b>Total Plumbing/ Heating/ Air Conditioning</b>						<b>\$ -</b>
<b>23 HEATING VENTILATING AND AIR CONDITIONING</b>						
22B	Heating Ventilating and Air Conditioning	10500	sf	\$	65.00	\$ 682,500
Based on Water Source Heat Pumps						
22B	Rigging	1	system	\$	-	\$ -
Included						
22B	Seismic Allowance	1	system	\$	-	\$ -
Included						
22B	Heating Water Piping	1	system	\$	-	\$ -
Included						
22B	Hydronic Water Piping	1	system	\$	-	\$ -
Included						
22B	Condensate Piping	1	system	\$	-	\$ -
Included						
22B	Insulation	1	system	\$	-	\$ -
Included						
22B	Automatic Temperature Control	1	system	\$	-	\$ -
Included						
22B	Test, Balance, Adjust	1	system	\$	-	\$ -
Included						
22B	Ductwork	1	system	\$	-	\$ -
Included						
22B	HVAC Equipment	1	system	\$	-	\$ -
Included						
22B	General Conditions	1	system	\$	-	\$ -
Included						
23A	Geothermal well field and piping	30	wells	\$	4,650.00	\$ 139,500
See sitework for parking lot restoration						
<b>Total Plumbing/ Heating/ Air Conditioning</b>						<b>\$ 822,000</b>
<b>26 ELECTRICAL</b>						
<b>Electrical</b>						
26A	Electrical system	10500	sf	\$	48.00	\$ 504,000
26A	Lighting and Branching	1	system	\$	-	\$ -
Included						
26A	Devices and Branch	1	system	\$	-	\$ -
Included						
26A	Fire Alarm System	1	system	\$	-	\$ -
Included						
26A	Lightning Protection and Grounding	1	system	\$	-	\$ -
Included						
26A	Mechanical Equipment Wiring	1	system	\$	-	\$ -
Included						
26A	Emergency Generator	1	system	\$	-	\$ -
Included						
26A	Security system	1	system	\$	-	\$ -
Included under separate division 28						
26A	Access control system	1	system	\$	-	\$ -
Included under separate division 28						
26A	Service and Distribution Equipment	1	system	\$	-	\$ -
Included						
26A	Feeders	1	system	\$	-	\$ -
Included						
26A	Temporary Power and Light	1	allow	\$	-	\$ -
Included						
<b>Total Electrical</b>						<b>\$ 504,000</b>
<b>27 COMMUNICATIONS</b>						
<b>Communications</b>						
27A	Communications Raceways	0	system	\$	-	\$ -
In electric						
27A	Communication Cabling	0	system	\$	-	\$ -
In electric						
27A	Communication racks and connections	0	system	\$	-	\$ -
In electric						
Installation of communications equipment provided by owner						
27A	Fiber optic cables	0	system	\$	-	\$ -
In electric						
27A	Audio / Visual	0	system	\$	-	\$ -
Excluded Not in Contract, By Owner						
<b>Total Communications</b>						<b>\$ -</b>
<b>28 ELECTRONIC SAFETY AND SECURITY</b>						
<b>Electronic Safety and Security</b>						
28A	Security and Access Control System	10500	sf	\$	2.00	\$ 21,000
<b>Total Electronic Safety and Security</b>						<b>\$ 21,000</b>
<b>BUILDING SUBTOTAL:</b>					<b>\$</b>	<b>4,314,809.64</b>

## Site work

	DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL \$	COMMENTS
<b>2</b>	<b>EXISTING CONDITIONS</b>					
	<b>Site Demolition</b>					
	Remove Existing Asphalt - Parking Lot	18,331	sf	\$ 1.50	\$ 27,497	
	Remove Existing Concrete - Sidewalks		sf	\$ 1.00	\$ -	
	Remove Existing Light Poles	4	ea	\$ 1,500.00	\$ 6,000	Remove and store
	Relocate Site Power	1	ea	\$ 2,500.00	\$ 2,500	Relocation required at footprint of addition
	<b>Total Existing Conditions</b>				<b>\$ 35,997</b>	
<b>31</b>	<b>EARTHWORK</b>					
	<b>General Mobilization &amp; Demobilization</b>					
31A	General Mobilization & Demobilization	1	ls	\$ 5,000.00	\$ 5,000	
31A	Layout & Survey	1	ls	\$ 5,000.00	\$ 5,000	
31A	Clearing/grubbing	1	ls	\$ 5,000.00	\$ 5,000	
31A	Temporary Fencing & Gates	1,000	lf	\$ 9.50	\$ 9,500	Install / Remove
31A	Truck Gates	2	ea	\$ 1,100.00	\$ 2,200	
31A	Man Gates	2	ea	\$ 250.00	\$ 500	
31A	Temporary Site Signage	1	ls	\$ 5,000.00	\$ 5,000	
31A	Temporary Vehicular & Pedestrian Detours	1	ls	\$ 2,500.00	\$ 2,500	
31A	Termite Treatment	4,000	sf	\$ 0.25	\$ 1,000	
31A	Final Site Cleaning	1	allow	\$ 4,500.00	\$ 4,500	Site Cleaning/ Road Wash down
	<b>Excavation</b>					
31A	Sediment Control Install & Remove	1	ls	\$ 8,000.00	\$ 8,000	F/I/ M/ R ( Inlet protect/ RCD / etc. )
31A	Silt Fence	900	lf	\$ 1.27	\$ 1,143	
31A	Super silt fence	-	lf	\$ 6.39	\$ -	None assumed
31A	Sediment Control Maintenance & Rainwater Pumping	8	mon	\$ 1,200.00	\$ 9,600	
31A	Earthwork	1	ls	\$ 20,000.00	\$ 20,000	
31A	Fine Grade Site/Building	4,222	sy	\$ 5.00	\$ 21,111	
31A	Site Laydown Area, Stone, Parking, Restoration	1	ls	\$ 7,500.00	\$ 7,500	
	<b>Total Earthwork</b>				<b>\$ 107,554</b>	
<b>32</b>	<b>EXTERIOR IMPROVEMENTS</b>					
	<b>Paving</b>					
31A	Asphalt paving parking area paving sections	2,037	sy	\$ 50.00	\$ 101,861	Replace parking lot at geothermal wellfield
	Temporary Asphalt Patch/repair of base from construction					
31A	traffic	1	ls	\$ 5,000.00	\$ 5,000	
31A	MOT and construction of entrances	1	ls	\$ 7,500.00	\$ 7,500	
31A	Pavement Markings & Signage	2,037	sy	\$ 2.00	\$ 4,074	
31A	Parking wheel stops	25	ea	\$ 100.00	\$ 2,500	
31A	Mill & Overlay of City Roadways	-	sy	\$ 20.50	\$ -	None assumed
	<b>Site Concrete &amp; Unit Pavers</b>					
31A	Curb	663	lf	\$ 25.00	\$ 16,575	Perimeter of parking lot
31A	Sidewalks 5" concrete	750	sf	\$ 8.00	\$ 6,000	
	<b>Landscaping</b>					
31B	Landscaping Allowance - Plantings and Grasses	1	allow	\$ 15,000.00	\$ 15,000	
31B	Landscape Irrigation	1,000	sf	\$ 2.50	\$ 2,500	Assumed area
	<b>Site Furnishings</b>					
32A	Bicycle Racks	2	ea	\$ 2,000.00	\$ 4,000	
	Benches	2	sets	\$ 1,500.00	\$ 3,000	
	Trash Receptacles	1	allow	\$ 500.00	\$ 500	
	<b>Total Exterior Improvements</b>				<b>\$ 168,511</b>	
<b>33</b>	<b>UTILITIES</b>					
	<b>Water - Domestic &amp; Fire Line</b>					
	Water - Domestic & Fire Line					
31A	Tie Into Existing	-	ea	\$ 3,000.00	\$ -	Re-use Existing
31A	Test pitting	1	allow	\$ 1,000.00	\$ 1,000	Allowance
31A	Valves	-	ea	\$ 1,000.00	\$ -	None assumed
31A	Piping 6"	-	lf	\$ 40.00	\$ -	None assumed
31A	Fire Hydrants	-	ea	\$ 3,000.00	\$ -	None assumed
31A	Meter Vault	-	ea	\$ 4,500.00	\$ -	Re-use Existing
31A	Testing & chlorination	1	allow	\$ 2,700.00	\$ 2,700	
	<b>Sanitary Sewer</b>					
31A	8" sanitary sewer piping	-	lf	\$ 50.00	\$ -	Re-use Existing
31A	Testing	1	allow	\$ 2,000.00	\$ 2,000	
31A	Test pitting	1	ea	\$ 1,000.00	\$ 1,000	Allowance
31A	Manholes	-	ea	\$ 4,000.00	\$ -	None assumed
31A	Tie into Existing Manholes/Modify	1	ea	\$ 3,000.00	\$ 3,000	
31A	Stone bedding	1	ls	\$ 2,000.00	\$ 2,000	
31A	Cleanout	2	ea	\$ 1,000.00	\$ 2,000	
	<b>Storm</b>					
31A	Storm piping					Utilize Existing system
31A	Utility Test Pits	1	ea	\$ 1,000.00	\$ 1,000	Allowance
31A	Roof Drain Tie Ins	1	ls	\$ 5,000.00	\$ 5,000	remobilization required
	<b>Site Duct banks &amp; Vaults</b>					
26A	Electrical Underground Ductbank - Power	200	lf	\$ 250.00	\$ 50,000	New 400A electrical ductbank to mech. Room
26A	Site Electric and Comms DB's	1	system	\$ -	\$ -	Included in electrical

26A	Site Comms Cabling	1	system	\$	-	\$	-		Included in electrical
26A	Electrical Vaults	-	ea	\$	-	\$	-		Included in electrical
26A	Teledata Vaults	-	ea	\$	-	\$	-		Included in electrical
26A	Test Pits	1	ea	\$	1,000.00	\$	1,000		Allowance
	Site Lighting								
26A	Site Lighting	1	system	\$	-	\$	-		Included in Electrical / re-use existing

**Total Utilities** **\$ 70,700**

<b>99</b>	<b>TOTAL for Site</b>		<b>\$ 382,761</b>
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## THE DESIGN GROUP

ARCHITECTURE PLANNING INTERIOR DESIGN

JIM EDGCOMB, ARCHITECT

Airport Road Warren VT 05674 tel 802-496-5255

JEFF SCHOELLKOPF, ARCHITECT

November 24, 2019

To:

**Worcester County Library Board of Trustees**

C/o Ms. Jennifer Ranck, Director

307 North Washington Street

Snow Hill, Maryland 21863

### **PROPOSAL FOR DESIGN SERVICES FOR WORCESTER COUNTY POCOMOKE BRANCH LIBRARY and SENIOR CENTER**

Dear Ms. Ranck and Library Trustees,

JSD, Inc, an associate in The Design Group (TDG) proposes to provide design and consultant services for the Worcester County branch library in Pocomoke. Our understanding is that at present options on the table are to either renovate the existing library or design a new facility in the downtown on the parcels identified by the town in their recent memo. We have previously provided a proposal for the renovate and add option. This proposal addresses the possibility of an all new facility. We understand it is also an outside chance the renovation option might include the integration of the senior center on the existing library site (though site size limitations may be prohibitive), or there may be an initial broader site search within the town as a first step. This proposal would also cover either of those options in terms of the scope and process of phase 1.

#### **1. Overview**

We are pleased to present this proposal for planning and design services for the proposed new Worcester County facilities. This is based on our general understanding of the project from our involvement over the past two years in preliminary planning of renovations and additions to the existing library, site and building review of other options in town, budget development, and grant



applications. It is mostly focused in detail on the phase 1 work, but also outlines and estimates the full services anticipated for the entire project.

We understand this building is intended to serve the Pocomoke community and surrounding Worcester County area. It is to be welcoming, functional, and fitting in Pocomoke. We understand a strong desire is to improve the library in terms of functional flow, meeting spaces, children's and teen areas, workspaces, technology upgrades, and performance upgrades. The initial program and approach will be similar to the new Berlin Branch but slightly smaller at about 10-11,000sf. We are proposing studies will include possibly combining the functions of a senior center of about 4-5000sf, and looking in that for opportunities to make multiple use of space and systems including shared mechanical systems, community rooms, restrooms, entry lobby, parking, drop off, and outdoor activity spaces.

We are proposing to keep the team from the Berlin Library intact and are planning to work with Gipe on MEP, GMB on structural, and assuming the County will retain Whiting Turner in a similar role.

Based on the program of the existing branch, we understand the following items are to be addressed in the planning

#### Library

1. Need for dedicated or separated Children's program space
2. Improved workspace, back of house
3. Improved or defined teen space
4. Better entry
5. Need for additional small conference space(s)
6. Better lighting
7. Additional stack space, more adult stacks or reconfiguration of existing
8. Improved consistency of furnishings looks and quality
9. Circ desk improvements
10. Improvements to tech access, power locations, computer locations and furnishings, etc.
11. Dedicated IT room
12. Improved seating with power access
13. Additional restroom(s)

#### Senior Center

1. 3 program rooms of 30x30
2. Food prep room (with kitchen) of about 800sf
3. Office, small storage, utility
4. Drop off, pickup, and waiting areas must function for events and folks needing assistance

This proposal includes the assumption that the County would like to maintain similar performance and quality goals as per the Berlin branch, but that we will seek to refine systems and processes and try to make some simplifications where possible, especially in the controls and operation systems in the building.

We project a very preliminary construction budget at about \$565-615/sf of about 6.5-9.5m, depending on the integration of the senior center, and a furnishing budget similar to Berlin. We also understand a variety of funding sources are being solicited including public and private funds and grants. This does not include the site costs, which we believe may be covered in a donation by the town, or a swap for the existing property. We have read the memo of November 7<sup>th</sup> to the County from the Interim City Manager and have reviewed on site the properties and neighborhood being considered for this project.

This proposal includes predesign and early schematic design services including development of input from selected stakeholders including library and senior center staff, facilities managers, and trustees. As we did for Berlin we propose to assist in the assembly of a team of experienced subconsultants early in the process, and to manage a well-integrated design approach in the schematic design phase with full team meetings for coordination. We are anticipating the project team will be similar to the Berlin project including a CM/cost estimator, hired separately by the owners, and that this would develop into a CM at risk project delivery.

We are proposing to undertake phase 1 services not to exceed \$50,000 on an hourly basis plus reimbursables with hourly costs not to exceed \$34,000 for architectural and planning services. We are proposing to bid and subcontract civil, structural, and MEP engineers for their services, with fees estimated as listed below for their services, including \$16,000 for phase 1 consulting services. We will develop a fixed fee for further steps once the scale, scope, conditions, and team are clarified.

In addition to this the owner's costs at this phase may include property acquisition, survey, soils testing, environmental assessments, and CM preconstruction services.

**1. General Scope: Provide Architecture and Planning services in phases as follows**

1. **Predesign (planning and programming) and early schematic design-** including assessment of existing conditions, preliminary code review, and development of options. Coordinate with HVAC system renovations that may need to occur prior to the primary construction project. Also assisting in the development of the consulting team and engagement of a CM or cost estimator.
2. **Schematic design,** including the development of building general plans, sections, and elevation, general interior design, and outline specifications. Also, at this point we will help coordinate structural, civil, and MEP design concepts, and assist in initial outreach to various regulators and authorities.
3. **Design Development** per typical steps, including coordination of consultants, development of documents, selection of all materials and support of furnishing selections, and processing constructability review by the CM and owners' team.
4. **Construction Documents** per typical steps, including refinement of details, coordination of consultants, finalization of specifications, and preparing documents for bidding and permitting.
5. **Bidding and Permitting-** Provide support assuming the process is to be administered by the CM
6. **Construction Administration**

## **2. Process**

### **Phase ONE – Pre-Design and Early Schematic Design**

1. Meet with the building team and staff through a series of meetings to determine program requirements, gain a sense of desired outcomes, and discuss the function, feel, and character of the library.
2. Assist in team selections and roles as necessary for this project. Assist in the solicitation of proposals from qualified consultants for structural, MEP, Energy modelling, and other disciplines as may be requested.
3. Produce base drawings as necessary for sketch development including site plans, floor plans, sections, and elevations. Note- all required survey, and soil and environmental testing work is to be by others.
4. Undertake a base site analysis, including a general assessment, solar access, views, existing buildings, access and transportation, vegetation, soils, and neighborhood character.
5. Undertake a preliminary analysis of zoning, fire, and building code requirements.
6. Gather and review references; photos, drawings, and plans of similar or related places which may help spark ideas. Solicit references from team members and interested parties.
7. Undertake an analysis of assumed loads and available resources. Assist in the development of project metric goals. Review options for systems (HVAC, water, wastewater, stormwater, electrical, etc.) Meet with engineers to outline likely systems and alternatives to be explored.
8. Develop outline specifications.
9. Produce 2 or 3 alternative configurations for review of site and building plans with variations of size of the addition, layout, and character. At this stage we would have a REVIEW and discussion with the design committee and respective authorities. We would then choose a scheme or develop a combination of features from various schemes for further development which would be forwarded to the Commissioner's for review.

### **Phase TWO –Schematic Design**

1. Continue code review with consultants and authorities with developing scheme in hand.
2. Support the next level of analysis, energy modelling, and the development of project metric goals. Review options for systems with consultants (HVAC, stormwater, electrical, etc.).
3. Assist in the further development of owners' requirements and revise outline specifications. Meet with engineers to outline space needs and details to be anticipated in systems selected.
4. Refine a configuration for review of site and building plans clarifying the size of the addition, site and building layout, interior design, and character. At this stage we would have a REVIEW and discussion with the design committee and respective authorities. We would proceed upon approval or go back to develop further refinements.

### **Phase THREE - Design Development**

1. Develop a scheme; develop building details (integrating structural, mechanical, and electrical schematic designs, as necessary), develop the site plan, and produce renderings and/or models for design committee and trustee REVIEW.
2. Develop specifications, selection of materials, systems, finishes, etc.
3. Assist in site plan permitting.

4. Assist in the update of cost estimates from engineers and estimators in three steps- at 50%, 75%, and 90%.
5. Optional- Develop integrated renewable energy systems
6. Develop interior design and furnishing studies. Generally, specify all built in and moveable furniture, appliances, and equipment. Provide color and material studies for all finishes, and review with the client.

#### **Phase FOUR - Construction Documents**

1. Finalize and coordinate building details (integrating structural, mechanical, and electrical schematic designs, as necessary), develop the site plan, and produce renderings and/or models for design committee and trustee REVIEW.
2. Administer constructability review by the owners and CM. Adjust details as necessary.
3. Finalize project manual and specifications, with support in general administration form the CM.
4. Assist in the update of cost estimates from engineers and estimators at 90%.
5. Finalize detailed interior design and furnishing selections and specifications.
6. Develop final bid and permit documents. Coordinate subconsultant documents and integrate all.

#### **Phase FIVE. Bidding and Permitting**

1. Support CM in subcontractor and supplier bidding, and development of a final construction agreement
2. Support CM in finalizing permits with all necessary authorities.

#### **Phase SIX. Construction Administration**

1. Review rfi's and submittals
2. Provide necessary SK's and updated details
3. Attend monthly OAC field meetings (estimated 15) including a preconstruction meeting.
4. Support basic commissioning, including a blower door test and tuning of all mechanical systems as provided separately by owner.

#### **Optional Services (at additional cost)**

- Model building and advanced renderings
- LEED review and administration

#### **Contracted separately by owners**

- Library programming including community input facilitation (not anticipated)
- CM construction systems review and preliminary cost

- Soils or subsurface examination and foundation consulting
- Commissioning (owners' option)
- Survey
- Additional interior design (not anticipated)

**Exclusions**

- Environmental assessment of site
- Hazardous materials studies

**3. Schedule (Preliminary)**

Pre-Design and early SD	December-February 2020
Schematic Design	April- May 2020
Design Development	July- August 2020
Construction Documents	October- Nov 2019
Bidding and Permitting	January- February 2020
Construction Administration	12-14 mos (anticipated begin summer 21)

**4. Responsibilities**

- The Client shall provide full information with regard to the schedule, budget, and other design criteria and shall furnish all necessary legal description and shall be responsible for the accuracy of all such information.
- The services provided are those of an Architect licensed in the State of Maryland. The services shall be performed to reasonable standards of professional care. Other Engineering services may need to be contracted outside of this agreement in order to complete the design and obtain a building permit.
- The Architects shall not be responsible for construction means, techniques, procedures, or for safety on the job site, or for the contractors' schedule or ability to carry out the work according to the plans.
- The Client may pause or terminate this agreement with or without cause at any time with seven days written notice and payment of all costs to date.
- Any claims by the owner or architect shall be made in writing within 60 days of their occurrence. Any claims shall first go to mediation prior to litigation.
- The Architects do not warrant that the construction costs will not vary from the project budget goals and estimates.
- The architect shall not be responsible for the investigation, discovery, or correction of any hidden conditions, or of any subsurface or geotechnical issues that may arise.
- Billing shall occur monthly based on progress to date, and payments shall be due within 30 days.

**5. Meetings:**

Within our fee cap we are proposing design / planning meetings with the committee every three to four weeks with a total of three proposed in phase one. We have assumed meetings with Town and other officials – one meeting each with Zoning, Building, and Fire.

**6. Fees**

Fees are proposed as below based on the scope outlined above. Phase 1 services are proposed to be on an hourly basis with costs not to exceed as shown. Phase 2-6 services are shown currently as estimates, with an updated AIA form contract to be provided following the initial planning process, based on the size and scope details that are to be determined in the planning process.

**a. Phase 1 Fees:**

1. Architects Fee not to exceed \$34,000 for Planning, Architecture, Site Planning, and Project Administration

2. Engineering Estimate (Phase 1 preliminary consulting services budget- proposed)

▪ Civil Engineering	\$4,000
▪ Structural Engineering	\$4,000
▪ <u>MEP Engineering</u>	<u>\$8,000</u>
Subtotal	\$16,000

3. Hourly Rates

	Architect	Engineers(est)
Principal	\$140	\$150 -220
Associate in Charge	\$110-120	\$120 -150
Sr. Architect/Engineer	\$100-120	\$100-120
Architect/Designer	\$85-100	\$85-100
Draftsperson tech	\$75-85	\$75-85

4. Estimated Reimbursables Phase 1

Transportation	\$1,800.00
Reproducibles	\$1,500.00
<u>Postage/Special Deliveries</u>	<u>\$300.00</u>
Subtotal (estimated)	\$3,600.00

**b. Phase 2-6 Fees:** We estimate A/E fees for phase 2-6 at about 6-7% of 6.5-9.5m

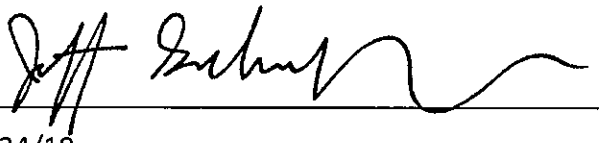
i. Estimated Fees Library Only

1. Architectural Services	290,000
2. Structural Engineering	40,000
3. Civil Engineering	40,000
4. <u>MEP Engineering</u>	<u>80,000</u>
Subtotal	450,000

ii. Estimated Fees with Senior Center

1. Architectural Services	390,000
2. Structural Engineering	50,000
3. Civil Engineering	40,000
4. <u>MEP Engineering</u>	<u>100,000</u>
Subtotal	580,000

Prepared by:

Signature: 

Date: 11/24/19

Printed Name: Jeff Schoellkopf

Title: Principal Architect, JSD, Inc

Please indicate your acceptance by signing below

Signature:.....

Date: .....

Printed Name: .....

Title: .....



# THE DESIGN GROUP

ARCHITECTURE PLANNING INTERIOR DESIGN

JIM EDGCOMB, ARCHITECT

Airport Road Warren VT 05674 tel 802-496-5255

JEFF SCHOELLKOPF, ARCHITECT

## 2019 RATE SHEET

JSD, Inc, as an associate in THE DESIGN GROUP offers the following design services: Architecture, Landscape Architecture, Land, Site, and Master Planning, Sustainable Design, and Interior Design. Engineering Services may be provided by subconsultants. Rates for Design services are described below.

Design Services	Hourly Rate
• Principal	\$ 140.00
• Project Architect / Sr. Planner	\$ 100-120.00
• Designer / Project Manager / Planner	\$ 90-100.00
• Draftsperson / Technician / Asst. Project Manager	\$ 75-85.00
• Administration	\$ 45.00

All design services can be provided on a fixed fee basis with a clearly defined Scope of Services. Billing occurs monthly and is due upon receipt. Interest on unpaid balances accrues at a rate of 1 1/2% / mo. Other services, including pre-design, permitting, model making, rendering, project management, cost estimating, and product research, are available as requested.

### Reimbursable Expenses

Travel, transportation, lodging, and meals are charged on jobs more than a half an hour from our offices.

Transportation Costs	Auto at \$0.55 per mile
	Air travel tickets billed at cost
	Travel time billed at ½ hourly billable rate

Lodging and meals	At cost up to allowed IRS per diem
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Printing/Plots	30 x 42	\$3.50
	24 x 36	\$2.50
	18 x 24	\$2.00
	12 x 18	\$1.50
	11 x 17	\$1.00

Color Copies	11x17	\$1.00 each
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All other direct job expenses including consultants, engineering, telephone, postage, photography, and video recording is billed at cost plus 5% overhead.

Visit our website at [www.tdgyt.com](http://www.tdgyt.com)



# POCOMOKE CITY, MARYLAND

INFO-pending ✓

MAYOR

**Bruce Morrison**

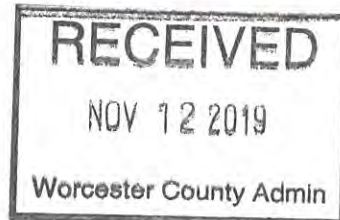
mayormorrison@pocomokemd.gov



CITY COUNCIL

**Todd J. Nock**  
**R. Scott Holland**  
**Diane Downing**  
**R. Dale Trotter**  
**Esther L. Troast**

101 Clarke Ave.  
P.O. Box 29  
Pocomoke City, MD 21851



November 7, 2019

Harold Higgins  
Chief Administrative Officer  
Worcester County Government Center  
1 W. Market St. Room 1103  
Snow Hill, MD 21863

Copy: Jennifer Ranck - Library Board ✓  
For review and recommendation  
FYI - Ed Tudar, Bill Bradshaw ✓  
John Tustin, Ken Whitel ✓  
Phil Thompson ✓  
Kathy Whitel ✓  
Rob Hart ✓

Dear Mr. Higgins,

On behalf of the Mayor and the City Council for the City of Pocomoke City we are pleased to respond to the Worcester County Commissioners and Library Board regarding options to expand and improve library services in Pocomoke City.

In discussions with Jennifer Ranck, Library Director, it is our understanding that the Library Board and County Commissioners are reviewing options to either renovate and expand the existing library building at 301 Market Street or to construct a new facility. In consultation with the Mayor and City Council, we are strongly supportive of building a new library and offer certain parcels located in the downtown area to accommodate a new building, ancillary parking and amenities.

The existing library is situated on a 45,718 square foot parcel which contains a 6,800 square foot building. According to SDAT it was constructed in 1970 and is approximately 50 years old. Due to the library's location next to a cemetery and adjacent residential development, expansion options at this site are limited.

The City can make available a combination of six (6) contiguous parcels acquired over the years that contain approximately 47,000 square feet. This site is larger in size than the existing parcel at 301 Market Street. The City can also make available additional properties consisting of 9,020 and 32,778 square feet, respectively, that will support additional parking or recreational amenities. Attachment A illustrates the proposed properties. The estimated 2017 tax assessment value of the combined six properties (Parcel 1) is \$135,500.

There are several reasons why this proposed site should be considered for a new Pocomoke City Library.

- It would be located within walking distance to several existing commercial and recreational attractions including the Discovery Center, the Sturgis One Room School Houses, historic garage, the Costen House, Mar-Va Theatre and Cypress Park.

*"Friendliest Town on the Eastern Shore"*

- Patrons of the other downtown food and business establishments would likely visit the Library and vice versa. The Dockside Restaurant is located nearby and is owned by the City. It was originally constructed with County and State CDBG financial support. As you know, the restaurant has struggled over the past three years due primarily to a low customer base.
- The Library would be close to the Pocomoke River, a State Designated Wild and Scenic River that supports leisurely boating. Boaters using the many docks located on the river could visit the library. The State is supportive of improving attractions along the River according to the State's Master Recreation Plan.
- Construction of a new library at this location could spur additional investment in the downtown area. The City has worked extensively with downtown business owners and the Downtown Business Association to facilitate new development along with façade improvements using Community Legacy funds. The City has adopted new incentives to attract new businesses and is changing the zoning code to encourage additional mixed-use development.
- Water and sewer services are readily available to the site in addition to high speed internet.
- The costs of heating and cooling a modern facility would be significantly less than the existing library based on feedback from Ms. Ranck.

We also want to mention that the City has been approached by the Hill Foundation whose mission is to construct a recreational facility in Pocomoke City oriented to science and learning activities. Board members have expressed an interest in cooperating with the Library Board and possibly providing financial assistance toward a new library if their goals can be accommodated.

Finally, the City has an interest in using the existing library building to provide City services and to offer more recreation programs and space for our youth. The current government offices at 101 Clarke Ave. are not handicapped accessible and offer limited space for essential public services. The City may be willing to assume ownership or lease of the existing library or parts thereof.

If this proposal has merit, we would offer to enter into a formal memo of understanding that further defines the next steps needed to move forward. Toward this end, the City would prepare a new deed, property description and a consolidated plat. We are extremely excited about the prospect of a new library complex located in downtown Pocomoke City. We look forward to discussing this further with the Worcester County Commissioners and Library Board.

Sincerely,

David Deutsch  
Interim City Manager

Copies to: Joshua Nordstrom, County Commissioner  
Bruce Morrison, Mayor  
Diane Downing, Council Member  
R. Scott Holland, Council Member  
Todd J. Nock, Council Member  
Esther L. Troast, Council Member  
R. Dale Trotter, Council Member  
Jennifer Ranck, Library Director  
Daniel L. Brandewie, Planning Director

Attachment 1

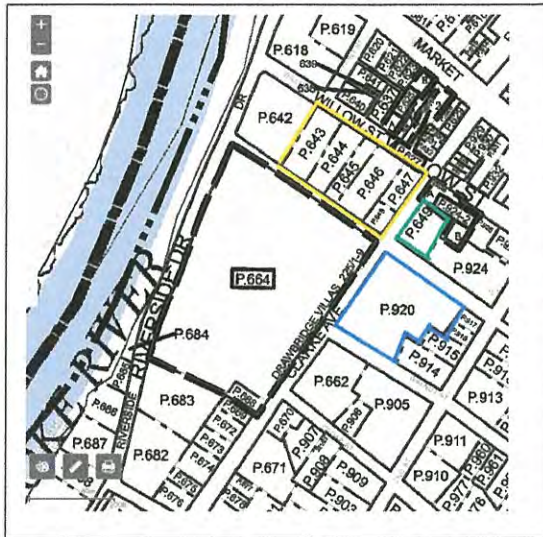


Figure 1  
Pocomoke City Owned Properties in the downtown area

Parcel 1 (shown in yellow)

District - 01 Account Number – 017462  
 102 WILLOW ST POCOMOKE 21851-0000  
 Legal Description: 70' X 160' S SIDE WILLOW ST POCOMOKE  
 Map: 0401 Grid: 0005 Parcel: 0643  
 Land Value: \$31,800 Property Land Area: 11,200 SF

District - 01 Account Number - 017489  
 WILLOW ST POCOMOKE 21851-0000  
 Legal Description: 65' X 160' S SIDE WILLOW ST POCOMOKE  
 Map: 0401 Grid: 0005 Parcel: 0644  
 Land Value: \$26,400 Property Land Area: 8,800 SF

District - 01 Account Number – 017616  
 WILLOW ST POCOMOKE 21851-0000  
 Legal Description: 36' X 162' S SIDE WILLOW ST POCOMOKE  
 Map: 0401 Grid: 0005 Parcel: 0645  
 Land Value: \$16,000 Property Land Area: 5,346 SF

District - 01 Account Number – 017608  
 WILLOW ST POCOMOKE 21851-0000  
 Legal Description: 75' X 165' S SIDE WILLOW ST POCOMOKE  
 Map: 0401 Grid: 0005 Parcel: 0646  
 Land Value: \$33,300 Property Land Area: 12,262 SF

District - 01 Account Number – 017640  
WILLOW ST POCOMOKE 21851-0000  
Legal Description: 63 X 105 52.75 X 102.2 CLARKE AVE & WILLOW ST  
Map: 0401 Grid: 0005 Parcel: 0647  
Land Value: \$17,900 Property Land Area: 5,996 SF

District - 01 Account Number – 017802  
CLARKE AVE POCOMOKE 21851-0000  
Legal Description: 63'3" X 53'6" X 62'10 1/2" X 53'9" CLARKE AVE & MAPLE ST  
Map: 0401 Grid: 0005 Parcel: 0648  
Land Value: \$10,100 Property Land Area: 3,376 SF

Total Land Values: \$135,500

Parcel 2 (shown in green)

District - 01 Account Number - 018027  
CLARKE AVE POCOMOKE 21851-0000  
Legal Description: 110' X 82' X 110' X 72' CLARKE AVE & MAPLE ST POCOMOKE  
Map: 0401 Grid: 0005 Parcel: 0649  
Land Value: \$27,000 Property Land Area: 9,020 SF

Parcel 3 (shown in blue)

District - 01 Account Number – 017926  
MAPLE ST POCOMOKE 21851-0000  
Legal Description: 32778.00 SQ FT MAPLE & WALNUT STS POCOMOKE  
Map: 0401 Grid: 0005 Parcel: 0920  
Land Value: \$79,300 Property Land Area: 32,778 SF



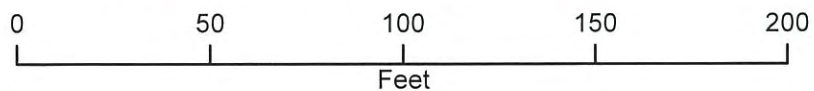
Property privately owned, partially in flood Zone; owner willing to sell.

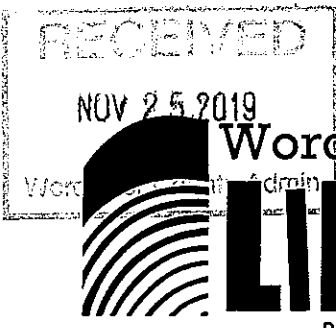
Areas outlined in green are owned by City, approximately an acre, smaller square is across a street, but maybe overflow parking? Obvi this is not to scale. Not sure how County Engineer would feel about this site.



# Worcester County Library - Pocomoke City Branch

DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING  
Technical Services Division - May 2018





2

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Jennifer Ranck, Director JK  
DATE: November 23, 2019  
SUBJECT: Ocean Pines Library Carpet Replacement Project

A bid opening was held on November 12, 2019 for the Ocean Pines Library Carpet Replacement Project. Three (3) bids were received and are attached for your review and consideration. A summary of the bids is shown below.

BID	COMPANY	PRICE
1	S. Lee Smith Jr. Inc. T/A Value Carpet One • Option 1 - Partially Occupied Library	\$46,543.00
ALT.	S. Lee Smith Jr. Inc. T/A Value Carpet One • Alternate Option 2 - Fully Closed Library	\$46,543.00
2	OC Floor Gallery • Option 1 - Partially Occupied Library	\$60,554.00
ALT.	OC Floor Gallery • Alternate Option 2 - Fully Closed Library	\$59,113.00
3	Royal Plus Flooring • Option 1 - Partially Occupied Library	\$87,819.00
ALT.	Royal Plus Flooring • Alternate Option 2 - Fully Closed Library	\$87,819.00

Page

4

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Bid Specifications

Following the bid opening, a meeting was held with the lowest Bidder Value Carpet One and Bates to determine the best method to coordinate relocation of furniture with carpet work tasks to meet the proposed project durations. The meeting resulted in the need to fully close the library to patrons to accomplish the installation. (The library plans to utilize the large meeting room to set up a several laptops, share daily newspapers, as well as allow patrons to pick up items they have placed on hold.) As Value Carpet One's price was the same for both options, and their company was the lowest Bidder, it is recommended that the County award the project to Value Carpet One at a total cost of \$46,543.00.

Funds in the amount of \$85,000.00, were approved as part of the FY20 Adopted Budget and available for this project.

Should you have any questions / concerns, please feel free to contact me.

Attachments  
Cc: Ken Whited

# Competitive Bid Worksheet

## Item: Carpet Replacement Project at Ocean Pines Branch Library

Bid Deadline/Opening Date: 1:00 P.M., Tuesday, November 12, 2019

Bids Received by deadline = 3

<u>Vendor's Submitting Bids</u>	<u>Base Bid Phased Install Lump Sum</u>	<u>Alternate Closed Library Lump Sum</u>
<b>Royal Plus Flooring</b> 9939 Jerry Mack Road Ocean City, MD 21842	\$ <u>82,142</u>	\$ <u>82,142</u>
<b>Value Carpet One</b> 1530 North Salisbury Blvd. Salisbury, MD 21801	\$ <u>42,462</u>	\$ <u>42,462</u>
<b>O.C. Floor Gallery</b> 12319 Ocean Gateway Ocean City, MD 21842	\$ <u>49,970</u>	\$ <u>48,529</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Worcester County Library – Ocean Pines Branch – 2019 Carpet Replacement Project - Bid Tabulation

CT.	BIDDER	ALTERNATE					OPTION 1 TOTAL	OPTION 2 TOTAL
		OPTION 1 PARTIALLY CLOSED BUILDING	OPT. 1 PROJECT DURATION	OPTION 2 FULLY CLOSED BUILDING	OPT. 2 PROJECT DURATION	CONCRETE FLOOR COATING		
1	S. Lee Smith Jr. Inc. T/A Value Carpet One	42,462.00	14	42,462.00	10	4,081.00	46,543.00	46,543.00
2	OC Floor Gallery	49,970.00	12-14	48,529.00	4-6	10,584.00	60,554.00	59,113.00
3	Royal Plus Flooring	82,142.00	9	82,142.00	9	5,677.00	87,819.00	87,819.00

**WORCESTER COUNTY LIBRARY  
OCEAN PINES BRANCH – CARPET REPLACEMENT PROJECT**

**ADDENDUM NO. 001**

**Issued: 11/7/2019**

**REVISED BID FORM**

**County Commissioners of Worcester County Maryland  
Worcester County Library - Ocean Pines Branch - Carpet Replacement Project**

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**BASE BID (Phased Installation) LUMP SUM PRICE:** \$ 42,462.00

Estimated Calendar Days to Complete Phased Installation 14

**ALTERNATE (Non-Phased Fully Closed Library) LUMP SUM PRICE:** \$ 42,462.00

Estimated Calendar Days to Complete Non-Phased Fully Closed Library 10

**LUMP SUM PRICE TO SUPPLY AND INSTALL SELF LEVELING FLOOR PATCH COMPOUND ON CONCRETE FLOORS:** \$ 4,081.00

Please acknowledge all Addendums received and included in your bid

Addendum # 1 Date BKE 11/7/19

**UNIT PRICE SCHEDULE:**

Supply and install J&J Tempo Modular Carpet Tile \$ 27.27.00 per square yard  
Labor rate per worker hour for additional work \$ 50.00 Man/Hr.  
Material mark-up percentage for additional work % 25

**BID MUST BE SIGNED TO BE CONSIDERED**

Date: 11-12-19

Signature: 

Name: Peter Adams

Company: S. LEE SMITH JR. INC. T/A VALLE CARPET ONE

Address: 1530 N. SALISBURY BLVD.  
SALISBURY MD 21801

Telephone: 410-742-5224

**WORCESTER COUNTY LIBRARY  
OCEAN PINES BRANCH - CARPET REPLACEMENT PROJECT**

**ADDENDUM NO. 001**  
**Issued: 11/7/2019**

**REVISED BID FORM**

**County Commissioners of Worcester County Maryland  
Worcester County Library - Ocean Pines Branch - Carpet Replacement Project**

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**BASE BID (Phased Installation) LUMP SUM PRICE:** \$ 49,970.00

Estimated Calendar Days to Complete Phased Installation 12-14 Days

**ALTERNATE (Non-Phased Fully Closed Library) LUMP SUM PRICE:** \$ 48,529.00

Estimated Calendar Days to Complete Non-Phased Fully Closed Library 4-6 Days

**LUMP SUM PRICE TO SUPPLY AND INSTALL SELF LEVELING FLOOR PATCH COMPOUND ON CONCRETE FLOORS:** \$ 10,584.00

Please acknowledge all Addendums received and included in your bid


Addendum # 1 Date 11/7/2019 SAJ

**UNIT PRICE SCHEDULE:**

Supply and install J&J Tempo Modular Carpet Tile	\$ <u>32</u> .00 per square yard
Labor rate per worker hour for additional work	\$ <u>25</u> Man/Hr.
Material mark-up percentage for additional work	% <u>20</u>

**BID MUST BE SIGNED TO BE CONSIDERED**

Date: 11/12/2019

Signature: 

Name: Christopher Williams

Company: OC Floor Gallery

Address: 12319-301 Ocean Gateway  
Ocean City MD 21842

Telephone: 410-213-9234



Comptroller of Maryland  
Revenue Administration Division  
301 W. Preston Street  
Baltimore, Maryland  
21201-2383

# MARYLAND SALES & USE TAX LICENSE



This license must be displayed prominently.  
A separate license is required for each place of business.

*William Donald Schaefer*

William Donald Schaefer  
Comptroller of Maryland

Sales and Use Tax Registration Number

09912049

Issue Date

09/21/00

FLOOR GALLERY LLC  
OC FLOOR GALLERY  
12319 OCEAN GATEWAY UNIT1  
OCEAN CITY, MD 21842

90 County

# State of Maryland License

23482038

23653306

09912049



FLOOR GALLERY LLC  
OC FLOOR GALLERY  
12319 OCEAN GATEWAY UNIT1  
OCEAN CITY MD 21842

# 19

FLOOR GALLERY LLC  
OC FLOOR GALLERY  
12319 OCEAN GATEWAY UNIT1  
OCEAN CITY MD 21842

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
71	1.0	TRADER'S LICENSE	1	15.00

DATE OF ISSUE  
MO DAY YR  
03/25/2019

MONTHS PAID  
12

*Susan Braniecki*

THIS LICENSE MUST BE PUBLICLY DISPLAYED  
AND EXPIRES ON **APRIL 30, 2020**

ISSUING FEES	2.00		
TOTAL	17.00	AMOUNT PAID	17.00

ISSUED BY  
SUSAN R. BRANIECKI, CLERK OF CIRCUIT COURT  
1 West Market Street, Room 104  
SNOW HILL, MARYLAND 21863 (410)632-5500

EMS

01/25/2019

5,305,685

MARYLAND HOME IMPROVEMENT COMMISSION

08 05 123258  
MESSAGE(S):

O C FLOOR GALLERY LLC

6208 01-24-2019

THIS DOCUMENT, SVOID WITH-OUT BLUE BACKGROUND, CONTAINS COPY/VD FEATURE & ARTIF. CHAL WATER-MARK ON THE BACK



LICENSE \* REGISTRATION \* CERTIFICATION \* PERMIT

STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND HOME IMPROVEMENT COMMISSION

CERTIFIES THAT:  
O C FLOOR GALLERY LLC

O C FLOOR GALLERY LLC  
12319 OCEAN GATEWAY  
UNIT 301  
OCEAN CITY, MD 21842

IS AN AUTHORIZED: **05 - CONTRACTOR/SALESMAN (CORP/PART)**

LIC/REG/CERT  
123258

EXPIRATION  
03-25-2021

EFFECTIVE  
N/A

CONTROL NO  
5305685

Signature of Bearer

*James E. Rzepkowski*  
Acting Secretary DLLR

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

Lawrence J. Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
James E. Rzepkowski  
Acting Secretary

08 05 123258

5,305,685

MARYLAND HOME IMPROVEMENT COMMISSION  
500 N. CALVERT STREET  
BALTIMORE, MD 21202-3651

08 05 123258

O C FLOOR GALLERY LLC  
O C FLOOR GALLERY LLC  
12319 OCEAN GATEWAY  
UNIT 301  
OCEAN CITY

MD 21842



LICENSE \* REGISTRATION \* CERTIFICATION \* PERMIT

STATE OF MARYLAND  
DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND HOME IMPROVEMENT COMMISSION

CERTIFIES THAT:  
O C FLOOR GALLERY LLC

IS AN AUTHORIZED: **05 - CONTRACTOR/SALESMAN (CORP/PART)**

LIC/REG/CERT EXPIRATION EFFECTIVE CONTROL NO  
123258 03-25-2021 N/A 5305685

Signature of Bearer

*James E. Rzepkowski*  
Acting Secretary DLLR

Lawrence J. Hogan, Jr.  
Governor  
Boyd K. Rutherford  
Lt. Governor  
James E. Rzepkowski  
Acting Secretary

**WORCESTER COUNTY LIBRARY  
OCEAN PINES BRANCH - CARPET REPLACEMENT PROJECT**

**ADDENDUM NO. 001**  
**Issued: 11/7/2019**

**REVISED BID FORM**

**County Commissioners of Worcester County Maryland  
Worcester County Library - Ocean Pines Branch - Carpet Replacement Project**

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**BASE BID (Phased Installation) LUMP SUM PRICE:** \$ 82,142 .00

Estimated Calendar Days to Complete Phased Installation 9

**ALTERNATE (Non-Phased Fully Closed Library) LUMP SUM PRICE:** \$ 82,142 .00

Estimated Calendar Days to Complete Non-Phased Fully Closed Library 9

**LUMP SUM PRICE TO SUPPLY AND INSTALL SELF LEVELING FLOOR PATCH COMPOUND  
ON CONCRETE FLOORS:** \$ 5,677 .00

Please acknowledge all Addendums received and included in your bid

Addendum # 1 Date 11/11/19

**UNIT PRICE SCHEDULE:**

Supply and install J&J Tempo Modular Carpet Tile \$ 0 .00 per square yard  
Labor rate per worker hour for additional work \$ 0 Man/Hr.  
Material mark-up percentage for additional work % 0

**BID MUST BE SIGNED TO BE CONSIDERED**

Date: 11-11-19

Signature: James W. Holland

Name: JAMES W. HOLLAND

Company: ROYAL PLUS FLOORING

Address: 9939 JERRY MACK Rd  
OCEAN CITY, MD 21842

Telephone: 410-219-7717



9939 Jerry Mack Road  
Ocean City, Maryland 21842

# Royal Plus Flooring

# Selections

DATE 11/11/2019

**Job Number**  
Ocean Pines Library

**Job Number**  
Phone

11107 Cathell Rd.  
Berlin, MD 21811

### Scope of Work

Supply and Install: Carpet Tile, Tempo Modular color 7023, 1577 sq yds  
Which includes 5% overage 575 sq ft @ 8 Ctns. 5% for Color pops= 97 sq yds + 10% is included in the 97 yds,  
(3 color pops)

14-- 4 Gal Buckets of Adhesive

1. 3 days for the first rooms and another 5 for the rest. First Area's to be done are: 111-112-113-112-120  
We anticipate 3 Days for your requested areas you want done first and another 5 for the rest or LESS.
2. We are responsible for Trims. NOT sure what your referring to about price for sheet vinyl trim??
3. We will supply transition at room 122 between carpet and tile.
4. Areas not getting done include: 100-101-126-103-116-114-115-115A-118-119
5. Carpet will be placed underneath the storage and work areas in the staff room.
6. Over stock equals 575sq ft-64 sq yds- 8 ctns.
7. 97 sq yds is 5% color pops (3) number includes extra 10%

ETA of Carpet will be approx. 2 weeks after all necessary paper work is finished (contracts) when order is placed

Manufacturer	Style	Color	Quantity	Price	Total	
JJ Flooring	Carpet Tile	Tempo Modular 70	7023	14193	\$3.23	\$45,854.31
JJ Flooring	Adhesive	4 Gal	14	\$135.22	\$1,893.02	
Delivery	Freight		0		\$2,338.20	
Take-up Glue Down Cpt			14193	\$0.34	\$4,803.78	
Floor Prep			14193	\$0.62	\$8,734.15	
Custom Labor			1	\$153.85	\$153.85	
Basic Capet install			14193	\$0.85	\$12,009.46	
Custom fit to Base and tile			1	\$3,100.00	\$3,100.00	

### TERMS AND CONDITIONS

1. Deposit due at time of acceptance \$53,341.05
2. Balance due upon completion \$28,801.25
3. Please email or mail the signed price quote to the address above  
Customer Acceptance (sign below):

Materials	\$	53,341.05
Labor	\$	28,801.25
Tax	\$	-
Fees	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>82,142.30</b>

x \_\_\_\_\_  
I agree with the scope of work, material list and financial terms.

James Holland

If you have any questions about this price quote, please contact

410-219-7717

**Thank you for Your Business!**



90 Snow Hill

# State of Maryland License

23482752

23138623

05487589



ROYAL PLUS INC  
201 BELT STREET  
SNOW HILL MD 21863

ROYAL PLUS INC  
201 BELT STREET  
SNOW HILL MD 21863

# 19

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00
71	200	TRADER'S LICENSE	1	350.00

DATE OF ISSUE  
MO DAY YR  
05/06/2019

MONTHS PAID  
12

THIS LICENSE MUST BE PUBLICLY DISPLAYED  
AND EXPIRES ON **APRIL 30, 2020**

ISSUING FEES	4.00		
TOTAL	369.00	AMOUNT PAID	369.00

ISSUED BY  
SUSAN R. BRANIECKI, CLERK OF CIRCUIT COURT  
1 West Market Street, Room 104  
SNOW HILL, MARYLAND 21863 (410)632-5500

MTR

## NOTICE TO BIDDERS

### **Carpet Replacement Project Worcester County Library - Ocean Pines Branch Worcester County, Maryland**

The County Commissioners of Worcester County, Maryland are currently accepting bids for replacing the carpet at the Ocean Pines Branch of the Worcester County Library located at 11107 Cathell Road, Ocean Pines, Maryland. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, may be obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested bidders are encouraged to attend a **pre-bid facility inspection to be held on Tuesday, October 29, 2019 from 12:30 pm to 1:30 pm EST**, at the Worcester County Library - Ocean Pines Branch, located at 11107 Cathell Road, Ocean Pines, Maryland. **Sealed bids will be accepted until 1:00 PM, Tuesday, November 12, 2019** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Ocean Pines Branch Library - Carpet Replacement Bid**" in the lower left-hand corner. After opening, bids will be forwarded to the Worcester County Library for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Jennifer Ranck, Library Director, at 410-632-2600 or [jranck@worcesterlibrary.org](mailto:jranck@worcesterlibrary.org).

Additional Requests For Information (RFI's) will be accepted by Worcester County's Department of Public Works Maintenance Division until 4:00 PM EST on Wednesday November 6, 2019. All inquiries shall be directed to Kenneth Whited, Maintenance Superintendent, at [kenwhited@co.worcester.md.us](mailto:kenwhited@co.worcester.md.us). RFI's will be responded to promptly and all responses will become part of the bid. Only written responses shall be considered binding. All RFI questions and responses by the County will be issued to all Bidders who attended the Pre Bid Facility Inspection.

## INSTRUCTIONS TO BIDDERS

1. **BIDS**

Bids shall be submitted in sealed envelopes clearly marked in the lower left-hand corner "**Ocean Pines Branch - Carpet Replacement Project**"

2. **LATE BIDS**

Bids shall be mailed or hand carried to be received in the Office of the County Commissioners by or before **Tuesday, November 12, 2019 at 1:00 p.m. EST**. Bids received after the appointed time will not be considered.

3. **TAXES**

The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.

4. **PRE-BID INSPECTION**

A facility pre-bid inspection will be held on **Tuesday, October 29, 2019** between **12:30 p.m. & 1:30 p.m. EST** at the Worcester County Library, Ocean Pines Branch located at 11107 Cathell Road, Berlin, MD. At that time, questions regarding the project scope will be addressed and attendees may obtain room dimensions. A floor plan will be provided but is not to scale; all dimensions for submitting a bid shall be the responsibility of the Bidder. Any inquiries regarding this project will be directed to Jennifer Ranck, during normal work days Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. at (410) 632-2600 / jranck@worcesterlibrary.org.

5. **BOND**

Bid Bond is not required.

Performance Bond & Labor and Material Payment Bond are NOT required.

6. **AWARD OF CONTRACT**

Bids will be opened in the Office of the County Commissioners at **1:00 p.m. EST Tuesday, November 12, 2019**. After opening, bids will be forwarded to the Worcester County Library for tabulation, review and recommendation to the County Commissioners for consideration at a future meeting. The awarded Bidder will be required to execute the County's Independent Contractors Agreement for the described work which stipulates that the County will not pay for incomplete work. Partial payment(s) will not be issued by the County on this project.

7. **SCOPE OF WORK**

- Replace all existing carpet in the Ocean Pines Library excluding the large meeting room and small conference room. Please include an additional 5% of stock for future use.
- Work Included:
  - .1 Contractor shall provide all supervision, labor, materials, tools and equipment as required to remove existing floor coverings, clean and skim coat concrete floor to acceptable conditions for installation of the new products plus, supply & install new products as described in the Bid Documents to the satisfaction of the County, governing inspection agencies and manufacturer. ***SEE PRODUCT SPECIFICATION SECTION.***
  - .2 Contractor shall notify the County in writing of any potential conflicts observed with performance of the work. Conflicts shall include but are not limited to space temperature control or moisture levels for which the installer shall measure and monitor and report higher than acceptable levels to the County for resolution. ***NOTE: Contractor's installation schedule shall conform to the Library's hours of operation. Contractor shall make allowances to perform the work after normal library working hours and possibly weekends as may be required to complete the work in consecutive days.***
  - .3 Contractor shall provide daily clean-up and removal off-site of all trash and debris generated by the work.
  - .4 Contractor shall be required to locate stored materials in an area(s) designated by the County.
  - .5 Contractor shall furnish and install all floor accessories consisting of but not limited to transition strips, adhesives, etc. as required to complete the work. Some floor leveling/flashing compounds will be required to correct minor deviations that would be detrimental to the installation or create tripping hazards in the final installed product.
  - .6 Contractor shall provide all warranties and guarantees as applicable by the manufacturer and as required by the bid documents. The contractor shall provide the Owner copies of all manufacturer's warranty statements.

- .7 Contractor shall provide any vertical hoisting and horizontal transportation required by this scope.
- .8 Contractor shall provide & maintain protective barriers and barricades as required to keep all library staff and patrons safe from the workplace. Barriers and barricades will be monitored and maintained at all times by this Contractor.
- .9 Contractor shall repair at its own expense any and all damage associated with the performance of this work.
- .10 Contractor to provide dust control & adequate ventilation of adhesive vapors throughout performance of the work.
- .11 Contractor to provide low VOC materials wherever possible.

8. **QUALIFICATIONS**

- A. The supplied products shall be installed only by a qualified contraction firm, which has been installing the specified product for not less than 5 years and is approved (licensed where applicable) by the material manufacturer. Bidder shall provide manufacturer's certification documentation qualifying the Bidder as a certified installer of the specified products.
- B. All material selections, installation methods and fastening systems shall meet all applicable codes by the agency having jurisdiction for the work.
- C. All materials used in sub-floor preparation and repair shall be chemically and physically compatible with the carpet system being bid and installed.
- D. All supplied products shall be new.
- E. Bidder(s) shall include all fees, taxes, permits
- F. Bidder(s) shall be licensed and insured and shall provide a copy of Contractor's License to accompany the submitted Bid Form.
- G. Bidder shall prepare project schedule for the work including anticipated lead time for product and installation period
- H. Worcester County Library will hire a moving company to move library stacks and furniture.

9. **PRODUCTS**

CARPET: MFG.: J&J Flooring...(jjflooringgroup.com)  
 STYLE: Tempo Modular...See Attached Specification  
 COLOR: TBD by Library Director  
 WIDTH: 24" x 24" Carpet Tile

*NOTE: See carpet specification cut sheet as included and made part of the Bid Documents*

# BID FORM

County Commissioners of Worcester County Maryland  
Worcester County Library  
Ocean Pines Branch - Carpet Replacement Project

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**BASE BID LUMP SUM PRICE:** \$ \_\_\_\_\_, \_\_\_\_\_ .00

Estimated Calendar Days to Complete Project \_\_\_\_\_

Please acknowledge all Addendums received and included in your bid

Addendum # 1 Date \_\_\_\_\_

Addendum # 2 Date \_\_\_\_\_

Addendum # 3 Date \_\_\_\_\_

Unit Price Schedule:

Labor rate per worker hour for additional work \_\_\_\_\_

Material mark-up percentage for additional work \_\_\_\_\_

**BID MUST BE SIGNED TO BE CONSIDERED**

Date: \_\_\_\_\_

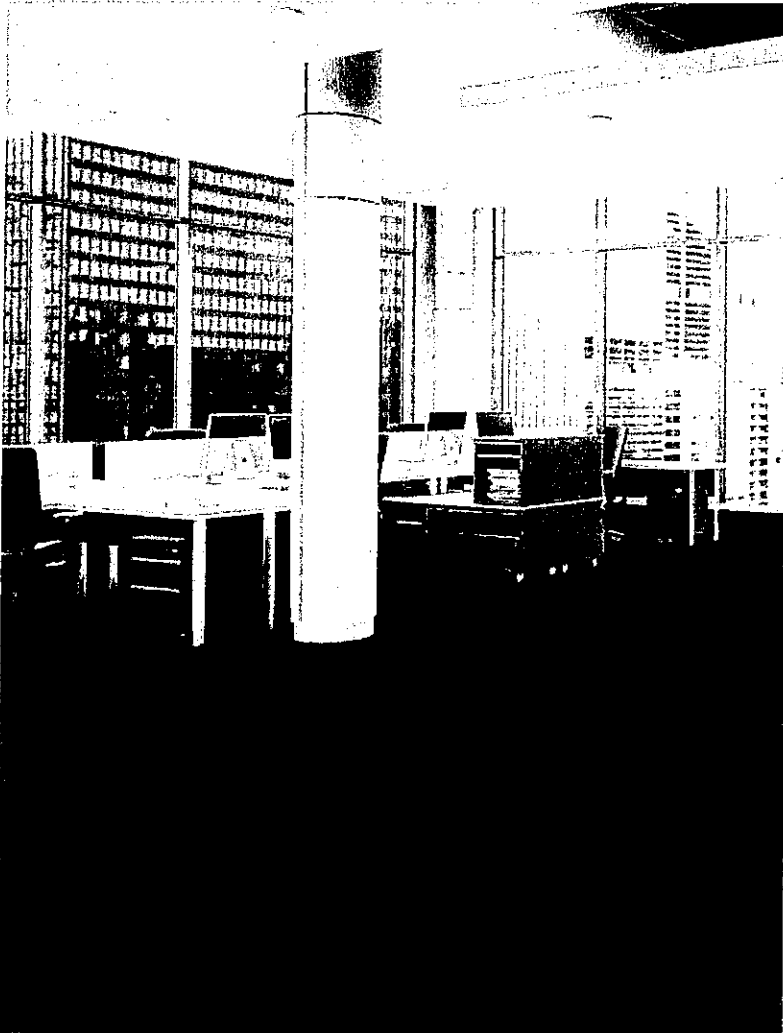
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



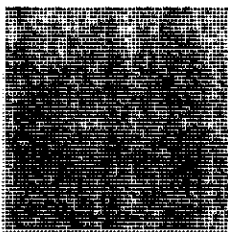
**Product Specifications**

<b>Construction</b>	Textured Patterned Loop
<b>Backing</b>	Nexus® Modular
<b>Dye Method</b>	Solution Dyed
<b>Nylon Fiber Type</b>	Encore® SD Ultima® (with recycled content)
<b>Face Weight</b>	16 oz./sq (543 grams/m2)
<b>Pile Density</b>	5071 oz./y3 (188.04 kg/m3)
<b>Pattern Repeat</b>	N/A
<b>Gauge</b>	1/12 (4.72 rows/cm)
<b>Stitches Per Inch</b>	10 stitches/in (3.94 stitches/cm)
<b>Standard Size</b>	24" x 24" approx. (60.96cm x 60.96cm)
<b>Standard Adhesive</b>	Commercial Premium Modular Adhesive
<b>Optional Adhesive</b>	TileTabs
<b>Standard Warranties</b>	Encore® SD Ultima® Fiber Nexus® Modular Commercial Adhesive for Modular Carpet & LVT
<b>Optional Warranties</b>	Tile Tabs
<b>Special Technologies</b>	
<b>ProSept® Antimicrobial</b>	Optional
<b>ProTex® Soil Release</b>	Standard
<b>Sentir® Odor-Blocker</b>	Optional
<b>Environmental Specifications &amp; Tests</b>	
<b>NSF 140:</b>	Gold Certified
<b>Indoor Air Quality</b>	GLP9716
<b>Total Recycled Content</b>	48.42%
<b>Flooring Radiant Panel</b>	Class 1
<b>Smoke Density</b>	Less than 450 flaming (ASTM E 662)
<b>Static Test</b>	Less than 3 kv (AATCC-134)
<b>ADA Compliance</b>	Compliant For Accessible Routes
<b>Pill Test</b>	Yes
<b>Lightfastness</b>	Yes

Style also available in: Broadloom

Installation Methods: Brick, Monolithic, Ashlar, Quarter Turn

**Colorways**



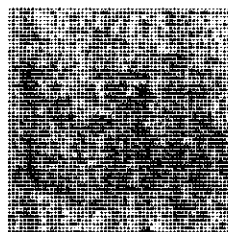
1751 Rhythm



1752 Pitch



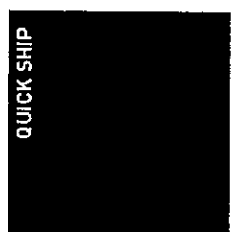
1753 Key



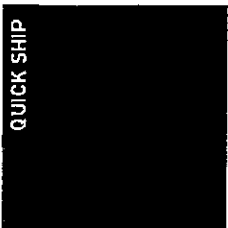
1754 Chord



1755 Duet



1756 Prelude



1757 Minuet



1758 Finale



1759 Major

**BIDDERS LIST**

Value Carpet One  
1530 N. Salisbury Blvd.  
Salisbury, MD 21801  
Te. 410.742.5224  
Attention: Brian Eder  
[briane@valuecl.com](mailto:briane@valuecl.com)

OC Floor Gallery  
12319 Ocean Gateway  
Ocean City, MD 21842  
Te. 410.213.9234  
Attention: Glen Levy  
[glevy@ocfloorgallery.com](mailto:glevy@ocfloorgallery.com)

Royal Plus Flooring  
9939 Jerry Mack Road  
Ocean City, MD 21842  
Te. 410.219.7717  
Attention: James Holland  
[jholland@royalplus.com](mailto:jholland@royalplus.com)

Homeworks Carpet One  
8403 Coastal Highway, Suite B  
Ocean City, MD 21842  
Te. 443.736.2008  
Attention: Ryan Hartka  
[rhartka@homeworksoc.com](mailto:rhartka@homeworksoc.com)



**WORCESTER COUNTY LIBRARY  
OCEAN PINES BRANCH – CARPET REPLACEMENT PROJECT**

**ADDENDUM NO. 001**

**Issued: 11/7/2019**

This Addendum supersedes Jennifer Ranck's email clarifications on Friday November 1, 2019 as provided to Pre Bid Meeting Attendees.

**CLARIFICATIONS:**

**Pre Bid Meeting Item #1**

*Bid Question:* When will the work be completed?

*Response:* The Library's plan is to have the work performed in phases during normal hours of operation (see listing below) with a partial shutdown of Contractor work areas that shall be cordoned off to the staff and patrons by the Contractor. Isolation of the work areas shall be accomplished by installation of temporary polyethylene sheathing floor-to-ceiling partitions/curtain walls to include zippered openings by the installation Contractor. Demolition, removal of product and ingress of new products shall be coordinated closely with the Library's branch manager with some material being handled before the building opens for daily business. It may be beneficial to plan some of the material handling for weekends. The installation Contractor shall be required to coordinate the phasing of their work with the Library's selected furniture moving Contractor, Branch Manager and other library staff. A tentative start date is planned for January 2, 2020 and based on County Commissioner approval at a future meeting.

Hours of Operation

- Monday: 9am - 7pm
- Tuesday: 9am - 6pm
- Wednesday: 9am - 6pm
- Thursday: 9am - 6pm
- Friday: 9am - 5pm
- Saturday: 9am - 3pm
- Sunday: Closed

The County believes there may be substantial time and cost savings if the work was performed with the library closed in its entirety for the duration of the project. As such, the County is requesting an alternate price for the work for this option. The Bid Form has been revised to incorporate the alternate. In order to evaluate the full closure option, the County is requiring Bidders to provide their anticipated Base Bid project duration for phasing of the work and for the Alternate with work being performed with the library fully closed. Bidders shall provide the project durations in the revised Bid Form which is attached herein and made a part of the Bid Documents.

**Pre Bid Meeting Item #2**

*Bid Question:* Who is responsible for trim/base moulding & column trim at base?

*Response:* The installation contractor shall install all carpet tile flush to the wood base with little or no space between the base and carpet tile. All carpet tile shall be cut to meet the slate tile with little or no gaps between the slate and carpet tile. The installation Contractor shall provide and install vinyl trim at ten (10) column bases. Vinyl base options/submittals with color selection samples will be provided to the County after the bid has been awarded by the County Commissioners.

**WORCESTER COUNTY LIBRARY  
OCEAN PINES BRANCH – CARPET REPLACEMENT PROJECT**

**ADDENDUM NO. 001**

**Issued: 11/7/2019**

**Pre Bid Meeting Item #3**

*Bid Question:* What transitions are needed?

*Response:* A transition is needed in the staff kitchen (Staff 122) between the carpet and the tile flooring.

**Pre Bid Meeting Item #4**

*Bid Question:* Which areas will not need to be re-carpeted?

*Response:* Lobby – 100, Circulation – 101, Meeting Room – 126, Conference Room – 103, Storage Area – 116, Passage – 114, Tele Comm - 115 A, Mech – 115, Vestibule – 118, Storage – 119

**Pre Bid Meeting Item #5**

*Bid Question:* Will the carpet be placed underneath the storage/work islands in Support Room 112?

*Response:* Yes

**Pre Bid Meeting Item #6**

*Bid Question:* What percentage of overstock do you want for carpet?

*Response:* Bidders shall provide 5% extra of the total square yards of carpet tile to be installed not including Contractor waste that is normally factored into the total installed square yards. The County understands that the carpet tile is packaged in cartons with eight (8) square yards per carton so, Bidders shall round up the 5% quantity to the nearest carton.

**Pre Bid Meeting Item #7**

*Bid Question:* What percentage of color pops does the County want?

*Response:* The Library will be using color pops from the Bid Document-specified J&J Flooring Tempo Modular line and specification. Therefore, Bidders shall provide an informational price for supplying and installing Tempo accent carpet tile on a per square yard basis. The informational per square yard price shall be included by the Bidder on the attached revised Bid Form.

**RFI No. 001**

*Question:* In the original bid package that was sent out it mentioned a full skim coat of floor patch. This is something we always do when we remove existing finishes. The old adhesive needs to be encapsulated to ensure a smooth bonding surface for the new finishes. Should we break this out as a separate line item in our bid to show the cost in the event others may not include it?

*Response:* The Bid Documents identify requirements for skim coating in 7. SCOPE OF WORK...Work Included: *Article .1 as... Contractor shall provide...clean and skim coat concrete floor to acceptable conditions for installation of the new products...*

The County has always required Contractors to fully skim concrete floors receiving carpet tile with floor leveling patch as the installation contractors advised that warranties will be voided if this step is not performed. Therefore, Bidders shall provide a full skim coating of all concrete surfaces with a self-leveling floor patch where the new carpet tile is to be installed. The price to supply and install the skim coat on the concrete floors shall be provided as a separate price on the revised Bid Form.

**WORCESTER COUNTY LIBRARY  
OCEAN PINES BRANCH – CARPET REPLACEMENT PROJECT**

**ADDENDUM NO. 001**  
**Issued: 11/7/2019**

**REVISED BID FORM**

**County Commissioners of Worcester County Maryland  
Worcester County Library - Ocean Pines Branch - Carpet Replacement Project**

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**BASE BID (Phased Installation) LUMP SUM PRICE:** \$ \_\_\_\_\_, \_\_\_\_\_ .00

Estimated Calendar Days to Complete Phased Installation \_\_\_\_\_

**ALTERNATE (Non-Phased Fully Closed Library) LUMP SUM PRICE:** \$ \_\_\_\_\_, \_\_\_\_\_ .00

Estimated Calendar Days to Complete Non-Phased Fully Closed Library \_\_\_\_\_

**LUMP SUM PRICE TO SUPPLY AND INSTALL SELF LEVELING FLOOR PATCH COMPOUND  
ON CONCRETE FLOORS:** \$ \_\_\_\_\_, \_\_\_\_\_ .00

Please acknowledge all Addendums received and included in your bid

Addendum # 1 Date \_\_\_\_\_

**UNIT PRICE SCHEDULE:**

Supply and install J&J Tempo Modular Carpet Tile	\$ _____ .00 per square yard
Labor rate per worker hour for additional work	\$ _____ Man/Hr.
Material mark-up percentage for additional work	% _____

**BID MUST BE SIGNED TO BE CONSIDERED**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



3

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
JOSEPH M. MITRECIC, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
JOSHUA C. NORDSTROM

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 22, 2019

TO: Worcester County Commissioners  
FROM: Karen Hammer, Office Assistant IV  
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2020

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Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (24) which have current or upcoming vacancies (55 total). They are as follows: Adult Public Guardianship Board (4); Commission on Aging Board (4), Agricultural Preservation Advisory Board (2), Building Code Appeals Board (2), Drug & Alcohol Abuse Council (4), Economic Development Advisory Board (1), Board of Electrical Examiners (3), Ethics Board (1), Housing Review Board (2), Local Management Board/Initiative to Preserve Families Board (1), Board of Library Trustees (2), Local Development Council for the Ocean Downs Casino (4), Lower Shore Workforce Development Board (1), Planning Commission (2), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor for each seat = 6 total nominees), Recreation Advisory Board (1), Social Services Board (1), Solid Waste Advisory Committee (5), Tourism Advisory Committee (2), Water and Sewer Advisory Councils - Mystic Harbour (2), Ocean Pines (1) and West Ocean City (2), Commission for Women (5), and Board of Zoning Appeals (2). I have circled the members whose terms have expired or will expire on each of these boards. The Commission on Aging Board, the Drug and Alcohol Abuse Council and the Commission for Women have attached requests for re-appointments. The Worcester County Youth Council has two new nominations, (see attached).

LP 38

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during December so I can notify the board members and staff contacts preferably prior to the end of the calendar year.

**At your direction, I have submitted letters to the county agencies requesting nominees for their representatives on the various Boards from which nominations are required. In addition, a press release notifying the public of these upcoming vacancies and encouraging them to contact our office if they are interested in volunteering to serve on any of these County boards or commissions, will be released.**

## Pending Board Appointments - By Commissioner

- District 1 - Nordstrom** p. 17 - Housing Review Board (C.D. Hall) - 3 year  
p. 28 - Tourism Advisory Committee (Barbara Tull)- 4-year  
p. 40 - Board of Zoning Appeals (Larry Fykes) - 3 year
- District 2 - Purnell** p. 9 - Building Code Appeals Board ( Elbert Davis) 4-year  
p. 14 - Economic Development Advisory Board (Natoshia Collick Owens) - 4yr.  
p. 15 - Board of Electrical Examiners ( Roy Case ) 3-year  
p. 19 - Initiative To Preserve Families (Ira Shockley) 3-year  
p. 20 - Local Development Council for Ocean Downs (Roxane Rounds) - 4-year  
p. 22 - Planning Commission (Betty Smith) - 5-year  
p. 40 - Board of Zoning Appeals (Larry Duffy) - 3 year
- District 3 - Church** p. 27 - Solid Waste Advisory Committee ( Bob Augustine)- 4-year  
p. 29 - Water and Sewer Advisory Council - Mystic Harbour (Joseph Weitzell -  
Mystic Harbor and Bob Hunt - Deer Point) - 4-year  
p. 31 - Water and Sewer Advisory Council - West Ocean City (Deborah Maphis  
and Gail Fowler)- 4 year
- District 4 - Elder** p. 15 - Board of Electrical Examiners ( Carl Smith ) 3-year  
p. 24 - Recreation Advisory Board (Shawn Johnson) - 4-year  
p. 32 - Commission for Women ( Hope Carmean) - 4 year
- District 5 - Bertino** p. 15 -Board of Electrical Examiners (J.T. Novak) - 3 yr.  
p. 20 - Local Development Council for Ocean Downs (James Rosenberg) 4yr.  
p. 27 - Solid Waste Advisory Committee (James Rosenberg)- 4 year  
p. 30 - Water & Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year
- District 6 - Bunting** p. 17 - Housing Review Board (Debbie Hileman) -3 year  
p. 27 - Solid Waste Advisory Committee (Mike Poole) - 4-year  
p. 28 - Tourism Advisory Committee (Isabel Morris) - 4-year  
p. 30 - Water & Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year  
p. 32 - Commission for Women (Bess Cropper) - 4 year
- District 7 - Mitrecic** p. 9 - Building Code Appeals Board (Bill Paul) - 4-year  
p. 16 - Ethics Board (Frank Knight) - 4-year  
p. 20 - Local Development Council for Ocean Downs (Michael Donnelly) - 4-year  
p. 22 - Planning Commission (Jay Knerr) 5 -year  
p. 25 - Social Services Advisory Board (Maria Campione-Lawrence)- 3yr.
- All Commissioners**
- p. 3 - (4) Adult Public Guardianship Board (Dr. Greer, Richard Collins, Nancy Howard, Connie Wessels)  
- 3-year
- p. 8 - (2) Agricultural Preservation Advisory Board (Bill Bruning, Curt Lambertson) - 4-year
- p. 10 - (4) Drug and Alcohol Abuse Council (Jim Freeman, Jr., Jennifer LaMade, Mimi Dean, Colleen  
Warring) - 4-year
- p. 19 - (1) Local Management Board (Ira Shockley) - 3-year
- p. 20 - (1) Local Development Council for Ocean Downs Casino (Mark Wittmyer - At-Large - business or  
institution representative in immediate proximity to Ocean Downs) - 4-year
- p. 21 - (1) Lower Shore Workforce Development Board (Business Representative - Berlin area) - 4-year
- p. 23 - (1) Property Tax Assessment Appeal Board (Gary M. Flater - Snow Hill Area - alternate) - must  
submit 3 nominees for each seat to Governor for his consideration in making these appointments 5yr.

see  
p. 12

All Commissioners- continued

- p. 27 - (2) Solid Waste Advisory Committee (Michael Pruitt - Town of Snow Hill; Jamey Latchum -Town of Berlin) 4 yr.
- p. 29 - (2) Water and Sewer Advisory Council - Mystic Harbour (Joseph Weitzell - Mystic Harbor and Bob Hunt - Deer Point) - 4-year
- p. 30 - (1) Water and Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year
- p. 31 - (2) Water and Sewer Advisory Council - West Ocean City (Deborah Maphis and Gail Fowler)- 4yr

All Commissioners (Awaiting Nominations)

- p. 5 - (3) Commission on Aging Board (Fred Grant - Snow Hill, Joyce Cottman - Berlin, Cynthia Malament- Berlin, Lloyd Parks - Girdletree) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year
- p. 10 - (4) Drug and Alcohol Abuse Council (Jim Freeman, Jr., Jennifer LaMade; Mimi Dean, Donna Nordstrom) - 4-year
- p. 18 - (2) Board of Library Trustees (Patricia Tomasovic AND Ron Cascio) - 5year
- p. 32 - (3) Commission for Women (Mary (Liz) Mumford - At-Large-Ocean City, Julie Phillips - Board of Education and Shannon Chapman - Dept. Of Social Services, 3-year.

See  
P. 7

See  
P. 34

## ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Perform 6-month reviews of all guardianships held by a public agency.  
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 1 1/3 year terms  
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department  
1 member must be a physician  
1 member must be a psychiatrist from the local department of health  
1 member must be a representative of a local commission on aging  
1 member must be a representative of a local nonprofit social services organization  
1 member must be a lawyer  
2 members must be lay individuals  
1 member must be a public health nurse  
1 member must be a professional in the field of disabilities  
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

### Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Dr. William Greer	Physician	07-10-13-16, 16-19
Richard Collins	Lawyer	95-98-01-04-07-10-13-16, 16-19
Nancy Howard	Lay Person	*17-19
Connie Wessels	Lay Person	*15-16, 16-19
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20
LuAnn Siler	Commission on Aging Rep.	17-20
Jack Ferry	Professional in field of disabilities	*14-14-17, 17-20
Thomas Donoway	Person with physical disability	017-20
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18, 18-21
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18, 18-21
Dr. Kenneth Widra	Psychiatrist	18-21

# ADULT PUBLIC GUARDIANSHIP BOARD

(Continued)

## Prior Members:

Dr. Donald Harting  
Maude Love  
Thomas Wall  
Dr. Dorothy Holzworth  
B. Randall Coates  
Kevin Douglas  
Sheldon Chandler  
Martha Duncan  
Dr. Francis Townsend  
Luther Schultz  
Mark Bainum  
Thomas Mulligan  
Dr. Paul Flory  
Barbara Duerr  
Craig Horseman  
Faye Thornes  
Mary Leister  
Joyce Bell  
Randolph Barr  
Elsie Briddell  
John Sauer  
Dr. Timothy Bainum  
Ernestine Bailey  
Terri Selby (92-95)  
Pauline Robbins (92-95)  
Darryl Hagey  
Dr. Ritchie Shoemaker (92-95)  
Barry Johansson (93-96)

## Since 1972

Albert Straw (91-97)  
Nate Pearson (95-98)  
Dr. William Greer, III (95-98)  
Rev. Arthur L. George (95-99)  
Irvin Greene (96-99)  
Mary Leister (93-99)  
Otho Aydelotte, Jr. (93-99)  
Shirley D'Aprix (98-00)  
Theresa Bruner (91-02)  
Tony Devereaux (93-02)  
Dr. William Krone (98-02)  
David Hatfield (99-03)  
Dr. Kimberly Richardson (02-03)  
Ina Hiller (91-03)  
Dr. David Pytlewski (91-06)  
Jerry Halter (99-06)  
Dr. Glenn Arzadon (04-07)  
Madeline Waters (99-08)  
Mimi Peuser (03-08)  
Dr. Gergana Dimitrova (07-08)  
Carolyn Cordial (08-13)  
June Walker (02-13)  
Bruce Broman (00-14)  
Lori Carson (13-14)  
Pattie Tingle (15-16)  
The Rev. Guy H. Butler (99-17)  
Debbie Ritter (07-17)  
Dean Perdue (08-17)  
Dr. Dia Arpon \*(10-18)

\* = Appointed to fill an unexpired term



## COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging  
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed  
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill  
Rob Hart, Executive Director (410-632-1277)

**Current Members:**

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
Fred Grant	Snow Hill	*15-16, 16-19
Joyce Cottman	Berlin	*16, 16-19
Cynthia Malament	Berlin	07-10-13-16, 16-19
Lloyd Parks	Girdletree	08-11-14-17, 17-20
Clifford Gannett	Pocomoke City	*12-14-17, 17-20
James Covington	Pocomoke City	*18-20
Bonita Ann Gisriel	Ocean City	*18-20
Carolyn Dryzga	Ocean Pines	*18-20
Tommy Tucker	Snow Hill	09-12-15-18, 18-21
Tommy Mason	Pocomoke	15-18, 18-21
Helen Whaley	Berlin	*16-18, 18-21
Rebecca Cathell	Agency - Maryland Job Service	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	

*reassigned*

\* = Appointed to fill an unexpired term

Prior Members:

Since 1972

Virginia Harmon  
 Maude Love  
 Dr. Donald Harting  
 John C. Quillen  
 Violet Chesser  
 William Briddell  
 Harrison Matthews  
 John McDowell  
 Mildred Brittingham  
 Maurice Peacock  
 Father S. Connell  
 Rev. Dr. T. McKelvey  
 Samuel Henry  
 Rev. Richard Hughs  
 Dorothy Hall  
 Charlotte Pilchard  
 Edgar Davis  
 Margaret Quillen  
 Lenore Robbins  
 Mary L. Krabill  
 Leon Robbins  
 Claire Waters  
 Thelma Linz  
 Oliver Williams  
 Michael Delano  
 Father Gardiner  
 Iva Baker  
 Minnie Blank  
 Thomas Groton III  
 Jere Hilbourne  
 Sandy Facinoli  
 Leon McClafin  
 Mabel Scott  
 Wilford Showell  
 Rev. T. Wall  
 Jeaninne Aydelotte  
 Richard Kasabian  
 Dr. Fred Bruner  
 Edward Phillips  
 Dorothy Elliott  
 John Sauer  
 Margaret Kerbin  
 Carolyn Dorman  
 Marion Marshall  
 Dr. Francis Ruffo  
 Dr. Douglas Moore  
 Hibernia Carey  
 Charlotte Gladding  
 Josephine Anderson  
 Rev. R. Howe  
 Rev. John Zellman  
 Jessee Fassett  
 Delores Waters  
 Dr. Terrance A. Greenwood  
 Baine Yates  
 Wallace T. Garrett  
 William Kuhn (86-93)  
 Mary Ellen Elwell (90-93)  
 Faye Thornes

Mary Leister (89-95)  
 William Talton (89-95)  
 Sunder Henry (89-95)  
 Josephine Anderson  
 Saunders Marshall (90-96)  
 Louise Jackson (93-96)  
 Carolyn Dorman (93-98)  
 Constance Sturgis (95-98)  
 Connie Morris (95-99)  
 Jerry Wells (93-99)  
 Robert Robertson (93-99)  
 Margaret Davis (93-99)  
 Dr. Robert Jackson (93-99)  
 Patricia Dennis (95-00)  
 Rev. C. Richard Edmund (96-00)  
 Viola Rodgers (99-00)  
 Baine Yates (97-00)  
 James Shreeve (99-00)  
 Tad Pruitt (95-01)  
 Rev. Walter Reuschling (01-02)  
 Armond Merrill, Sr. (96-03)  
 Gene Theroux  
 Blake Fohl (98-05)  
 Constance Harmon (98-05)  
 Catherine Whaley (98-05)  
 Wayne Moulder (01-05)  
 Barbara Henderson (99-05)  
 Gus Payne (99-05)  
 James Moeller (01-05)  
 Rev Stephen Laffey (03-05)  
 Anne Taylor (01-07)  
 Jane Carmean (01-07)  
 Alex Bell (05-07)  
 Inez Somers (03-08)  
 Joanne Williams (05-08)  
 Ann Horth (05-08)  
 Helen Richards (05-08)  
 Peter Karras (00-09)  
 Vivian Pruitt (06-09)  
 Doris Hart (08-11)  
 Helen Heneghan (08-10)  
 Jack Uram (07-10)  
 Robert Hawkins (05-11)  
 Dr. Jon Andes  
 Lloyd Pullen (11-13)  
 John T. Payne (08-15)  
 Sylvia Sturgis (07-15)  
 Gloria Blake (05-15)  
 Dr. Jerry Wilson (Bd. of Ed.)  
 Peter Buesgens (Social Services)  
 Deborah Goeller (Health Dept.)  
 George "Tad" Pruitt (05-17)  
 Bonnie C. Caudell (09-17)  
 Larry Walton (13-18)

\* = Appointed to fill an unexpired term

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# Memo

**To:** Kelly Shannahan, Assistant Chief Administrative Officer  
**From:** Rob Hart, Executive Director  
**Date:** November 13, 2019  
**Subject:** Board Members

The current board members of the Worcester County Commission on Aging at their October 2019 meeting agreed to recommend that Fred Grant and Joyce Cottman be reappointed back for another 3-year term.

Cythnia Malament and Lloyd Parks have both resigned as board members. Our nomination committee is currently searching for replacements to recommend to the commissioners.

If you have any additional questions, please contact me.

Thanks

## AGRICULTURAL PRESERVATION ADVISORY BOARD

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory  
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years\*\*\*  
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms  
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>
Bill Bruning (O-O)	Elder	D-2, Snow Hill	11-15, 15-19
Curt Lambertson	Elder	D-4, Snow Hill	15-19
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16, 16-20
Glen Holland (O-O)	Lockfaw	D-1, Pocomoke	13-17, 17-21
Kathy Drew	Bunting	D-6, Bishopville	** 06-09-13-17, 17-21
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18, 18-22
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18, 18-22

**Prior Members:**

- |                              |                              |
|------------------------------|------------------------------|
| Norman Ellis                 | Frank Baker (98-01)          |
| Richard Bradford             | Ed Anderson (98-03)          |
| Charles Fulton               | Robert Gray (00-05)          |
| Elmer Hastings               | Orlando Bishop (01-06)       |
| David Stevens                | Roger Richardson (96-07)     |
| Curtis Shockley              | Anne Hastings (06-11)        |
| Gerald Redden                | Earl Ludey (07-13)           |
| William Sirman, Jr.          | George Lee Clayville (00-14) |
| Harold Purnell               | Sandra Frazier (03-14)       |
| Chauncy Henry (96-97)        | Donnie Powell (06-15)        |
| Lieselotte Pennewell (93-98) |                              |
| Carlton Magee (90-00)        |                              |
| Harry Mitchell (90-00)       |                              |

\* = Appointed to fill an unexpired term  
 \*\* = Appointed to partial term to create proper staggering of terms  
 \*\*\* = Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006

Updated: December 26, 2017  
 Printed: November 12, 2019

## BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms  
Terms expire December 31

Compensation: \$50 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Edward A. Tudor, Director  
Development Review & Permitting (410-632-1200, ext. 1100)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elbert Davis	D-2 - Purnell	Snow Hill	*03-03-07-11-15, 15-19
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19
Kevin Holland	D-1 - Lockfaw	Pocomoke	96-04-08-12-16, 16-20
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16, 16-20
Mike Poole	D-6 - Bunting	Bishopville	17-21
Mark Bargar	D-4 - Elder	Berlin	14-18, 18-22
Jim Wilson	D-3 - Church	Berlin	02-06-10-14-18, 18-22

### Prior Members:

Robert L. Cowger, Jr. (92-95)  
Charlotte Henry (92-97)  
Robert Purcell (92-98)  
Edward DeShields (92-03)  
Sumei Prete (97-04)  
Shane C. Spain (03-14)  
Dominic Brunori (92-15)  
Richard P. Mueller (98-17)

## DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

### Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Mimi Dean	Substance Abuse Prevention Provider	*18-19
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21
Rev. Matthew D'Amario	Knowledge of Substance Abuse Issues	*18-21
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14-18, 18-22

*Reappoint  
see letter on  
p. 11  
Resign*

### Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

### Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

### Prior Members:

Since 2004

Vince Gisriel	Shirleen Church - BOE
Michael McDermott	Tracy Tilghman (14-15)
Marion Butler, Jr.	Marty Pusey (04-15)
Judge Richard Bloxom	Debbie Goeller
Paula Erdie	Peter Buesgens
Tom Cetola	Aaron Dale
Gary James (04-08)	Garry Mumford
Vickie Wrenn	Sharon Smith
Deborah Winder	Jennifer Standish
Garry Mumford	Karen Johnson (14-17)
Judge Theodore Eschenburg	Rev. Bill Sterling (13-17)
Andrea Hamilton	Kat Gunby (16-18)
Fannie Birckhead	William McDermott
Sharon DeMar Reilly	Sheriff Reggie Mason
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty - SHPD	
Mike Shamburek - Hudson Health	



Worcester County  
Drug and Alcohol Council  
P.O. Box 249  
Snow Hill, Maryland 21863  
410-632-1100  
Fax: 410-632-0080

September 26, 2019

Diana Purnell, President  
Worcester County Commissioners  
One West Market Street, Room 1103  
Snow Hill, MD 21863

Dear President Purnell:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointments to the Council. These representatives are willing to serve on the Council and have been approved by the Council members.

**Jim Freeman (Substance Abuse Treatment Provider)**  
**Jennifer LaMade (Knowledgeable of Substance Abuse)**  
**Mimi Dean (Prevention Representative)**

Please re-appoint to Council – Current term expires December 2019

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

Capt. Doug Dods  
Chair





Worcester County  
Drug and Alcohol Council  
P.O. Box 249  
Snow Hill, Maryland 21863  
410-632-1100  
Fax: 410-632-0080

11/22/19

Diana Purnell, President  
Worcester County Commissioners  
One West Market Street, Room 1103  
Snow Hill, MD 21863

Dear President Purnell:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following appointments to the Council. This representative will fill the remaining term vacated by Colleen Wareing's retirement from AGH. This term will expire December 2021.

**Donna Nordstrom (Knowledge of Substance Abuse – Replacing Colleen Wareing)**

Also, please consider the following for *advisory* membership.

**Colleen Wareing (Knowledge of Substance Abuse)**

I have included the mailing address for Donna Nordstrom with this letter.

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

Doug Dods  
Chairman

## ECONOMIC DEVELOPMENT ADVISORY BOARD

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
 Members may be reappointed

Staff Contact: Economic Development Department - Kathryn Gordon (410-632-3112)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15, 15-19
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20
Joe Schanno	D-3, Church	West Ocean City	*19-20
Ralph Shockley	D-4, Elder	Snow Hill	*08-09-13-17, 17-21
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21
Steven Habeger	D-5, Bertino	Ocean Pines	19-23

**Prior Members: Since 1972**

George Gering	Mary Humphreys	Michael Avara (99-03)
Margaret Quillin	Theodore Brueckman	Annette Cropper (00-04)
Robert W. Todd	Shirley Pilchard	Billie Laws (91-08)
Charles Fulton	W. Leonard Brown	Anne Taylor (95-08)
E. Thomas Northam	Charles Nichols (92-97)	Mary Mackin (04-08)
Charles Bailey	Jeff Robbins (97-98)	Thomas W. Davis, Sr. (99-09)
Terry Blades	Colleen Smith (94-98)	Mickey Ashby (00-12)
Roy Davenport	Tommy Fitzpatrick (97-99)	Priscilla Pennington-Zytkowicz (09-14)
M. Bruce Matthews	John Rogers (92-98)	Barbara Purnell (08-15)
Barbara Tull	Jennifer Lynch (98-99)	Timothy Collins (03-15)
Tawney Krauss	Don Hastings (92-99)	Joshua Nordstrom (12-16)
Dr. Francis Ruffo	Jerry Redden (92-00)	William Sparrow (16-18)
William Smith	Keith Mason (98-00)	Greg Shockley (14-18)
Saunders Marshall	Bob Pusey (99-00)	Tom Terry (15-19)
Elsie Marshall	Harold Scrimgeour (00-02)	John Glorioso (08-19)
Halcolm Bailey	Scott Savage (98-03)	
Norman Cathell	Gabriel Purnell (91-03)	

\* = Appointed to fill an unexpired term

## BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory  
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years  
Terms expire December 31st

Compensation: \$50 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.  
1 must be electrician in Worcester County.  
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting  
Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16, 16-19
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16, 16-19
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16, 16-19
Kenneth Lambertson (ME-5)	D-1, Lockfaw	Pocomoke	96-11-14-17, 17-20
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17, 17-20
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-15, 15-18, 18-21
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18, 18-21

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited; EG = Electrician General)

### Prior Members: (Since 1972)

Harrison Lambertson	Howard Pusey	Bob Arnold (97-10)
William Molnar	Elwood Bunting	Jamie Englishmen (06-12)
Thomas Ashby	W. Prentiss Howard	
Billy Burton Cropper	Frank Bradshaw (90-96)	
Alonza Anderson	H. Coston Gladding (90-96)	
Gus Foltz	Willard W. Ward (92-97)	
Robert Conner	Walter Ward (92-98)	
Gus Payne	Dale Venable (94-00)	
Robert Farley	Gary Frick (96-03)	
Mike Costanza	Thomas Duncan (02-05)	
Herbert Brittingham	Mike Henderson (00-06)	
Otho Mariner	Brent Pokrywka (02-07)	
Mark Odachowski	Joel Watsky (03-08)	

\* = Appointed to fill an unexpired term

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
Terms expire December 31<sup>st</sup>

Compensation: \$50 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Maureen Howarth, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frank Knight	D-7, Mitrecic	Ocean City	*14-15, 15-19
Joseph Stigler	D-4, Elder	Berlin	16-20
Jeff Knepper	D-5, Bertino	Ocean Pines	16-20
Bruce Spangler	D-3, Church	Berlin	*02-05-09-13-17, 17-21
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Faith Mumford	D-2, Purnell	Snow Hill	14-18, 18-22
Mickey Ashby	D-1, Nordstrom	Pocomoke	14-18, 18-22

Prior Members: (Since 1972)

J.D. Quillin, III	Wallace D. Stein (02-08)
Charles Nelson	William Kuhn (90-09)
Garbriel Purnell	Walter Kissel (05-09)
Barbara Derrickson	Marion Chambers (07-11)
Henry P. Walters	Jay Knerr (11-14)
William Long	Robert I. Givens, Jr. (98-14)
L. Richard Phillips (93-98)	Diana Purnell (09-14)
Marigold Henry (94-98)	Kevin Douglas (08-16)
Louis Granados (94-99)	Lee W. Baker (08-16)
Kathy Phillips (90-00)	Richard Passwater (09-17)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	

\* = Appointed to fill an unexpired term

## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
 To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.  
 Review Housing Assistance Programs.

Number/Term: 7/3 year terms  
 Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
 Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
Chase Church	D-3, Church	Ocean Pines	*19-20
Scott Tingle	D-4, Elder	Snow Hill	14-17, 17-20
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17, 17-20
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15-18, 18-21
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21

**Prior Members:**

- |                            |                            |
|----------------------------|----------------------------|
| Phyllis Mitchell           | Albert Bogdon (02-06)      |
| William Lynch              | Jamie Rice (03-07)         |
| Art Rutter                 | Howard Martin (08)         |
| William Buchanan           | Marlene Ott (02-08)        |
| Christina Alphonso         | Mark Frostrom, Jr. (01-10) |
| Elsie Purnell              | Joseph McDonald (08-10)    |
| William Freeman            | Sherwood Brooks (03-12)    |
| Jack Dill                  | Otho Mariner (95-13)       |
| Elbert Davis               | Becky Flater (13-14)       |
| J. D. Quillin, III (90-96) | Ruth Waters (12-15)        |
| Ted Ward (94-00)           | John Glorioso (*06-19)     |
| Larry Duffy (90-00)        |                            |
| Patricia McMullen (00-02)  |                            |
| William Merrill (90-01)    |                            |
| Debbie Rogers (92-02)      |                            |
| Wardie Jarvis, Jr. (96-03) |                            |

\* = Appointed to fill an unexpired term

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## BOARD OF LIBRARY TRUSTEES

Reference: PGL Education 23-403, Annotated Code of Maryland

**Appointed by:** County Commissioners (from nominees submitted by Board of Library Trustees)

**Function:** Supervisory  
 Responsible for the general control and development of the County library system. Oversees management of the libraries, assists in preparation of library budget and other fiscal matters, arranges for an annual audit, makes an annual report to the County Commissioners, make recommendations to the County Commissioners regarding library acquisitions/development.

**Number/Term:** 7/5 years  
 Terms expire December 31st

**Compensation:** None

**Meetings:** 1 per month except July, and August

**Special Provisions:** Nominees submitted by Library Board; Maximum 2 consecutive terms

**Staff Contact:** Library Director - Jennifer Ranck (410) 632-2600

**Current Members:**

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Ron Cascio	Berlin	09-14, 14-19
Patricia Tomasovic	Pocomoke	*19
Holly Anderson	Newark	*10-11-16, 16-21
Nancy Howard	Ocean City	16-21
Donald James Bailey	Pocomoke	16-21
Vicki O'Mara	Ocean Pines	*18-22
Leslie Mulligan	Snow Hill	*17-18, 18-23

**Prior Members:** Since 1972

Herman Baker	Jere Hilbourn	Leola Smack (99-02)
Lieselette Pennewell	Janet Owens	Jean Tarr (94-04)
Edith Dryden	Ruth Westfall	Lois Sirman (01-06)
Clifford D. Cooper, Jr.	Helen Farlow	Amanda DeShields (00-07)
Klein Leister	Judy Quillin	David Nedrow (04-09)
Evelyn Mumford	Gay Showell	Belle Redden (99-09)
Ann Eschenburg	Susan Mariner	Beverly Dryden Wilkerson (06-10)
Barbara Ward	Jacqueline Mathias	John Staley (97-11)
Donald F. McCabe	Ann S. Coates (88-97)	James Gatling (01-11)
Fannie Russell	Jim Dembeck (91-97)	Shirley Dale (02-12)
Stedman Rounds	Bill Waters (88-98)	Edith Barnes (07-13)
Donald Turner	Geraldine Thweatt (97-98)	Richard Polhemus (11-16)
Sarah Dryden	Martha Hoover (87-99)	Richard Warner Davis (11-16)
L. Richard Phillips	Eloise Henry-Gordy (98-00)	Frederick Grant (13-17)
Barbara Bunting	William Cropper (91-01)	Rosemary S. Keech (12-18)
Joanne Mason	Ms. Willie Gaddis (89-01)	Vivian Pruitt (09-19)

\* = Appointed to fill an unexpired term

# WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning  
 - Implementation of a local, interagency service delivery system for children, youth and families;  
 - Goal of returning children to care and establishment of family preservation within Worcester County;  
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: ~~\$50 Per Meeting for Private Sector Members~~

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms  
 51% of members must be public sector  
 Terms expire December 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
 Jennifer LaMade - Local Management Board - (410) 632-3648

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14-17,17-20
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12, 12-15-18, 18-21
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Spencer "Lee" Tracey	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

**Prior Members (since 1994):**

Tim King (97)	Peter Fox (05-07)	Anne C. Turner
Sandra Oliver (94-97)	Lou Etta McClafin (04-07)	Marty Pusey
Velmar Collins (94-97)	Bruce Spangler (04-07)	Virgil L. Shockley
Catherine Barbierrri (95-97)	Sharon DeMar Reilly	Dr. Jon Andes (96-12)
Ruth Geddie (95-98)	Kathy Simon	Dr. Ethel M. Hines (07-13)
Rev. Arthur George (94-99)	Vickie Stoner Wrenn	Deborah Goeller
Kathey Danna (94-99)	Robin Travers	Andrea Watkins (13-17)
Sharon Teagle (97-99)	Jordan Taylor (09)	Sheila Warner (Indefinite)
Jeanne Lynch (98-00)	Aaron Marshall (09)	
Jamie Albright (99-01)	Allen Bunting (09)	
Patricia Selig (97-01)	LaTrelle Crawford (09)	
Rev. Lehman Tomlin (99-02)	Sheriff Charles T. Martin	
Sharon Doss	Joel Todd, State's Attorney	
Rick Lambertson	Ed Montgomery (05-10)	
Cyndy B. Howell	Edward S. Lee (07-10)	
Sandra Lanier (94-04)	Toni Keiser (07-10)	
Dr. James Roberts (98-04)	Judy Baumgartner (07-10)	
Dawn Townsend (01-04)	Claudia Nagle (09-10)	
Pat Boykin (01-05)	Megan O'Donnell (10)	
Jeannette Tresler (02-05)	Kiana Smith (10)	
Lou Taylor (02-05)	Christopher Bunting (10)	
Paula Erdie	Simi Chawla (10)	
Rev. Pearl Johnson (05-07)	Jerry Redden	
	Jennifer Standish	

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: **Advisory**  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4 year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Maureen Howarth, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Vacant (J. Rosenberg) °	Dist. 5 - Bertino	Resident - Ocean Pines	09-13-17, 17-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22

**Prior Members:**

Since 2009

J. Lowell Stoltzfus ° (09-10)	Linda Dearing (11-15)
Mark Wittmyer ° (09-11)	Todd Ferrante ° (09-16)
John Salm ° (09-12)	Joe Cavilla (12-17)
Mike Pruitt ° (09-12)	James N. Mathias, Jr. ° (09-18)
Norman H. Conway ° (09-14)	Ron Taylor ° (09-14)
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	

\* = Appointed to fill an unexpired term/initial terms staggered  
° = Charter Member



**LOWER SHORE WORKFORCE DEVELOPMENT BOARD**  
(Previously Private Industry Council Board - PIC)

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other  
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2<sup>nd</sup> Wednesday

Special Provisions: Board must be at least 51% business membership.  
Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance  
Becca Webster, Workforce Director (410-341-3835, ext 6)  
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
(Vacant)	(Berlin area)	17-21	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.
Melanie Pursel	Ocean City	18-22	Business Rep.
Jason Cunha	Pocomoke	*16-19, 19-23	Business Rep.

Prior Members: Since

Baine Yates	Bruce Morrison (05-08)
Charles Nicholson (98-00)	Margaret Dennis (08-12)
Gene Theroux (97-00)	Ted Doukas (03-13)
Jackie Gordon (98-00)	Diana Nolte (06-14)
Caren French (97-01)	John Ostrander (07-15)
Jack Smith (97-01)	Craig Davis (13-17)
Linda Busick (98-02)	Donna Weaver (08-17)
Edward Lee (97-03)	Geoffrey Failla (15-18)
Joe Mangini (97-03)	
Linda Wright (99-04)	
Kaye Holloway (95-04)	
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	
Heidi Kelley (07-08)	

## PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
 Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plats.

Number/Term: 7/5 years; Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting  
 Edward A. Tudor, Director (410-632-1200, ext. 1100)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14, 14-19
Jay Knerr	D-7, Mitrecic	Berlin	14-19
Jerry Barbierri	D-1, Lockfaw	Pocomoke	*12-15, 15-20
Mike Diffendal	D-3, Church	Berlin	10-15, 15-20
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21
Brooks Clayville	D-4, Elder	Snow Hill	02-07-12-17, 17-22
Marlene Ott	D-5, Boggs	Ocean Pines	08-13-18, 18-23

**Prior Members:**

Since 1972

- |                    |                          |                                 |
|--------------------|--------------------------|---------------------------------|
| David L. Johnson   | R. Blaine Smith          | James Jarman (99-03)            |
| N. Paul Joyner     | Edward A. Tudor          | Harry Cullen (00-03)            |
| Daniel Trimper, IV | Terry Bayshore           | Ed Ellis (96-04)                |
| Hugh F. Wilde      | Larry Widgeon            | Troy Purnell (95-05)            |
| Warren Frame       | Charles D. "CD" Hall     | Larry Devlin (04-06)            |
| Roland E. Powell   | Ernest "Sandy" Coyman    | Tony Devereaux (03-07)          |
| Harry Cherrix      | Rev. Donald Hamilton     | Wilbert "Tom" Pitts (99-07)     |
| W. David Stevens   | Dale Stevens             | Doug Slingerland (07-08)        |
| Granville Trimper  | Marion L. Butler, Sr.    | Carolyn Cummins (90-94, 99-09)  |
| J. Brad Aaron      | Ron Cascio (96-97)       | Madison "Jimmy" Bunting (05-10) |
| Lester Atkinson    | Louie Paglierani (90-99) | Jeanne Lynch (06-11)            |
| Paul L. Cutler     | Robert Hawkins (96-99)   | H. Coston Gladding (96-12)      |
| Edward R. Bounds   | Ilia Fehrer (94-99)      | Wayne A. Hartman (09-14)        |
| Edward Phillips    | Rob Clarke (99-00)       |                                 |
| Vernon McCabe      | W. Kenny Baker (97-02)   |                                 |

\* = Appointed to fill an unexpired term

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## PROPERTY TAX ASSESSMENT APPEAL BOARD

- Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102
- Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)  
- Nominees must each fill out a resume to be submitted to Governor  
- Nominations to be submitted 3 months before expiration of term
- Function: Regulatory  
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.
- Number/Term: 3 regular members, 1 alternate/5-year terms  
Terms Expire June 1st
- Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses
- Meetings: As Necessary
- Special Provisions: Chairman to be designated by Governor
- Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)  
Ext:112
- Current Members:

Gary M. Flater (Alternate)	Snow Hill	13-18	Resigned
Steven W. Rakow	Ocean Pines	*19-22	
Arlene C. Page	Bishopville	18-23	
Martha Bennett	Berlin	19-24	

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Delores W. Groves (96-99)
E. Carmel Wilson	Mary Yenny (98-03)
Daniel Trimper, III	Walter F. Powers (01-04)
William Smith	Grace C. Purnell (96-04)
William Marshall, Jr.	George H. Henderson, Jr. (97-06)
Richard G. Stone	Joseph A. Calogero (04-09)
Milton Laws	Joan Vetare (04-12)
W. Earl Timmons	Howard G. Jenkins (03-18)
Hugh Cropper	Robert D. Rose (*06-17)
Lloyd Lewis	Larry Fry (*10-14 alt)(14-18)
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	

\* = Appointed to fill an unexpired term

Updated: May 21, 2019  
Printed: November 13, 2019

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## RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
 Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term  
 Terms expire December 31st

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Shawn Johnson	D-4, Elder	Snow Hill	15-19
Mike Hooks	D-1, Lockfaw	Pocomoke	12-16, 16-20
Missy Denault	D-5, Bertino	Berlin	*15-16, 16-20
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21
Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
John Gehrig	D-7, Mitreic	Ocean City	14-18, 18-22

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitreic (10-14)	

\* = Appointed to fill an unexpired term

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## SOCIAL SERVICES ADVISORY BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
Act as liaison between Social Services Dept. and County Commissioners.  
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
Maximum 2 consecutive terms, minimum 1-year between reappointment  
Members must attend at least 50% of meetings  
One member (ex officio) must be a County Commissioner  
Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19
Nancy Howard	D-2, Purnell	Ocean City	(09-16), 17-20
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Faith Coleman	D-4, Elder	Snow Hill	15-18, 18-21
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
Diana Purnell	ex officio - Commissioner		14-18, 18-22
Wayne Ayer	D-1, Nordstrom	Pocomoke City	*19-21
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22

**SOCIAL SERVICES BOARD**  
(Continued)

Prior Members: (Since 1972)

James Dryden	Naomi Washington (01-02)
Sheldon Chandler	Lehman Tomlin, Jr. (01-02)
Richard Bunting	Jeanne Lynch (00-02)
Anthony Purnell	Michael Reilly (00-03)
Richard Martin	Oliver Waters, Sr. (97-03)
Edward Hill	Charles Hinz (02-04)
John Davis	Prentiss Miles (94-06)
Thomas Shockley	Lakeshia Townsend (03-06)
Michael Delano	Betty May (02-06)
Rev. James Seymour	Robert "BJ" Corbin (01-06)
Pauline Robertson	William Decoligny (03-06)
Josephine Anderson	Grace Smearman (99-07)
Wendell White	Ann Almand (04-07)
Steven Cress	Norma Polk-Miles (06-08)
Odetta C. Perdue	Anthony Bowen (96-08)
Raymond Redden	Jeanette Tressler (06-09)
Hinson Finney	Rev. Ronnie White (08-10)
Ira Hancock	Belle Redden (09-11)
Robert Ward	E. Nadine Miller (07-11)
Elsie Bowen	Mary Yenny (06-13)
Faye Thornes	Dr. Nancy Dorman (07-13)
Frederick Fletcher	Susan Canfora (11-13)
Rev. Thomas Wall	Judy Boggs (02-14)
Richard Bundick	Jeff Kelchner (06-15)
Carmen Shrouck	Laura McDermott (11-15)
Maude Love	Emma Klein (08-15)
Reginald T. Hancock	Wes McCabe (13-16)
Elsie Briddell	Nancy Howard (09-16)
Juanita Merrill	Judy Stinebiser (13-16)
Raymond R. Jarvis, III	Arlette Bright (11-17)
Edward O. Thomas	Tracey Cottman (15-17)
Theo Hauck	Ronnie White (18-19)
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	

\* = Appointed to fill an unexpired term

## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20 <i>resigned</i>
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20
Rodney Bailey	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21 <i>resigned</i>
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22

### Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	Wendell Purnell (97-18)
		George Tasker (*15-20)

\* = Appointed to fill an unexpired term

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## TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Barbara Tull	D-1, Lockfaw	Pocomoke	03-11-15, 15-19
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19
Elena Ake	D-3, Church	West Ocean City	*16, 16-20
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Michael Day	D-4, Elder	Snow Hill	*19

**Prior Members: Since 1972**

Isaac Patterson <sup>1</sup>	Barry Laws (99-03)	Molly Hilligoss (15-18)
Lenora Robbins <sup>1</sup>	Klein Leister (99-03)	Denise Sawyer (*18-19)
Kathy Fisher <sup>1</sup>	Bill Simmons (99-04)	
Leroy A. Brittingham <sup>1</sup>	Bob Hulburd (99-05)	
George "Buzz" Gering <sup>1</sup>	Frederick Wise (99-05)	
Nancy Pridgeon <sup>1</sup>	Wayne Benson (05-06)	
Marty Batchelor <sup>1</sup>	Jonathan Cook (06-07)	
John Verrill <sup>1</sup>	John Glorioso (04-08)	
Thomas Hood <sup>1</sup>	David Blazer (05-09)	
Ruth Reynolds (90-95)	Ron Pilling (07-11)	
William H. Buchanan (90-95)	Gary Weber (99-03, 03-11)	
Jan Quick (90-95)	Annemarie Dickerson (99-13)	
John Verrill (90-95)	Diana Purnell (99-14)	
Larry Knudsen (95)	Kathy Fisher (11-15)	
Carol Johnsen (99-03)	Linda Glorioso (08-16)	
Jim Nooney (99-03)	Teresa Travatello (09-18)	

\* = Appointed to fill an unexpired term

1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999

2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms



**WATER AND SEWER ADVISORY COUNCIL  
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 7/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Joseph Weitzell <sup>c</sup>	Mystic Harbour	05-11-15, 15-19
Bob Hunt	Deer Point	*06-11-15, 15-19
David Dypsky	Teal Marsh Center	*10-12-16, 16-20
Stan Cygam	Whispering Woods	*18-20
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek <sup>c</sup>	Bay Vista I	05-10-14-18, 18-22
Matthew Kraeuter	Ocean Reef	19-22

**Prior Members: (Since 2005)**

John Pinnero<sup>c</sup> (05-06) Carol Ann Beres (14-18)  
 Brandon Phillips<sup>c</sup> (05-06)  
 William Bradshaw<sup>c</sup> (05-08)  
 Buddy Jones (06-08)  
 Lee Trice<sup>c</sup> (05-10)  
 W. Charles Friesen<sup>c</sup> (05-13)  
 Alma Seidel (08-14)  
 Gerri Moler (08-16)  
 Mary Martinez (16-18)

<sup>c</sup> = Charter member - Initial Terms Staggered in 2005  
<sup>\*</sup> = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bob Poremski	Ocean Pines	*17-19
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20
Gregory R. Sauter, P.E.	Ocean Pines	17-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22

**Prior Members: (Since 1993)**

Andrew Bosco (93-95)  
Richard Brady (96-96, 03-04)  
Michael Robbins (93-99)  
Alfred Lotz (93-03)  
Ernest Armstrong (93-04)  
Jack Reed (93-06)  
Fred Henderson (04-06)  
E. A. "Bud" Rogner (96-07)  
David Walter (06-07)  
Darwin "Dart" Way, Jr. (99-08)  
Aris Spengos (04-14)  
Gail Blazer (07-17)  
Mike Hegarty (08-17)  
Michael Reilly (14-18)

\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Deborah Maphis	West Ocean City	95-99-03-07-11-15, 15-19
Gail Fowler	West Ocean City	99-03-07-11-15, 15-19
Blake Haley	West Ocean City	*19-20
Todd Ferrante	West Ocean City	13-17, 17-21
Keith Swanton	West Ocean City	13-17, 17-21

**Prior Members: (Since 1993)**

- Eleanor Kelly<sup>c</sup> (93-96)
- John Mick<sup>c</sup> (93-95)
- Frank Gunion<sup>c</sup> (93-96)
- Carolyn Cummins (95-99)
- Roger Horth (96-04)
- Whaley Brittingham<sup>c</sup> (93-13)
- Ralph Giove<sup>c</sup> (93-14)
- Chris Smack (04-14)
- Andrew Delcorro (\*14-19)

\* = Appointed to fill an unexpired term  
c = Charter member

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## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
 4 At-large members, nominations from women's organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Liz Mumford and Tamara White, Co-Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Terri Shockley	At-Large	Snow Hill	17-20
Laura Morrison	At-Large	Pocomoke	*19-20
Kelly O'Keane	Health Department		17-20
Kelly Riwniak	Public Safety - Sheriff's Office		*19-20
Darlene Bowen	D-2, Purnell	Pocomoke	*19-21
Elizabeth Rodier	D-3, Church	West Ocean City	18-21
Bess Cropper	D-6, Bunting	Berlin	15-18, 18-21
Kimberly List	D-7, Mitrecic	Ocean City	18-21
Gwendolyn Lehman	At-Large	Berlin	*19-21

See letter on P. 33 re Appoint

VACANCY

See attached letter on p. 32

**Prior Members: Since 1995**

- |                                           |                                     |                              |
|-------------------------------------------|-------------------------------------|------------------------------|
| Ellen Pilchard <sup>c</sup> (95-97)       | Marie Velong <sup>c</sup> (95-99)   | Christine Selzer (03)        |
| Helen Henson <sup>c</sup> (95-97)         | Carole P. Voss (98-00)              | Linda C. Busick (00-03)      |
| Barbara Beaubien <sup>c</sup> (95-97)     | Martha Bennett (97-00)              | Gloria Bassich (98-03)       |
| Sandy Wilkinson <sup>c</sup> (95-97)      | Patricia Ilczuk-Lavanceau (98-99)   | Carolyn Porter (01-04)       |
| Helen Fisher <sup>c</sup> (95-98)         | Lil Wilkinson (00-01)               | Martha Pusey (97-03)         |
| Bernard Bond <sup>c</sup> (95-98)         | Diana Purnell <sup>c</sup> (95-01)  | Teole Brittingham (97-04)    |
| Jo Campbell <sup>c</sup> (95-98)          | Colleen McGuire (99-01)             | Catherine W. Stevens (02-04) |
| Karen Holck <sup>c</sup> (95-98)          | Wendy Boggs McGill (00-02)          | Hattie Beckwith (00-04)      |
| Judy Boggs <sup>c</sup> (95-98)           | Lynne Boyd (98-01)                  | Mary Ann Bennett (98-04)     |
| Mary Elizabeth Fears <sup>c</sup> (95-98) | Barbara Trader <sup>c</sup> (95-02) | Rita Vaeth (03-04)           |
| Pamela McCabe <sup>c</sup> (95-98)        | Heather Cook (01-02)                | Sharyn O'Hare (97-04)        |
| Teresa Hammerbacher <sup>c</sup> (95-98)  | Vyotetus Ayres (98-03)              | Patricia Layman (04-05)      |
| Bonnie Platter (98-00)                    | Terri Taylor (01-03)                | Mary M. Walker (03-05)       |

\* = Appointed to fill an unexpired term  
 c = Charter member

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Norma Polk Miles (03-05)  
Roseann Bridgman (03-06)  
Sharon Landis (03-06)

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	
Susan Schwarten (04-08)	
Marilyn James (06-08)	
Merilee Horvat (06-09)	
Jody Falter (06-09)	
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	

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DEPARTMENT OF HUMAN SERVICES

Worcester County Department of Social Services

Roberta Baldwin Director

Jamie Manning Assistant Director Services

Ellen Payne Assistant Director Family Investment

Mary Beth Quillen Assistant Director Administration

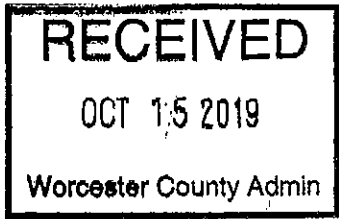
MAIN OFFICE 299 Commerce Street P.O. Box 39 Snow Hill, Maryland 21863

Telephone: 410-677-6800 Fax: 410-677-6810 TTY: 410-677-6800

Website: www.dhr.maryland.gov/local-offices/worcester-county/

October 9, 2019

Diana Purnell, President Worcester County Office of the Commissioners Worcester County Government Center One West Market St., Room 1103 Snow Hill, MD 21863



RE: Appointment to the Worcester County Commission for Women

Dear Ms. Purnell,

I am writing regarding a replacement nomination to the Worcester County Commission for Women to fill the position created by Shannon Chapman which will be vacated in December 2019. I am recommending the appointment of Coleen Colson, Management Associate, with the Worcester County Department of Social Services to become a member of the Worcester County Commission for Women.

Ms. Coleen Colson, Management Associate 299 Commerce Street Snow Hill, MD 21863

Please feel free to contact me if any additional information is needed.

Thank you for your assistance.

Sincerely,

[Handwritten signature]

Roberta Baldwin, LCSW-C Director

Cc: Harold Higgins, Chief Administrative Officer Kelly Shannahan, Assistant Chief Administrative Officer

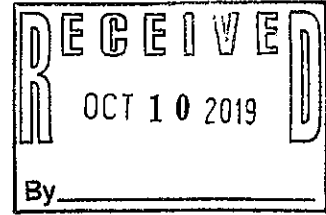


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Larry Hogan, Governor • Boyd Rutherford, Lt. Governor • Lourdes R. Padilla, Secretary

**Worcester County Commission for Women**

c/o P.O. Box 1712  
Berlin, Maryland  
21811



Ms. Diana Purnell  
President  
Worcester County Commissioners  
One West Market Street  
Snow Hill, Maryland 21863-1195

October 7, 2019

Dear Ms. Purnell:

The Women's Commission was recently notified that Ms. Bess Cropper has resigned her position on the Commission for personal reasons. Therefore, there is an immediate opening on the Commission for D-6, Bunting, as per our records.

In addition to this opening, several members' commissions will be expiring in December 2019.

**District 4 – Elder**

Ms. Hope Carmean is eligible to serve another term on the Commission and has expressed an interest to do so. Please accept her name as a nomination for District 4 member.

**At-Large**

Ms. Mary E. (Liz) Mumford is eligible to serve another term on the Commission and has expressed an interest to do so. Please accept her name as a nomination for At-Large member.

**Board of Education – Liaison**

Ms. Julie Phillips' term expires. Ms. Phillips has served two consecutive terms; therefore, there is a vacancy.

**Dept. of Social Services – Liaison**

Ms. Shannon Chapman's term expires and there is a vacancy.

The present members of the Women's Commission are actively looking for qualified members to fill these positions. Thank you for your support in this endeavor!

If you have any questions, I can be reached at 443-614-3004.

Sincerely,

*Tamara White*

Ms. Tamara White  
WCCW Co-Chair

cc:file

## WORCESTER COUNTY YOUTH COUNCIL

Reference: Resolution No. 06-2, adopted February 21, 2006

Appointed by: County Commissioners

Functions: Advisory  
Share information about youth-related concerns; promote internal and external assets among youth in order to prevent unhealthy behaviors which may result in harm or reduced opportunities for success; and provide information to County Commissioners, County agencies, and Youth Serving organizations specific to youth development and resources.

Number/Term: Up to 25 with 5 from each community/two-year terms  
Terms Expire April 30<sup>th</sup>

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

Special Provisions: Members who have more than two unexcused absences may be recommended for replacement by the Youth Council.

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)

Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)  
Kari Lamboni, Worcester County Health Department - (410-632-1100, x1102)  
Crystal Bell, Worcester County Health Department - (410-632-1100, x1108)  
Tyrone Mills, Worcester County Board of Education - (410-632-5084)

### Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>	<u>Year(s) of Term(s)</u>
Caroline Matthews	Pocomoke	Pocomoke	17-19, 19-20
Craig Birkhead-Morton	Snow Hill	Snow Hill	17-19, 19-20
Richard Poist	Stephen Decatur	Ocean City	17-19, 19-20
Chloe Goddard	Snow Hill	Snow Hill	16-18, 18-20
Abby Boyce	Pocomoke	Pocomoke	18-20
Tamari Cutler	Pocomoke	Pocomoke	18-20
Aaron Cohen	Stephen Decatur	Ocean City	18-20
Lucas Matthews	Pocomoke	Pocomoke	19-22
Meredith Taylor	Pocomoke	Pocomoke	19-22



Prior Members: (Since 2006)

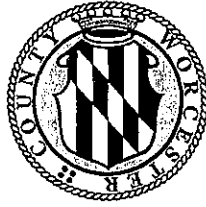
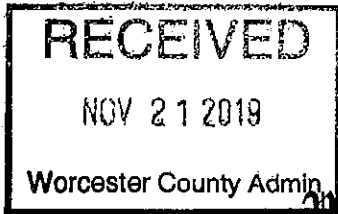
Mallory Miller (06-07)  
Irene Mertz (06-07)  
Codee Buckler (06-07)  
Sabrina Kunciw (06-07)  
Abigail Duffield (06-07)  
Ashley Brodie (06-07)  
Morgan Crank (06-07)  
Justin Lewis (06-07)  
Amber Sparks (06-07)  
Marshall Wool (06-07)  
Monique Douglas (06-07)  
Ebony Marshall (06-07)  
Ashley Cody (06-07)  
Lorissa McAllister (06-07)  
Dominique Kunciw (06-08)  
Brittany Cottman (06-08)  
Ronata Thomas (06-08)  
Matthew Smarte (07-08)  
Keith Spangler (07-08)  
Clayton Perry (07-08)  
Marissa Dean (07-08)  
Charnell Fitchett (07-08)  
Quavis Hayes (07-08)  
Dominique Bias (07-08)  
Tommy Murray (06-09)  
Jackie Wangel (06-09)  
Kara Brower (07-09)  
Mary Mazcko (07-09)  
Kevin Ayres (07-09)  
Aaron Marshall (07-09)  
Gwendolyn Jackson (08-09)  
LaTrele Crawford (08-09)  
Andrew VanBruggen (09)  
Brandon Thaler (08-10)  
Megan O'Donnell (08-10)  
Mike Guerrieri (09-10)  
Brett Oliver (09-10)  
Andrew Murrell (09-10)  
Sharryse Piggott (09-10)  
Michelle Wangel (07-11)  
Rachel Thompson (09-11)  
Emily Cieri (09-11)  
Brianna Carroll (09-11)  
LaShae Smith (09-11)  
Jenna Kramer (09-11)  
Quashaun Willis (09-11)  
Tori Duncan (09-11)  
Victoria Danna (09-11)  
Makya Purnell (11-12)  
Michelle Rosinski (11-12)  
Ron Foreman (11-12)  
Hannah Marie McFord (11-12)  
Mariah Amos (09-13)  
William Wangel (09-13)  
Elizabeth Sayan (11-13)  
Casey Ortiz (11-13)  
Karley Snyder (11-13)  
Dana Pappas (11-13)  
Tyler Bivens (11-13)  
Jasmine Brown (11-13)

Abby Bunting (11-13)  
Megan Ludy (11-13)  
Robbie Stancil (11-13)  
Torres Savage (12-13)

\* = Appointed to fill an unexpired term

Gabrielle Ortega (11-14)  
Collin Bankert (11-14)  
Ami Oliver (11-14)  
Taylor Black (11-14)  
Jonah Crisanti (11-14)  
Paige Stanley (11-14)  
Kamryn Evans (12-14)  
Dylan Elliott (12-14)  
Sabah Nawaz (12-14)  
Brynae Waters (13)  
Gracie Riley (13-15)  
Ruben Ortega III (12-15)  
Jillian Petito (13-15)  
Brittany Wangel (11-15)  
Rachel Bourne (12-15)  
Erik Zorn (13-15)  
William (Jacob) Mast (13-15)  
Sohiab Ijaz (13-15)  
Michelle Collins (13-15)  
Olivia Hancock (13-15)  
Asia Mason (13-15)  
Taylor Portier (13-15)  
Colby Lane Payne (13-15)  
Madeline Goodard (12-16)  
Charles Pritchard (13-16)  
Jacob LeMay (13-16)  
Glennie Rippin (14-16)  
Rachel Thomas (14-16)  
Danielle Gelinis (14-16)  
Sammi Schachter (14-16)  
Katie Withers (14-16)  
Peyton Dunham (14-17)  
Madison Mendiaz (15-17)  
Claire Riley (15-17)  
Amy Lizas (15-17)  
Riley Dickerson (15-17)  
D'Nasia Jones (15-17)  
Alison Snead (15-17)  
LuAnne Mottley (15-17)  
Erica Hall (15-17)  
Kyle Jarmon (15-17)  
Destinee Johnson (15-18)  
Tatyana Waters (15-18)  
Cali Litton (16-18)  
McKenzie Mitchell (16-18)  
Decklan Fisher (16-18)  
Jon Selby (16-18)  
Laila Mirza (16-18)  
Patrick Reid (16-18)  
Tyler Keiser (16-18)  
Melissa Laws (16-18)  
T'Nae Fitch (16-18)  
Avalon Fortt (17-19)  
Zanab Iqbal (17-19)  
Jessica Wynne (17-19)  
Dana Kim (17-19)  
Cooper Richins (17-19)

Liam Hammond (16-19)  
McCammon Mottley (16-19)



Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

# Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249  
www.worcesterhealth.org

Rebecca L. Jones, RN, BSN, MSN  
Health Officer

# Memo

**To:** Kelly Shannahan, Assistant Chief Administrative Officer, Worcester County, One West Market Street, Rm. 1103, Snow Hill, Md. 21863

**From:** Mimi Dean, MS, Director of Prevention Services

**CC:** Rebecca L. Jones, RN, BSN, MSN, Health Officer  
 Lou Taylor, Superintendent, Worcester County Public Schools  
 Chloe Goddard, President, Worcester County Youth Council  
 Tamara Mills, Worcester County Public Schools  
 Kelcey Kengla, Coordinator of Special Programs- Health Services I

**Date:** November 19, 2019

**Re:** Youth Council for Worcester County- Additional Applications for 2019-2020 School Year

The Worcester County Youth Council has continued to meet during the school year to discuss and develop strategies to address youth-related concerns. We appreciate the support of the Commissioners for this organization.

At the August 20, 2019 Worcester County Commissioners' meeting we submitted names of students that we recommended for appointment and re-appointment to the Worcester County Youth Council. However, during the months of October and November, two additional students have expressed interest in being appointed to the Worcester County Youth Council for the 2019-2020 school year.

The Council respectfully requests that the Worcester County Commissioners officially appoint the following youth to the Board.

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**Appointments:**

<u>Name</u>	<u>School</u>	<u>Grade</u>	<u>Community</u>
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**Two year:**

Charles Townsend II	Snow Hill	Gr. 11	Snow Hill
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**One year:**

Amber Whittaker	Stephen Decatur	Gr. 12	Berlin
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This brings the membership to 11 youth with these appointments. We are very excited to work with this group of energized, creative young people who are interested in making a difference in their schools and communities. I am enclosing a copy of the students' applications and a revised membership list by community.

We appreciate your kind consideration of this request and continued support of the council. You may reach me at 410-632-1100, Ext. 1104 if you have any questions.

Encl.:        Membership List by Community  
              Youth Council Applications

## BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

Function: Regulatory  
 Hear and decide on applications for special exceptions, variances from the setback or area provisions of the Zoning Ordinance, and on appeals where there is an alleged error in the application of the Zoning Ordinance; grant expansions of nonconforming uses.

Number/Term: 7 members (as of 1-31-97 per Bill 96-14)/3 years  
 Terms expire December 31st

Compensation: \$50 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

Staff Contact: Department of Development Review & Permitting  
 Jennifer Keener - Zoning Administrator (410-632-1200, ext. 1123)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Larry Fykes	D-1, Lockfaw	Pocomoke	*16, 16-19
Larry Duffy	D-2, Purnell	Berlin	*17-19
David Dypsky	D-3, Church	Ocean City	*11-14-17, 17-20
Joseph W. Green, Jr.	D-5, Bertino	Ocean Pines	*05-08-11-14-17, 17-20
Glenn Irwin	D-7, Mitrecic	Ocean City	14-17, 17-20
Thomas Babcock	D-4, Elder	Whaleyville	15-18, 18-21
Robert M. Purcell	D-6, Bunting	Bishopville	*11-12-15-18, 18-21

### Prior Members: (Since 1972)

Robert B. Jackson	George Ward, Jr. (92-95)	Dale Smack (01-06)
Ruth Spinak	Doris Glover (91-95)	Lou Taylor (05-08)
Merrill Lockfaw	Marion Marshall (90-96)	Jerre F. Clauss (98-10)
Winnie Williams	Madison Bunting (90-96)	Mike Diffendal (08-10)
Randolph F. Wilkerson	Howard "Buzz" Taylor (97-98)	James E. Clubb, Jr. (06-11)
Cashar J. Hickman	Edward Bounds (90-99)	Joe Fehrer, Jr. (06-12)
E. Paige Boston	Marion Butler, Sr. (96-99)	Beth Gismondi (96-14)
Elbridge Murray	Dwight Campbell (95-00)	Bill Bruning (12-15)
Gary McCabe	Larry Widgeon (94-00)	Robert L. Cowger, Jr. (10-16)
Harley Day	Robert Ewell (95-01)	Rodney C. Belmont (07-17)
Charles Lynch	Lester Shockley (99-02)	
Dwight E. Campbell	Robert Mitchell (02-05)	
T. Clay Groton	Janice Foley (99-05)	
Albert Berger	Richard Outten (00-06)	
Clifford Dypsky	Doug Parks (00-06)	
Donald Jones	Brian Roberts (06)	

\* = Appointed to fill an unexpired term

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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195  
November 25, 2019

4

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
JOSEPH M. MITRECIC, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
JOSHUA C. NORDSTROM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Kathy Whited, Budget Officer  
Kim Reynolds, Senior Budget Accountant  
RE: Non-Profit Food Assistance Organizations

In response to the discussion regarding food assistance for children at their last meeting, Kim Reynolds and myself have reached out to various organizations in Worcester County. There are currently food pantries and food assistance available to assist families with children that would directly benefit from additional funding from the County. Food pantries are running low especially during this time of year. These organizations are listed below:

- Diakonia, Inc., 12747 Old Bridge Road, Ocean City, MD 21842
  - Serves 250 families per month
- Samaritan Shelter Inc., 814 4<sup>th</sup> Street, Pocomoke City, MD 21851
  - Serves 60-70 families per month
- Snow Hill Ecumenical Food Pantry
  - Serve 70-80 families per month
- Worcester County Gold
  - Served 174 families and includes 250 children in 2018
- Worcester County Board of Education (BOE)
  - Over 2,800 students from poverty households or 41% of total student enrollment

We propose to assist the BOE now with \$10,000 as they are working toward providing hot meals over the 6 days of Christmas break at Pocomoke Middle School. Our proposal for the summer assistance would be to fund the 4 non-profits listed above at \$10,000 each and \$50,000 to the BOE in the beginning of June 2020. The BOE currently partners with the Maryland Food Bank and this would allow them to be able to expand the menu of items by purchasing different items than those donated by the Maryland Food Bank. The Board of Education has been working with the food bank to expand the number of sites and families served for the long breaks and summer for all Worcester County children in need.

We would propose the recipients notify the County with food receipts and the number of children served by September 1, 2020. We are available to answer any questions you may have.




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**Worcester County**  
Department of Environmental Programs

Memorandum

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**To:** Harold L. Higgins, Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS   
Director, Environmental Programs

**Subject:** **Phosphorus Management Tool (PMT)**  
Recent Developments

**Date:** November 25, 2019

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The Phosphorus Management Tool (PMT) was implemented in 2015 when Governor Hogan first took office. This tool was developed to establish a method to identify the risk of phosphorus loss from farm fields and prevent the additional buildup of phosphorus in soils that are already considered saturated under the rule. Farms that are over certain thresholds will be limited in how much phosphorus (manure) can be applied to their fields. The regulations establishing the use of the tool called for a phased-in approach from 2015 to 2022 for farmers to modify their management practices, if necessary. The final rule also allowed for a modification of the phase-in if the industry and the state were not ready to move ahead with any of the planned yearly phases of the regulation. The Worcester County Commissioners have previously commented on both the proposed establishment of the rule to the legislature (letter attached) and met with the Secretary of Agriculture and the Tri-County Council to detail specific concerns before the tool went into effect.

Those previously noted concerns have now been realized. I attended the most recent PMT Transition Advisory Committee (Advisory Committee) meeting on 11/15/19 with Delegate Hartman and Senator Carozza. At that meeting Dr. Memo Diriker, director of Salisbury's Business Economic and Community Outreach Network (BEACON), presented a report that estimates the industry will need 12-24 months to enter the next phase of the regulations, which are to be implemented in the next growing season (slides attached). Dr. Diriker revealed in his analysis that:

- The program does not have the funding, trucks, or drivers to relocate the expected amount of excess manure to fields with lower nutrient levels;

**Citizens and Government Working Together**

- The additional funding is not present in the agricultural sector to pay for commercial nitrogen fertilizer to replace the manure;
- There is additional pressure on receiving farms within suitable trucking distance to withhold acceptance of the manure in favor of wastewater bio-solids or other materials;
- Alternative uses, despite waste technology funding from the state, have not been established to provide the necessary capacity needed to process the excess manure.

Within the regulations, the Advisory Committee shall recommend to the Secretary of Agriculture any potential changes to the schedule implementing the PMT. It is obvious that a delay is necessary and the report done by BEACON, which was authorized by the Advisory Committee in 2018, has provided a substantive review of the challenges the state faces in implementing this rule.

Unfortunately, at the November 15<sup>th</sup> meeting, after reviewing his presentation and questioning Dr. Diriker extensively on the findings, the Advisory Committee could not come up with a majority vote to delay the implementation of the next phase of the rule for a year to allow the agricultural producers and the state additional time to put measures in place to transition to the next phase. They did vote to meet again on December 13<sup>th</sup> to vote on a delay motion again, this time with specific recommendations on what the state would have to do to prepare for the future implementation of the regulations.

While the Advisory Committee prepares a recommendation to the Secretary, it is up to the Secretary to make the recommendation to the Governor on any delay. It is also apparent that significant divisions exist within the Advisory Committee on advancing a delay motion, despite the findings of the BEACON report.

Agriculture is a major economic driver of the economy for Worcester County, with poultry production playing a key role. Worcester County is the 2nd largest county in Maryland for poultry production, with Maryland being the 8th leading production state in the United States. It may be in the best interest of our local farmers that we inform the Governor of our concerns that without the local infrastructure capacity improvements and any meaningful alternative uses in place, the ability of this sector to successfully bridge this next phase without any significant local economic impacts is very doubtful. \*

I have taken the liberty of providing a draft letter to the Governor with a copy to the MDA Secretary on this matter for consideration by the County Commissioners. If you have any questions or need additional information please let me know

#### Attachments

cc: Kathryn Gordon/Econ. Dev.  
PMT File

### Citizens and Government Working Together

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, SUITE 1306 SNOW HILL, MARYLAND 21863  
TEL: 410-632-1220 FAX: 410-632-2012

## Summary of Findings

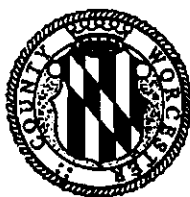
- X 1. The infrastructure for removing the excess manure that will be generated under the next Tier implementation is not yet in place;
2. The receiving lands are under pressure, reducing the number and capacity of locations within a viable transportation distance;
3. Based on #1 and #2 above, the value of the excess manure once off the farm is getting harder to estimate;
- X 4. The current MTP funding will not be adequate to handle the excess manure;
- X 5. The infrastructure for replacing the lost nitrogen is not yet in place;
6. The private sector intermediaries need ROI predictability to make capital investments;
- X 7. Alternative uses are promising in the long-run but the exact timeline is fuzzy at best.



## The Path Forward

1. **If certain decisions are made soon, the system should be ready for transitioning to the next phase in 12 to 24 months (depending on the speed of decisions and implementation).**
2. Additional subsidies for transporting the manure further may be needed (up to \$22.50 per ton from the current \$18 per ton);
3. An ROI guarantee may be required for capital outlays for additional transportation application equipment such as spreaders (Approximately 33% of initial outlay on pre-approved investments if target ROI levels drop in the first five years – Cap at \$5 million);
4. Subsidies for the Nitrogen replacement transition and infrastructure may be needed (difficult to model—closest estimate \$1 million);
5. The investments in alternative uses should be evaluated on clear ROI and related KPI measures with realistic deadlines;
6. Certain temporary measures for storing the excess manure should be explored and subsidized if approved (Cap \$3 million).

TEL: 410-632-1194  
FAX: 410-632-9131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
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21863-1195

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
JOHN E. "BONNY" BLOXOM  
COUNTY ATTORNEY

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JUDITH O. BOGGS  
MADISON J. BUNTING, JR.  
LOUISE L. GULYAS  
JAMES L. PURNELL, JR.  
VIRGIL L. SHOCKLEY

December 1, 2014

The Honorable Paul Pinsky, Senate Chair  
Committee on Administrative, Executive, and Legislative Review  
James Senate Office Building  
11 Bladen Street, Room 220  
Annapolis, MD 21401

The Honorable Samuel Rosenberg, House Chair  
Committee on Administrative, Executive, and Legislative Review  
House Office Building  
6 Bladen Street, Room 365  
Annapolis, MD 21401  
(Electronic with hard copy to follow)

**Re: Proposed Phosphorus Management Tool Regulations**

Dear Senator Pinsky and Delegate Rosenberg:

The Worcester County Commissioners are concerned with the potential economic impact from the proposed Phosphorus Management Tool (PMT) regulations published in the December 1 issue of the Maryland Register. The regulations would modify the nutrient management recommendations in the Maryland Nutrient Management Manual by determining phosphorus as the limiting nutrient and transition to the use of the PMT tool. These regulations are now under review by the Joint Committee on Administrative, Executive and Legislative Review (AELR).

Worcester County respectfully requests that a hearing be held to discuss the true fiscal implications that would result from the implementation of these regulations. These regulations will have a major impact on agricultural operations on the lower shore, particularly in Worcester County. The original data, run by the developer of the PMT, estimates Worcester County's soil risk values to be high for a great majority of available croplands. This could necessitate manure relocation for a great majority of the Worcester County farms. The substitution of commercial fertilizers will also add exorbitant costs to our local agricultural producers. The local infrastructure required to support a relocation effort like this does not exist on the shore today.

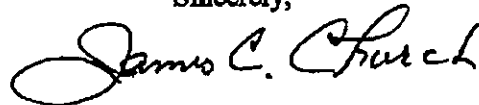
*Citizens and Government Working Together*

While the economic impact study required by the state budget has been completed, we caution that the scenarios examined did not include off-farm impacts, considerations for delays in alternative uses coming online, and local infrastructure that is inadequate to ensure compliance with the proposed regulations. Implementation of the PMT will result in significant economic impacts (both indirect and direct) in shore jurisdictions with economies dependent on agriculture. The proposal for spending on subsidies, construction of storage structures, and transportation cost-sharing do not inspire confidence.

In addition, it should be noted that Maryland was not idle during the PMT debate. The Maryland Department of Agriculture (MDA) has limits on fall nitrogen applications, which took effect in fall 2012, with setbacks and stream protection measures coming on board in January 2014. The winter ban on spreading manure will be phased in beginning July 1, 2016, with complete implementation by March 1, 2020. These requirements will be in *addition* to the new requirements under the proposed regulation.

Worcester County joins with our shore legislative delegation in requesting that a hearing be held to ascertain the fiscal impacts of these regulations and review information from our agricultural producers before the PMT is implemented.

Sincerely,



James C. Church  
President

cc: Eastern Shore Delegation

# DRAFT

November , 2019

The Honorable Larry Hogan  
Governor of Maryland  
State House  
Annapolis, MD 21401

RE: Phosphorus Management Tool (PMT) Implementation

Dear Governor Hogan:

The Worcester County Commissioners recently reviewed presentation findings given by Dr. Memo Diriker to the Phosphorus Management Tool Transition Advisory Committee on his investigation whether sufficient capacity exists to support the additional volume of manure created or expected to be created when the farms are required to determine phosphorus applications under Transition Management Phase II. At that meeting, Dr. Diriker presented his analysis that the manure transportation program does not have enough funding, trucks, or drivers to relocate the excess manure. The ability of agricultural producers to absorb higher input costs for replacement fertilizer was also discussed, along with expected restrictions in available acreage for relocated manure application and a lack of existing capacity to process excess manure with alternative use technologies. The conclusion given was that 12-24 months would be necessary for the farmers to enter the next phase of the regulations, which are to be implemented in the next growing season.

We previously commented on the establishment of the regulations and met with the Department of Agriculture and some of our partners on the Tri-County Council to detail specific concerns before the tool went into effect. Our concerns centered on the fiscal implications resulting from the implementation of the regulations and our fear that the local infrastructure needed to support a mass relocation effort simply did not exist on the shore at that time. Updates concerning those matters were a central part of Dr. Diriker's findings, and the position of each has not improved over time.

Preserving a healthy bay and a vibrant agricultural economy in ways that support both will require the capacity to re-think our traditional solutions that are not working as expected, and

# DRAFT

should include a willingness to experiment with new methods and sources for alternative uses, along with the potential for contribution of additional resources to encourage a positive end result. We don't believe it was intended to impose regulatory mandates on a sector of the shore economy that cannot pass those costs on to their customers, nor the ability to take advantage of established infrastructure designed and sufficient to deal with the planned phases of the PMT regulations. Perhaps a review of the level of investment required to create the capacity needed to handle the expected volume of excess manure is in order.

In summary, the Worcester County Commissioners would respectfully note our concerns that without the local infrastructure capacity improvements and any meaningful alternative uses in place, the ability of this segment of the agricultural community to successfully bridge the next PMT phase without any significant local economic impacts is very doubtful. We would urge you to review the advice given by the PMT Transition Advisory Committee to the Secretary of Agriculture on resource needs and any potential changes to the schedule, including a one-year delay in implementation of the next PMT phase.

Thank you for the opportunity to bring this matter to your attention. If you should have any questions concerning these comments, please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at this office.

Sincerely,

Diana Purnell  
President

cc: Secretary Joseph Bartenfelder, MDA  
Senator Mary Beth Carozza  
Delegate Wayne T. Hartman  
Delegate Charles J. Otto  
Delegate Carl Anderton, Jr.

NOV 25 2019



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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: October 22, 2019  
RE: 2020 Census - Grant Application

\*\*\*\*\*

Attached herewith you will find a memorandum from Mrs. Kelly Henry of my staff who serves as the County's Complete Count Coordinator for the 2020 Census. Mrs. Henry is requesting permission to apply for an unconditional grant from the State of Maryland for \$20,000 to assist local governments in attaining better participation in the Census. **This grant does not require any local match.** Every person not counted in the Census results in the loss of \$18,250 in Federal funds to the State and local jurisdictions over a ten year period. I wholeheartedly recommend that the County Commissioners apply for these funds.

Mrs. Henry has attached to her memorandum the information to be submitted for the grant. All applications are submitted through an online portal and therefore no signed paper application is necessary at this time. I respectfully request that the County Commissioners approve of our applying for this grant.

Both Mrs. Henry and I will be available to discuss the matter further with you and the County Commissioners at your convenience. As always, thank you for your consideration of this matter.

Attachments

cc: Kelly Henry, Technical Services Division Manager



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To: Edward A. Tudor, Director  
From: Kelly L. Henry, Complete Count Coordinator *Kelly L Henry*  
Date: November 22, 2019  
Subject: Grant Proposal

\*\*\*\*\*

The State of Maryland has twenty thousand dollars and no cents (\$20,000) funds available to Worcester County for the Complete Count Committees to utilize in community outreach projects and marketing to increase awareness, educate the public and to motivate participation in the 2020 Census. There are no matching funds required from the County. The language in the proposal is broad at this time since the Committee is still establishing marketing strategies, coordinating events and outlining outreach projects. The grant proposal is attached for your reference. This information will be submitted electronically through a platform established by the State of Maryland.

The Complete Count Committee has met twice. The last meeting was very productive. It included a workshop in brainstorming ideas on how to address certain local issues such as language barriers, distrust, homeless and transient population, limited internet access, etc., who to contact and what can be accomplished to resolve these issues. The Committee will be meeting again in January.

As always I am available to discuss this matter in greater detail.

FY2020 Maryland Supplemental Census Proposal  
Worcester County, Maryland

General Information:

Matching Funds:

Matching funds are not required.

Timeline of Grant Funding:

Grant proposals are due before December 31, 2019

Grant Agreements executed and initial payments processed: November 15, 2019 – January 2020

Deadline for completion of project work and last day to incur costs: June 1, 2020

Deadline for submission of final report and all required financial documentation: August 1, 2020

Applicant's Legal Name: Worcester County Commissioners

Applicant Type: County Government

Organization Tax ID / Federal Employer Identification Number (EIN): 52 - 6001064

Contact:

Mrs. Kelly Henry, Complete Count Committee Coordinator

Development Review & Permitting

Worcester Government Center

1 West Market Street, Room 1201

Snow Hill, Maryland 21863

[khenry@co.worcester.md.us](mailto:khenry@co.worcester.md.us)

410-632-1200, extension 1130

Project Information:

The goals and objectives of the Worcester County Complete Count Committee (CCC) is to utilize these funds in outreach efforts to all residents throughout Worcester County to increase awareness and motivate residents to participate by completing the 2020 Census Survey.

Worcester County has 15 census tracts in total. The CCC will focus on those census tracts (4) that had Low Response Rates greater than 20% in the 2010 Census. However efforts of the CCC will be across the entire County since there were 9 census tracts that had a Low Response Rate that ranged from 15% to 20%.



## Impact:

What audiences will your grant reach?

Since there were 13 census tracts (out of 15) having a Low Response Rate of 15% or more, the Worcester County CCC hopes to reach out to all residents throughout the entire county. The CCC will focus on reaching areas with children under 5, homes with little or no internet access, people who do not speak or understand English, veteran, elderly and homeless populations, and those people who are not computer savvy.

What geographic areas will your grant project reach?

The Worcester County Complete Count Committee will reach out to all residents throughout the entire county, especially those census tract areas that had high non response rates in the 2010 Census. The CCC will focus on the 4 Census Tracts that had greater than 20% Low Response Rate which would include the towns of Berlin, Pocomoke City and Snow Hill.

Please indicate any hard to count geographic areas or populations that you anticipate your grant project will reach.

The Worcester County Complete Count Committee will partner with civic organizations, veteran groups, faith-based groups, Health Department, Commission on Aging, Board of Education, Human Services etc. to conduct outreach activities to motivate and encourage parents of children under 5, veteran groups, elderly communities, areas with limited or no internet coverage, low income areas and renter occupied units to participate in the census. While the focus maybe within the municipalities, efforts will be made to reach residents throughout the county. Being a seasonal vacation destination with the normal population going from 51,548 to 300,000 in the summer, Worcester County has a large number of rental units and secondary homes.

What organizations or groups do you anticipate partnering with to develop and deliver your grant project? What will their roles be?

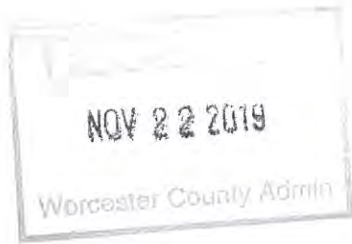
The Worcester County Complete Count Committee will partner with civic organizations, veteran groups, faith-based groups, Health Department, Commission on Aging, Board of Education, Human Services, local libraries etc. to educate the public about the importance, safety and necessity of the census, to spread the word to as many people as possible, to provide equipment and assistance to the public with completing the census. These people will be the local trusted voice of the community to assist the CCC in spreading the word to motivate and encourage parents of children under 5, veteran groups, elderly communities, areas with limited or no internet coverage, businesses employing migrant workers and foreign workers with J1 work visas, people living on boats in local marinas, low income areas and renter occupied units to participate in the census. Community based groups and local leaders know how to extend a trusting voice to those in the community that maybe apprehensive or reluctant in completing the census survey by explaining to them the importance and safety provisions taken regarding the census survey. The CCC hopes to utilize equipment and staff at the local libraries (5) and other agencies to spread the word and assist patrons in completing the census survey.

What existing resources will your project leverage?

The Worcester County Complete Count Committee will utilize the talents of the County's Public Information Officer and Information Technology to promote awareness and motivate participation thru information listed on the County's website and social media platform. The CCC will utilize the network connections that local government officials have to enlist assistance from the civic, veteran and faith-based community leaders in an effort to spread the word and create a trusting relationship. The CCC will request assistance from the Board of Education to educate the children at all ages that completing the census is important and safe. The CCC will request assistance from the social service organizations, health department and others to provide outreach efforts to spread the word to those communities that may be the most apprehensive group in completing a census survey on-line.

What metrics or measures will you use to assess the success of your project in meeting its goals?

Unfortunately the Worcester Complete Count Committee will not know the actual success of their efforts until the 2020 census period is over and the numbers are tallied. However, the CCC hope that their chances of success improve by the number of people that they engage with through outreach efforts. With the approval of the Board of Education, flyers will be sent home with all elementary school and Pre-K aged children which is +2000. The CCC will contact the private nursery and day care centers to display posters. The CCC plan to send mailers to the people who have P.O. Boxes (1800) to notify them of the census. Flyers will also be inserted with the paystubs for the 650 county employees. Each municipality will be encouraged to do the same. The CCC will utilize the normal functions and contacts of the Health Department, Human Services and Commission on Aging to inform, educate and engage those in the community that may be the most apprehensive in completing the census. Computers or tablets and staff will be available to those people that frequent those agencies for services. The CCC will utilize a wide variety of marketing tools (social media, newspapers, posters, magnetic decals, etc.) to spread the word about the census from encouraging businesses to display posters, flyers to be mailed to post office boxes, to speaking engagements at local groups and meetings, etc. The goal of the CCC is to increase response rates in every census tract in the county. The CCC will strive to obtain a 100% participation in Worcester County.



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TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: November 22, 2019  
RE: Request for Out-of-State Travel - American Planning Association (APA)  
2020 National Conference

\*\*\*\*\*

I am writing to respectfully request approval of out-of-state travel for Jennifer Keener, Zoning Administrator, to attend the American Planning Association's National Conference in Houston, Texas on April 25th through April 28th, 2020. Funds for Mrs. Keener's attendance at this conference are approved in my budget. The conference schedule and session descriptions will be published shortly. Early registration will ensure the best conference rate and the availability of key sessions.

Mrs. Keener's attendance at this conference will enable her to obtain the necessary credits to maintain her credentials as a certified planner by the American Institute of Certified Planners. I am proud to say that Mrs. Keener is one of only two County staff with this prestigious ACP certification, the other being Assistant Chief Administrative Officer Kelly Shannahan.

As always, I will be happy to discuss the matter with you and the County Commissioners at your convenience. If you have any questions, please let me know.

cc: Jennifer Keener, Zoning Administrator



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TECHNICAL SERVICES DIVISION

### MEMORANDUM

To: Edward A. Tudor, Director  
From: Jennifer K. Keener, AICP, Zoning Administrator  
Date: November 19, 2019  
Re: Request for Out-of-State Travel to the American Planning Association (APA)  
National Planning Conference 2020

\*\*\*\*\*

I have received notice that the American Planning Association will be opening their registration window to current APA members for the 2020 National Planning Conference on December 11, 2019. It is my understanding that the County Commissioners have graciously approved the budget request to allow me to travel to Houston, Texas for this conference to be held on April 25 to 28, 2020.

I would like to express my gratitude to you as well as the Commissioners for providing this opportunity. Attendance at this conference will allow me to obtain the necessary continuing education credits to maintain my certification as an American Institute of Certified Planners (AICP) planner. Early registration affords me the opportunity to book the most economic travel accommodations possible.



Visit APA at [planning.org](https://planning.org)  
(<https://planning.org>)

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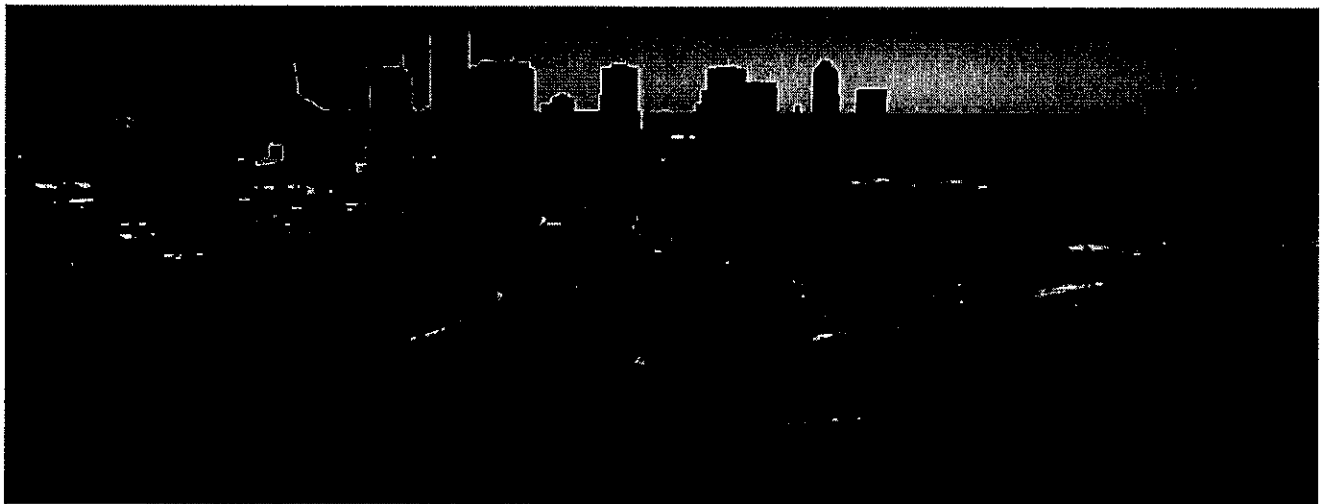
# 2020 National Planning Conference



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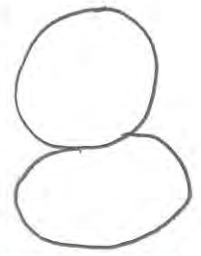
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Member-only registration opens December 11, 2019.

General registration opens January 9, 2020.

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HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 26, 2019

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*  
On Behalf Of Worcester County Sewer Committee  
SUBJECT: Proposed Revised Resolution Establishing Standard Sewer Flow Calculations

---

Following your second public hearing on November 19, 2019 regarding the proposed resolution establishing standard sewer flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland, we have revised the draft resolution to include provisions which would allow an applicant to dispute the projected sewer flow and enter into an allocation agreement to monitor the flow for 24-months to determine the actual flow. Furthermore, if the applicant presents data which staff agrees supports a lower flow, the initial purchase of EDUs will be based on the lower flow and may be adjusted at the completion of the 24-month monitoring period. However, even if staff does not agree with the applicant's claim for a lower flow and requires purchase of EDUs as determined by the Standard Sewer Flow Calculations, the applicant may still enter into an allocation agreement to determine the actual flow after the 24-month monitoring period. We believe that these revisions adequately address your instructions to provide an avenue for potential relief for all applicants by entering into an allocation agreement to determine the actual flow for disputed uses and request that you adopt the attached revised resolution at your next meeting.

We look forward to discussing this matter further at your meeting on December 3, 2019. Please feel free to contact me in the meantime if you should have any questions or concerns.

cc: Sewer Committee

**RESOLUTION NO. 19 - \_\_\_\_**

**RESOLUTION ESTABLISHING STANDARD SEWER FLOW CALCULATIONS FOR DETERMINING REQUIRED CAPACITY TO SERVE RESIDENTIAL AND NON-RESIDENTIAL LAND USES TO BE SERVED BY PUBLIC SEWER SYSTEMS IN WORCESTER COUNTY, MARYLAND**

WHEREAS, the County Commissioners of Worcester County, Maryland (the "Commissioners") have determined that it is desirable to provide for adequate water and sewage capacity for the residents of the County and to allocate water and sewage capacity among current and future developments in a fair and equitable manner in its effort to maintain water and sewerage allocation availability to the community; and

WHEREAS, Title 9, Subtitle 5, of the Environment Article of the Annotated Code of Maryland, enables County comprehensive water and sewerage plans to provide for the orderly expansion of community and multi-use water supply and sewerage system in a manner consistent with applicable County and local comprehensive plans, and the statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations (COMAR) 26.03.03, as from time to time amended, provides the basis for the establishment of allocation policies for water supply and sewerage services; and

WHEREAS, the Commissioners have determined the treatment capacity necessary to serve a single-family residential dwelling unit in each Sanitary Service Area on an Equivalent Dwelling Unit (EDU) basis as established by the Commissioners for each individual Sanitary Service Area; and

WHEREAS, standard sewer flow calculations for proposed residential and non-residential developments assist the County in determining the number of EDUs required to serve the proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving the proposed development; and

WHEREAS, the Commissioners, as the governing body of the Sanitary Service Areas of Worcester County, have determined that the flows for certain specific uses as reflected in Tables I-IV of the Design Guidelines for Wastewater Facilities document authored by the Maryland Department of the Environment (MDE), closely resemble the discharge produced by specific land uses in Worcester County, subject to local amendments; and

WHEREAS, the Commissioners have determined it necessary and appropriate to amend these flow tables to reflect local conditions including referencing established design flows for various land uses in other Maryland jurisdictions, and local experience of actual flows generated by similar existing land uses in Worcester County in order to establish the Standard Sewer Flow Calculations in Worcester County, Maryland;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Policy which includes the attached Standard Sewer Flow Calculations in Worcester County, Maryland is hereby adopted by the Commissioners and shall guide the sale and allocation of EDUs so as not to exceed the rated capacity of the wastewater treatment plant serving the proposed development.

1. **CALCULATION OF REQUIRED EDUs**

- A. The water and sewer allocation for a single family residential unit shall require one EDU.
- B. For non-residential ~~units~~ USES PROPOSED AFTER JANUARY 1, 2020, the number of EDU's required for a project shall be based on the specific use and scope as determined and approved by County staff, in accordance with the provisions of this Resolution. THE EDU CALCULATIONS REFERENCED IN THIS RESOLUTION SHALL NOT APPLY TO EXISTING NON-RESIDENTIAL USES FOR WHICH EDUS HAVE ALREADY BEEN ASSIGNED.

~~C-(1)~~ Unless otherwise provided in this Resolution, the calculation of the number of EDUs required for a project shall be based on the Standard Sewer Flow Calculations in Worcester County, Maryland (Flow Table) attached hereto as Attachment A.

~~D-(2)~~ The calculation of the required EDU's shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number.

2. **OTHER USES AND DISPUTED ALLOCATIONS**

E A. If a project or use is not adequately addressed in the Flow Table, County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use and estimate the capacity required based on available data from MDE, neighboring jurisdictions, local experience, or other similar sources which staff determines to be reputable and acceptable. For any project that has a use that must follow this procedure, the property owner shall be required to enter into an allocation agreement with the County, AS SPECIFIED IN SECTION 3 HEREOF, that will monitor the EDU usage for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations. ~~The allocation agreement shall have other terms and conditions deemed necessary by the County.~~

B. IF A PROJECT OR USE IS ADEQUATELY ADDRESSED IN THE FLOW TABLE, BUT THE PROPERTY OWNER DISPUTES THE PROJECTED SEWER FLOWS PER UNIT OF MEASURE AS SHOWN IN THE FLOW TABLE FOR THE PROPOSED USE, THE PROPERTY OWNER MAY REQUEST A REVIEW OF THE PROJECTED SEWER FLOWS. PROPERTY OWNER MUST SUBMIT DATA TO SUPPORT A LOWER PROJECTED SEWER FLOW. RELEVANT DATA MAY INCLUDE BUT IS NOT LIMITED TO OFFICIAL WATER BILLS AND METER READINGS FROM VERIFIABLE SOURCES FOR THE SAME USE IN A DIFFERENT JURISDICTION WITH THE SAME DEMOGRAPHIC PROFILE AS WORCESTER COUNTY, MANUFACTURER'S EQUIPMENT DATA SHEETS AND SPECIFICATIONS, ENGINEERING REPORTS AND STUDIES FOR SPECIFIC PROCESSES AND EQUIPMENT UNIQUE TO THE PARTICULAR APPLICANTS USE OR BUSINESS MODEL. COUNTY STAFF FROM THE DEPARTMENTS OF ENVIRONMENTAL PROGRAMS, PUBLIC WORKS, AND THE TREASURER'S OFFICE SHALL COLLECTIVELY REVIEW THE USE, AVAILABLE DATA FROM MDE, NEIGHBORING JURISDICTIONS, LOCAL EXPERIENCE, AND THE SUPPLIED DATA TO DETERMINE IF A LOWER EDU ALLOCATION IS ACCEPTABLE.



1. IF A LOWER EDU ALLOCATION IS AGREEABLE TO THE COUNTY, THE PROPERTY OWNER CAN ACCEPT THE LOWER ALLOCATION CONTINGENT UPON THE CONDITIONS OF THE ALLOCATION AGREEMENT AS SPECIFIED IN SECTION 3 HEREOF.
2. IF A LOWER EDU ALLOCATION CANNOT BE AGREED TO AS REQUESTED BY THE PROPERTY OWNER, THE PROPERTY OWNER IS STILL ABLE TO ENTER INTO AN ALLOCATION AGREEMENT IF DESIRED, HOWEVER, THE EDU ALLOCATION LISTED IN THE AGREEMENT WILL BE THE EDU ALLOCATION THAT THE COUNTY DETERMINED TO BE APPROPRIATE AND SHALL BE CONTINGENT UPON THE CONDITIONS OF THE ALLOCATION AGREEMENT AS SPECIFIED IN SECTION 3 HEREOF.

3. **ALLOCATION AGREEMENTS**

A. ALLOCATION AGREEMENTS SHALL BE REQUIRED WHERE A PROJECT OR USE IS NOT ADEQUATELY ADDRESSED IN THE FLOW TABLE OR WHERE A PROJECT OR USE IS ADEQUATELY ADDRESSED IN THE FLOW TABLE, BUT THE PROPERTY OWNER DISPUTES THE PROJECTED SEWER FLOWS PER UNIT OF MEASURE AS SHOWN IN THE FLOW TABLE FOR THE PROPOSED USE. AN ALLOCATION AGREEMENT SHALL BE SUBJECT TO THE FOLLOWING:

1. THE PROPERTY OWNER SHALL ENTER INTO AN ALLOCATION AGREEMENT WITH THE COUNTY THAT WILL DOCUMENT THE NUMBER OF EDUS AGREED TO AND MONITOR THE SEWER FLOWS DAILY FOR A PERIOD OF TWENTY-FOUR MONTHS FOLLOWING COMPLETION OF THE PROJECT, CONNECTION TO COUNTY SANITARY SERVICES, AND COMMENCEMENT OF OPERATIONS;
2. THE RELEVANT PROJECT MUST BE OPERATING AT NO LESS THAN 95% OF ITS PERMITTED OCCUPANCY;
3. A METER SHALL BE INSTALLED AT THE PROPERTY AT THE PROPERTY OWNER'S EXPENSE;
4. THE PROPERTY OWNER SHALL PAY A NON-REFUNDABLE FIVE HUNDRED (\$500) METER MONITORING FEE;
5. THE PROPERTY OWNER SHALL PAY IN FULL FOR THE NUMBER OF EDUS IN THE AGREEMENT; AND
6. IF IN THE 24 MONTHS, THE DAILY SEWER FLOW OVER ANY THREE CONSECUTIVE DAYS OR ANY TEN INDIVIDUAL DAYS EXCEEDS THE EDU ALLOCATION SPECIFIED IN THE ALLOCATION AGREEMENT, THEN THE PROPERTY OWNER IS REQUIRED TO IMMEDIATELY PURCHASE IN FULL THE ADDITIONAL EDUS BEING USED. PROPERTY OWNER SHALL PAY ANY USAGE CHARGES THAT MAY HAVE ESCAPED SINCE THE ACCOUNT WAS PLACED IN SERVICE. IF ADDITIONAL EDUS ARE NOT AVAILABLE AS DETERMINED BY THE COUNTY, THE PROPERTY OWNER SHALL TAKE ALL NECESSARY

STEPS TO REDUCE THEIR FLOW BELOW THE ALLOCATED LIMITS. ALL FLOWS MUST BE REDUCED TO THE ALLOCATED FLOWS WITHIN 90 DAYS OF NOTICE OF THE RESULTS OF THE 24 MONTH MONITORING PERIOD.

7. IF IN THE 24 MONTHS, THE HIGHEST DAILY SEWER FLOW OVER ANY THREE CONSECUTIVE DAYS OR THE HIGHEST DAILY SEWER FLOW FOR ANY TEN INDIVIDUAL DAYS IS LESS THAN THE EDU ALLOCATION SPECIFIED IN THE ALLOCATION AGREEMENT, THEN THE COUNTY SHALL BE REQUIRED TO REFUND THE INITIAL PURCHASE PRICE OF THE ADDITIONAL EDUS TO THE PROPERTY OWNER AND THE PROPERTY OWNER FORFEITS SAID EDUS TO THE COUNTY. THE CALCULATION OF THE REQUIRED EDU'S TO BE REFUNDED SHALL RESULT IN A WHOLE NUMBER. CALCULATIONS RESULTING IN A FRACTION SHALL BE ROUNDED UP TO THE NEXT WHOLE NUMBER. NO OTHER COSTS OR FEES ASSOCIATED WITH THE EDUS SHALL BE REFUNDED.

- B. THE ALLOCATION AGREEMENT SHALL INCLUDE ALL TERMS AND CONDITIONS DEEMED NECESSARY BY THE COUNTY.

#### 2 4. **PROCEDURE**

The initial determination of required EDUs will be made by the Department of Environmental Programs in their review of either a permit for construction of improvements or in conjunction with site plan review. Requirements will be determined utilizing the attached Flow Table and recorded by the department on a Flow Calculation Worksheet to be distributed to the Worcester County Sewer Committee and placed in the property/project file. No County building permit shall be issued for the project until the required EDUs have been purchased as confirmed by the County Treasurer's Office.

#### 3 5. **RECORD-KEEPING AND DOCUMENTATION**

The Department of Environmental Programs shall maintain Flow Calculation Worksheet showing the calculations and project title which shall be maintained in the property/project file. These records shall also include any special determinations and decisions reached for flows not specifically listed in the attached Flow Table.

#### 4 6. **AMENDMENTS TO THE FLOW TABLE**

The Commissioners reserve the right to periodically review the Flow Table to determine if additions or modifications are necessary. Such additions or modifications shall be adopted by resolution of the Commissioners following a public hearing and shall be in effect for future developments thereafter, but shall not apply to any allocations for existing development.

#### 5 7. **NATURE OF ALLOCATION**

Nothing herein or action taken hereunder shall constitute a commitment for sewer service by the County which shall at all times be subject to the available capacity and conditions at the time of application for service.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom

**Standard Sewer Flow Calculations  
in Worcester County, Maryland**

**Attachment A**

<b>Table A</b>	
<b>Flow Projection Based Upon Gallons Per Day (gpd) Per Person</b>	
<b>Type of Establishment</b>	<b>Gallons Per Day (gpd) Per Person</b>
	(Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Boarding houses (per room)	100
Camps: Campground with central comfort stations (per campsite)	70
Camps: Luxury camps with water/sewer hook-ups (per campsite)	100
Country clubs (based on rated capacity)	50
Church (per seat) + additional flow for accessory uses	3
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar (per course)	3,500
Golf Course - 9 holes with limited service snack bar (per course)	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	1 EDU
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
<b>Footnote:</b> Number of persons is calculated by the occupant load as determined by the County Building Code.	

<b>Table B</b>	
<b>Flow Projections for Specific Uses</b>	
<b>Based on Building Area in Gross Square Feet</b>	
<b>Type of Establishment</b>	<b>Projected Flow by Area</b>
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with food service	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food service)	Gross Sq. Ft. x 0.13 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations - full service garage	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

\*

Revised Title

<u>Table C</u>		
Flow Projection for Country Clubs		
<u>Type of Fixture Gallons Per Day</u>		<u>Per Fixture</u>
Baths		300
Showers		500
Sinks		50
Toilets		150
Urinals		100
<u>Table D</u>		
Flow Projection for Public Parks		
(During hours when park is open)		
<u>Type of Fixture</u>	<u>Gallons Per Day (gpd) Per Fixture</u>	
Faucets		15
Flush toilets		35
Showers		100
Urinals		10
Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.		

# EDU Allocation Worksheet



**Project:**  
**Tax Map:**  
**Parcel:**  
**Lot:**  
**Tax ID:**

Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
<u>Common uses:</u>				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
<b>Total EDU Projection</b>				<b>0</b>

**Notes:**

1. Enter building size in quantity.

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
JOSEPH M. MITRECIC, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
JOSHUA C. NORDSTROM

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195  
November 21, 2019

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *K.S.*  
On Behalf Of Worcester County Sewer Committee  
SUBJECT: Request for Allocation of Additional EDUs for Stockyard Inc. Properties

---

Please be advised that on October 24, 2019 we received a completed application from Stockyard Inc. (Owners, Pete and Royette Shepherd) for the allocation of seven (7) additional equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve a revised use (butcher shop and carry-out restaurant) in the proposed Hooper's Shopping Plaza adjacent to Hooper's Crab House in West Ocean City. The subject property is identified on Tax Map 27 as Parcels 569 (primarily Hooper's Crab House) and 587 (new shopping center under construction). The request was subsequently reviewed by the Worcester County Sewer Committee at our meeting on November 7, 2019. On behalf of the committee, I offer the following staff report for your consideration with regard to this request:

**Summary of Request:** Stockyard Inc. is requesting to purchase 7 additional EDUs of sanitary sewer service from the Mystic Harbour SSA to serve a butcher shop and carry-out restaurant in the shopping plaza which is currently being developed on the subject properties (primarily on parcel 587). You will recall that they received an initial allocation of 9 EDUs in June 2018 for their shopping center and an additional 7 EDUs for a restaurant on July 16, 2019. As with the June 2018 and July 2019 allocations, the applicant will also be required to purchase water service from the Mystic Harbour water system if the additional sewer EDUs are allocated to this project. The subject properties are located on the north side of Ocean Gateway (U.S. Route 50) just west of Hooper's Crab House at the foot of the Harry W. Kelley Memorial Bridge into Ocean City, are approximately 4.18 acres in area (Parcel 569 is 2.25 acres and Parcel 587 is 1.93 acres), currently zoned C-2 General Commercial, and are designated S-1 in the County Water and Sewerage Plan which indicates an area of existing or planned sewer service to be built within 2-years, but does not guarantee any service or obligate the provision of services in that time frame. These properties lie within the overlay district in both the Mystic Harbour SSA and the West Ocean City SSA.

According to the attached EDU Worksheet for this property as prepared by Environmental Programs, the new proposed 1,409 square foot and 1,496 square foot butcher shop and carry-out restaurant will generate flow of 705 gallons per day (gpd) and 748 gpd, or a combined total of 1,453 gpd. At a rate of 300 gallons per day per EDU and since we round up to determine EDUs required, in order to serve the proposed butcher shop and carry-out restaurant at Hooper's Shopping Plaza, **an additional total of 5 EDU's are required.** \*

**Previous Allocation of EDUs to this Property:** There are currently 16 EDUs allocated from the Mystic Harbour SSA to serve the new shopping center. In addition, Parcel 569 has an allocation of thirty-eight (38)



sewer EDU's from the West Ocean City SSA to serve Hooper's Crab House. Following your approval of Mystic Harbour EDUs in June 2018 and at your request, the applicant provided a plat designating the EDU Service Area Assignment Line to separate the proposed shopping plaza on parcel 587 from Hooper's Crab House on parcel 569, which memorialized that the allocation of EDUs from the Mystic Harbour SSA were assigned to the Hooper's Shopping Plaza while the EDUs from the West Ocean City SSA are assigned to serve Hooper's Crab House and these EDUs shall not be co-mingled.

**Current Available Capacity - North:** There are currently 109 EDUs allocated in Area 1 (north of the airport), in which the subject property is located, which have not yet been purchased. These remaining EDUs have been allocated for the following uses: Infill and Intensification (33 EDUs), Vacant or Multi-Lot properties (50 EDUs), Single Family Dwellings (17 EDUs), and Commercial (9 EDUs). Given the nature of this request and the current zoning of the property, we suggest that the "Commercial" allocation would be the most appropriate category from which to consider assigning these EDUs. Furthermore, given the projected flow from the butcher shop and carry-out restaurant, and in accordance with Resolution 17-19 which provides that "sewer EDUs shall only be approved for properties with an existing demonstrated need and in connection with either a permit or plan application specifying how and where the capacity will be allocated", we recommend that no more than 5 EDUs be allocated for these new uses. Granting an additional 5 EDU's from the "Commercial" allocation for Stockyard, Inc. would require allocating 5% (5 of 109) of the total remaining EDU's in Area 1 and 78% (7 of 9) of the remaining "Commercial" EDU's in the Mystic Harbour SSA.

**Background on Original Allocation of New Sewer Capacity in Mystic Harbour:** The expansion of the Mystic Harbour WWTP and funding from USDA in 2008 was predicated upon the need for infill and intensification of properties along the Route 50 commercial corridor and vicinity, service to vacant or multi-lot properties, single family dwellings converting from septic systems to public sewer, and commercial properties. The Worcester County Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority to (1) infill lots, (2) expansion of existing facilities, (3) replacement of septic tanks, and (4) new developments. The initial request addressed priority 1 as infill of the previously undeveloped properties in West Ocean City.

**Options for Commissioners' Action on the Request:**

Note - All options are based on an allocation of 5 EDUs based on flow rather than 7 EDUs as requested.

Option 1 - Approve the allocation of an additional 5 EDUs of sewer service from Area 1 (North) of the Mystic Harbour SSA to serve the Hooper's Shopping Plaza with EDU's allocated from the "Commercial" category.

Option 2 - Approve a portion of the additional 5 EDU's of sewer service from Area 1 (North) of the Mystic Harbour SSA to serve the Hooper's Shopping Plaza with EDU's allocated from the "Commercial" category or from another of the available categories as follows:

- **Area 1 (north):**     33 EDUs - Infill and Intensification
- 50 EDUs - Vacant or Multi-Lot properties
- 17 EDUs - Single Family Dwellings
- 9 EDUs - Commercial

Option 3 - Deny the application for an additional 5 EDUs of sewer service from the Mystic Harbour SSA to serve the Hooper's Shopping Plaza.

The Sewer Committee will be available to answer any questions which you may have with regard to this application in order for you to make the most informed decision on this request.

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Worcester County - Department of Public Works - Water and Wastewater Division  
Mystic Harbour Sewer Service Application

Name: Stack Yard Inc Date: 10/24/19  
Mailing address: 12913 Ocean Gateway Ocean City MD 21842  
Address of service location: 12911 Ocean Gateway Ocean City MD 21842  
Property identification (acct # & map/parcel): 10-016649 27/569

Type of project (circle one below):

Single Family Minor Site Plan Major Site Plan Residential Planned Community

Type of service requested (circle one): Residential Commercial

If commercial, list type of business, square footage and number of seats in restaurant (if applicable):

carry out use in commercial space no seats

EDU's/gallons assigned to property: 16 EDU's to be purchased: 7 (Add/EDUs

If developer new construction, will you be providing the meter (circle one): Yes No N/A TBD

Name & license number of licensed plumber providing connection from meter to building:

TBD

Name & phone number of person to contact with regards to this application/account:

Patrick Brady 814-594-0966

Signature: [Signature] Date: 10/24/19

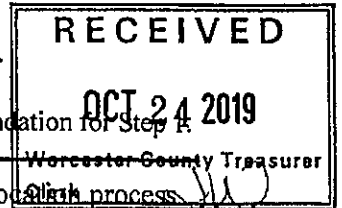
**Attachments required to be submitted with application:**

Single Family- Copy of permit application.

Minor Site Plans- Copy of TRC report or documentation of administrative waiver.

Major Site Plans- Copy of TRC report.

Residential Planned Community- Copy of Planning Commission's findings/recommendation for Step 1.



**NOTICE:** Please review attached Resolution No. 17-19 which details the EDU allocation process and the time frame in which the EDUs must be utilized or returned to the County for future allocation and utilization. If mains are to be installed by applicant a separate "Small Sewer and Water Project Agreement" will be required.

**OFFICE USE ONLY:**

Date received: 10/24/19 By: Jessica Wilson

Environmental Programs approval: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Office approval: Jessica Wilson Date: 10/24/19

Public Work's approval: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES PAID:**

Deposit \$1,000 per EDU X 7 (EDU's) = \$ 7,000

Remaining Balance \$7,228 per EDU X \_\_\_\_\_ (EDU's) = \$ \_\_\_\_\_

Future Capital Improvement Charge \$1,000 per EDU X \_\_\_\_\_ (EDU's) = \$ \_\_\_\_\_

Date received: 10/24/19 By: Jessica Wilson

**RETURN TO:**

Worcester County Treasurer's Office  
Attn: Jessica Wilson  
P.O. Box 349  
Snow Hill, MD 21863

**FULL POLICY ATTACHED AND INCORPORATED.**

# EDU Allocation

Project: Stockyard, Inc.  
 Tax Map: 27  
 Parcel: 587  
 Lot: \_\_\_\_\_



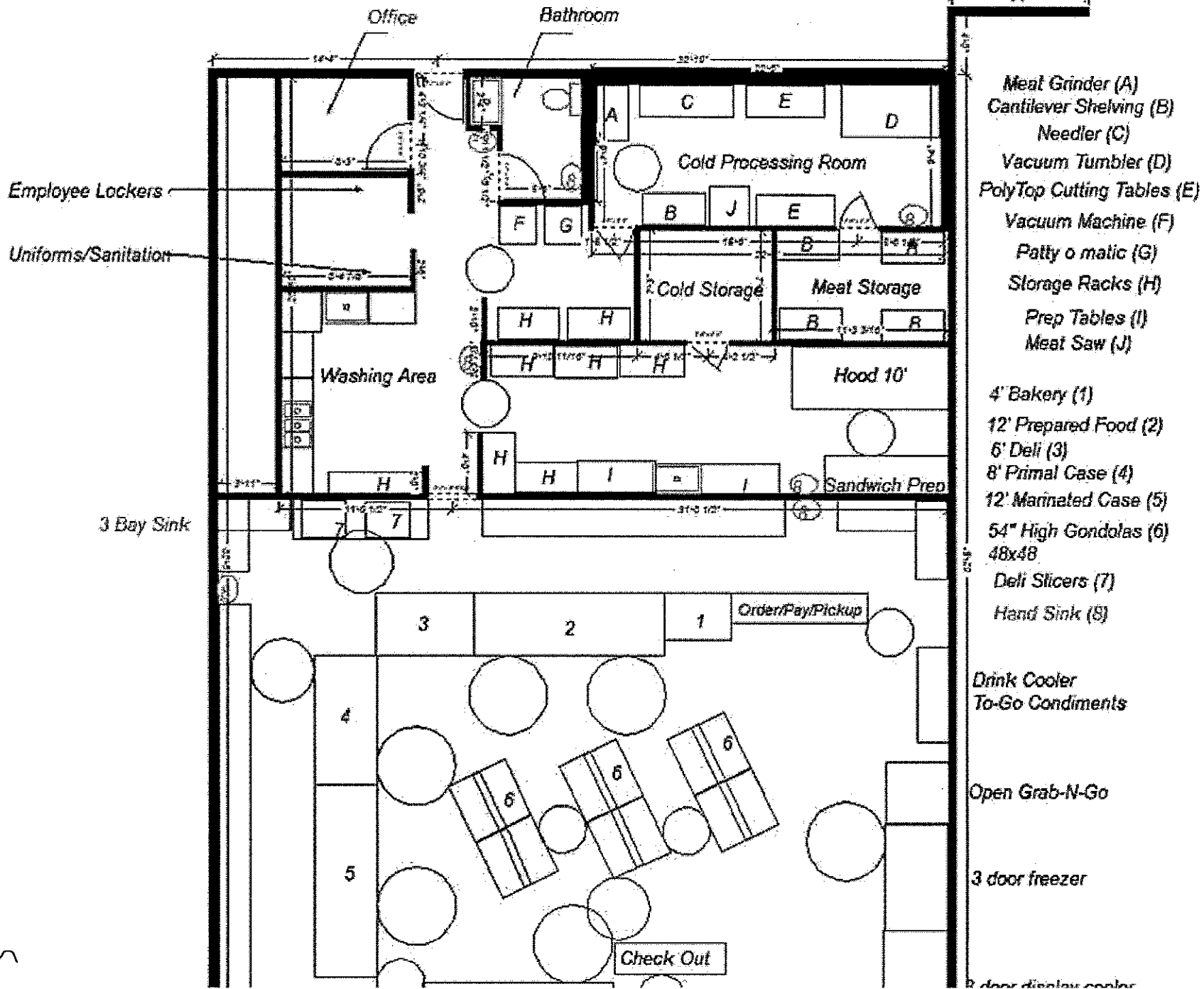
Use Description	Allocation Rate (Gal/sf or other)	Building/Unit Size (sf)	Estimated Quantity	EDU Flow (per gal)	EDU Total
<u>Building One</u>					
Starbucks	25	2,548	53	300	4.42
Retail	0.05	895		300	0.15
Retail	0.05	899		300	0.15
Retail	0.05	1,208		300	0.20
Retail	0.05	890		300	0.15
Retail	0.05	920		300	0.15
<u>Building Two</u>					
Carry Out	0.5	1,409		300	2.35
Carry Out	0.5	1,496		300	2.49
Retail	0.05	1,590		300	0.27
Retail	0.05	1,380		300	0.23
Restaurant	25	2,142	75	300	7
Office	0.09	7,980		300	2.39

- 6 EDU's - Building One

Proposed New Use

15 EDU's - Building Two

Total 21 EDU's Needed



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Allocation of Sewer EDUs in Mystic Harbour Sanitary Service Area (New Capacity as of 7/16/19)						
North of Airport, North of Antique Road, East and West of Route 611 - "Area 1"	Original Allocation	Current Adjusted Allocation	Sold and In Service	Sold and Not In Service	Remaining Allocation	Footnotes
Infill and Intensification of Properties in "Area 1"	154	114	0	81	33	3, 10, 12, 13, 14
Vacant or Multi-lot Properties in "Area 1"	80	80	0	30	50	13
Single Family Dwellings	17	17	0	0	17	
Commercial Properties in "Area 1"	80	80	43	28	9	4, 5, 7, 8, 11, 13, 14, 17
<b>Subtotal EDUs in "Area 1"</b>	<b>331</b>	<b>291</b>	<b>43</b>	<b>139</b>	<b>109</b>	
<b>Airport and South of Airport, East of Route 611 - "Area 2"</b>						
Commercial Infill South of Airport	20	20	0	20	0	15, 16
Vacant or Multi-lot Properties	4	4	1	2	1	6, 16
Assateague Greens Executive Golf Course/Range-9-holes	6	6	0	0	6	
Ocean City Airport, Clubhouse and Humane Society	32	32	32		0	1
Church	5	5	0	0	5	
Single Family Dwellings	20	20	0	1	19	9
Castaways Campground	88	88	88		0	2
Frontier Town Campground	130	200	166	34	0	3, 10
Commercial Portion of Frontier Town Campground	30	0			0	
<b>Subtotal EDUs in "Area 2"</b>	<b>335</b>	<b>375</b>	<b>287</b>	<b>57</b>	<b>31</b>	
<b>TOTAL EDUs</b>	<b>666</b>	<b>666</b>	<b>330</b>	<b>196</b>	<b>140</b>	
Note: See attached map for location of EDU allocations						
<b>Footnotes:</b>						
1 - Transferred 32 EDUs to Town of Ocean City on June 3, 2014 as part of the Eagles Landing Spray Irrigation MOU.						
2 - Sold 88 EDUs to Castaways Campground on July 3, 2014.						
3 - Sold 166 EDUs to Frontier Town Campground on March 30, 2017 by transferring 30 EDUs from Frontier Town Commercial allocation and 6 EDUs from "infill and intensification of properties in Area 1" allocation as agreed by Commissioners on September 19, 2017.						
4 - Sold 14 EDUs to Park Place on May 16, 2017.						
5 - Hampton Inn bought 40 EDUs from Mitch Parker and bought an additional 13 EDUs from the County on August 28, 2017.						
6 - Approved the sale of 2 EDU's to Victor H. Birch Property on March 20, 2018.						
7 - Approved the sale of 1 EDU to Eugene Parker Trust Property on April 3, 2018.						
8 - Approved the sale of 3 EDU's to L & B Ocean City, LLC Properties on April 3, 2018.						
9 - Approved the sale of 1 EDU to Michael Jay Deem Property on April 17, 2018.						
10 - Water and Sewerage Plan Amendment - 34 EDUs from "infill and intensification of properties in Area 1" to Frontier Town Campground for Expansion - approved on June 19, 2018 by County Commissioners (Resolution No. 18-17).						
11 - Approved the sale of 9 EDUs to Stockyard Inc. Property on June 19, 2018.						
12 - Approved the sale of 27 EDUs to GCR Development, LLC Property on July 3, 2018.						
13 - Approved the sale of 63 EDUs - (29-infill, 30-vacant, 4-commercial) - to Sea Oaks, LLC property on Sept 18, 2018. Pending MDE approval.						
14 - Approved the sale of 45 EDUs - (25-infill, 20-commercial) - to ODIE-1, LLC (Alamo Motel) property on October 23, 2018.						
15 - Approved the sale of 6 EDUs to Assateague Island Farm, LLC property on January 22, 2019, subject to various conditions.						
16 - Approved the sale of 15 EDUs to ES Adkins and Company property (14 commercial infill, 1 vacant) on February 19, 2019.						
17 - Approved the sale of additional 7 EDUs to Stockyard Inc. Property on July 16, 2019.						

RESOLUTION NO. 17 - 19

**RESOLUTION CREATING THE MYSTIC HARBOUR SANITARY SERVICE AREA  
SEWER EDU ALLOCATION PROCESS**

WHEREAS, the Mystic Harbour Wastewater Treatment Plant (WWTP) was upgraded and expanded in 2014 to provide additional sanitary sewer treatment capability to serve residential and commercial needs of properties within the Mystic Harbour Sanitary Service Area (SSA); and

WHEREAS, the upgrade and expansion resulted in a total of 200,000 gallons per day of additional sewage treatment capacity in the Mystic Harbour WWTP which created a total of 666 new Equivalent Dwelling Units (EDUs) of sewer capacity at a rate of 300 gallons per day per EDU which are now available in the Mystic Harbour SSA; and

WHEREAS, the planning documents included in the latest approved *Worcester County Water and Sewerage Master Plan* amendment regarding the Mystic Harbour SSA identified a number of goals for the additional capacity and included a chart (attached hereto) allocating the new EDUs to different areas within the Mystic Harbour SSA for different purposes; and

WHEREAS, on March 15, 2016, the Worcester County Commissioners reviewed and approved an implementation policy for the newly available sewer EDUs in the Mystic Harbour/West Ocean City SSA Overlay Area; and

WHEREAS, upon the recommendation of the Worcester County Water and Sewer Committee, the County Commissioners have determined that it is prudent to have an allocation process in place for all 666 new sewer EDUs in the Mystic Harbour SSA, not just those aimed at the Overlay Area, to include County Commissioner approval of future allocations.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Mystic Harbour Sanitary Service Area EDU Allocation Process is hereby adopted:

1. The allocation of Mystic Harbour Sanitary Service Area sewer EDUs shall only be approved for properties with an existing demonstrated need and in connection with either a permit or plan application specifying how and where the capacity will be allocated:

A. The project must apply to the County Commissioners for the EDU allocation while the project is pending as follows:

- i. Single Family Dwellings and change of use commercial spaces - The property owner or their representative must apply for and receive any needed EDU allocation prior to receiving any permit for the project. EDU(s) must be paid for in full at time of the first permit application.
- ii. Minor Site Plans and other projects requiring administrative approvals - The project must have completed the Technical Review Committee process (when required) or the granting of an administrative waiver before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final signature approval with the Zoning Administrator. A deposit shall be required upon application as detailed in

Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.

- iii. Major Site Plans - The project must have completed the Technical Review Committee process before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final site plan approval with the Planning Commission. A deposit shall be required upon application as detailed in Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.
  - iv. Residential Planned Community (RPC) - Concurrent with Step 1 of the RPC approval process, the project shall apply to the County Commissioners for EDU allocation. The project cannot move to Step 2 of the RPC approval process without sufficient EDUs being allocated. A deposit shall be required upon application as detailed in Section 1B hereof.
- B. Included with the application shall be a \$1,000 deposit per EDU applied for. If the County Commissioners deny the allocation or if the Planning Commission fails to approve the site plan, the deposit shall be returned. If the County Commissioners approve the allocation and if the Planning Commission approves the site plan or RPC, the deposit is non-refundable.
  - C. If the project approvals expire, the project shall lose its allocation of EDUs. The County shall return the amount paid to purchase the EDUs less the non-refundable deposit.
  - D. If after one year of the project having EDUs allocated to it, a building permit has still not been issued for the project, an additional deposit of \$1,000 per EDU per year shall be required for each year of additional reservation of service up to a maximum of five years. No reservation shall be allowed beyond five years. The additional deposit shall be paid not less than 60 days prior to the anniversary date of the original allocation approval. If the additional deposit is not paid as required or if five years elapses, the EDU allocation shall be null and void and all prior deposits shall be forfeited.
  - E. Applications shall be submitted to: Worcester County Administration, Government Center - Room 1103, One West Market Street, Snow Hill, MD 21863.
2. There shall be no transfers of sewer allocations permitted in the Mystic Harbour Sanitary Service Area (MHSSA) by property owners who have excess capacity allocated to their properties. In the event that excess sewer capacity exists on a property as a result of changes or modifications to the original development plan, any and all excess capacity shall revert to the MHSSA two years after the issuance of the certificate of occupancy for the last building shell in the project. The property owner shall only be entitled to the return of the amount of the original price paid to the County for the EDUs less the non-refundable deposit. The property owner shall be notified in writing of the forfeiture of the unused capacity. Such notice shall be sent by registered mail to the property owner(s) address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessments and Taxation.
  3. The current equity contribution in fiscal year 2018 (FY18) for each Mystic Harbour Sanitary Service Area sewer EDU is \$7,700, with quarterly debt service payments of \$54 per EDU


thereafter until the debt is paid in full. The equity contribution will be recalculated each fiscal year to include the debt service from the prior year. Quarterly debt service payments may be adjusted in the future to pay for additional debt incurred by the Mystic Harbour Sanitary Service Area.

4. Upon allocation of the EDUs, accessibility charges as established in the annual budget for the Mystic Harbour Sanitary Service Area shall become due and payable on a quarterly basis. The current accessibility charge is \$150 per quarter per EDU. Accessibility charges are non-refundable should the applicant fail to utilize the allocated EDUs.


AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 19<sup>th</sup> day of September, 2017.

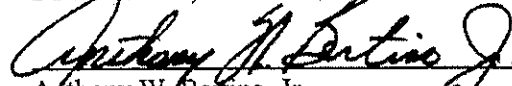
ATTEST:


  
Kelly Shanahan For HLH  
Harold L. Higgins - Kelly Shanahan  
Chief Administrative Officer; Assistant CAO

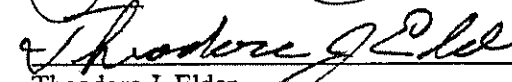
COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

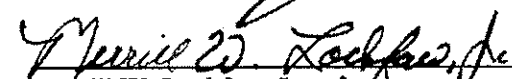
  
Madison J. Bunting, Jr., President


  
Diana Burnell, Vice President

  
Anthony W. Bertino, Jr.

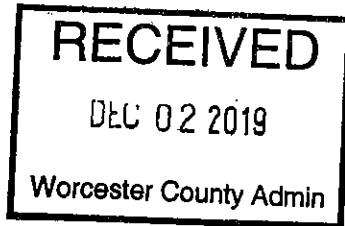
  
James C. Church

  
Theodore J. Elder

  
Merrill W. Lockfaw, Jr.

  
Joseph M. Mitrecic





10

Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: John H. Tustin, P.E., Director *JHT*  
DATE: December 2, 2019  
SUBJECT: Newark Spray Irrigation Project Easements

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

SOLID WASTE  
TEL: 410-632-3177  
FAX: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

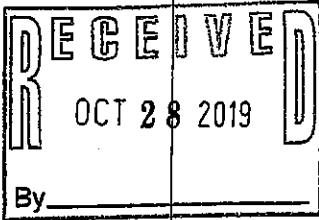
As discussed at the November 5, 2019 County Commissioner's meeting, we had received verbal conceptual approval from the 2 property owners granting the required easements to install the 6" force main on their property for the Newark Spray Irrigation Project. Attached hereto, are the documents that have been signed by the property owners and I now request the County Commissioners to execute them as well.

P.3  
P.8

Bids for this project are scheduled to be opened on December 9, 2019. Should you have any questions in the mean time, please do not hesitate to contact me.

Attachments

cc: John Ross, P.E. Deputy Director



Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

MEMORANDUM

Full set of plans and specifications available for review in County Administration

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** October 28, 2019  
**SUBJECT:** Bid Request – Newark Spray Irrigation

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

SOLID WASTE  
TEL: 410-632-3177  
FAX: 410-632-3000

FLEET MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

Attached for your review and approval are bid documents including the Bid Notice, Drawings, Specifications and Bidder's List for construction of the spray irrigation facilities for disposal of effluent from the Newark Wastewater Treatment Plant. This is the rebidding of the project originally bid on July 8, 2019.

In an effort to reduce the cost of the project, the following changes were made:

1. A Center Pivot Unit now replaces the fixed sprinkler heads originally bid;
2. The pipeline has been designed to follow Newark Road and existing pipeline easements instead of following the Railroad Right of Way;
3. Easements have been verbally agreed upon with the landowners for two new private easements to reduce the pipeline length by approximately 1,200 linear feet. Formal documents are being prepared;
4. A prefabricated pump station has replaced the site-built station originally designed; and
5. Other minor changes have been included to increase contractor flexibility.

We expect these changes will reduce the bid prices by 20% to 30% and bring the cost back to the original budget.

Funding for the project is being provided by a combination of a low interest loan and loan forgiveness of up to a total of \$2.08 million from the Maryland Department of the Environment.

We are requesting that the Commissioners authorize the Department to proceed with rebidding this work.

Should you have any questions, please feel free to call me.

Attachments

cc: John S. Ross, P.E. Deputy Director  
Jessica R. Wilson, CPA, Enterprise Fund Controller

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

UTILITY EASEMENT

THIS UTILITY EASEMENT, made this 3<sup>rd</sup> day of December, 2019, between CHESTER LEE JONES AND JUDY CAROL JONES hereinafter called "Grantor" and the COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, hereinafter called "Grantee".

WHEREAS, Grantor is the owner of land located in Worcester County, Maryland, approximately 1.5 miles north of the intersection of Newark Road and State Route 611 and recorded among the Land Records of Worcester County in Liber 5088, Folio 496, located in the fourth Tax District of Worcester County, 8627 Newark Road Newark MD 21841-2023 containing 15.72 acres Tax Map 40 Parcel 105.

WHEREAS, Grantee is the governing body of the Newark Sanitary Service Area pursuant to the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland; and

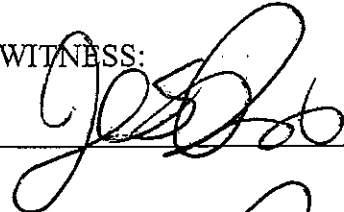
WHEREAS, the parties have agreed upon a Utility Easement benefiting Grantee crossing the lands of the Grantor, therein before referred to; and

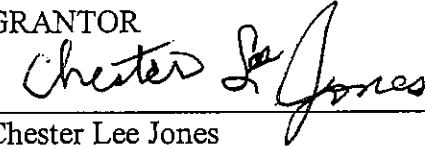
NOW, THEREFORE, this Utility Easement WITNESSETH:

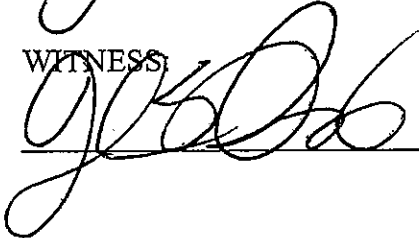
In consideration of the sum of Zero Dollar (\$0.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants unto Grantee a perpetual easement fifteen (15) feet in width and approximately 215 feet in length over, across and along the southern property line of the described parcel as shown on a drawing entitled "Proposed 15' Wide Force Main Easement over the Lands of the Worcester County Development Center, and Chester Lee & Judy Carol Jones, 4<sup>th</sup> Tax District, Worcester County, Maryland" as prepared by W. Bruce Wagner, PLS, Dated October, 2019, attached hereto and recorded together herewith for the following purposes:

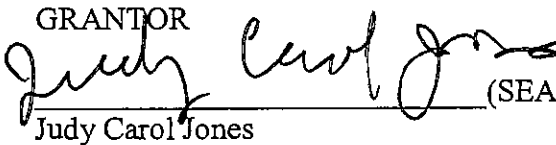
1. To install, operate, maintain, add to, extend, relocate and remove sewer and water lines, laterals and mains and/or water lines and other facilities relating thereto, including all necessary accessories and appurtenances, together with the right to enter upon the land for the purpose of performing such installations, operations, maintenance, extensions, relocation or removal. The Grantee shall have the right to dig, grade, plow, or otherwise disturb the soil upon the property for the purposes hereof and shall have all necessary rights of ingress, egress, and regress over the land of the Grantor as required for the enjoyment of the rights granted herein.
2. Grantor agrees not to place any improvements, including trees or other foliage within seven and one half feet (7.5') of either side of the center line of this Utility Easement and shall not erect any structures or improvements which would in any way interfere with Grantee's enjoyment of its rights hereunder.

3. Grantor covenants that it is seized of and has the right to convey the foregoing Utility Easement and its rights and privileges and agrees that Grantee shall have quiet and peaceful possession, use and enjoyment of the aforesaid Utility Easement, rights and privileges and agrees that this Utility Easement shall be binding upon and inure to the benefit of the Grantor and Grantee and their respective heirs, personal representatives, administrators, successors and assigns.
4. The parties agree that easement granted in this document shall be described as follows: Underground Easement for sewer and water lines and shall be located on the lands referred to above.
5. Grantor covenants that there is no lienholder on said property

WITNESS:  
  
 \_\_\_\_\_

GRANTOR  
  
 \_\_\_\_\_ (SEAL)  
 Chester Lee Jones


WITNESS:  
  
 \_\_\_\_\_

GRANTOR  
  
 \_\_\_\_\_ (SEAL)  
 Judy Carol Jones

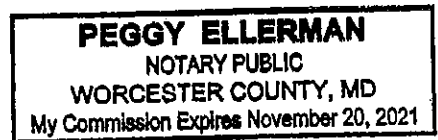
STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this 26 day of November, 2019, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared Chester Lee & Judy Carol Jones, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal:

  
 \_\_\_\_\_  
 Notary Public

Commission Expires: 11/20/21



WITNESS:  
 \_\_\_\_\_  
 Harold L. Higgins, CAO

GRANTEE  
 \_\_\_\_\_  
 \_\_\_\_\_ (SEAL)  
 Diana Purnell, President

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal:

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

AFFIDAVIT

I HEREBY CERTIFY that the foregoing document was prepared by the "Grantee" or its attorney, licensed to practice in the State of Maryland.

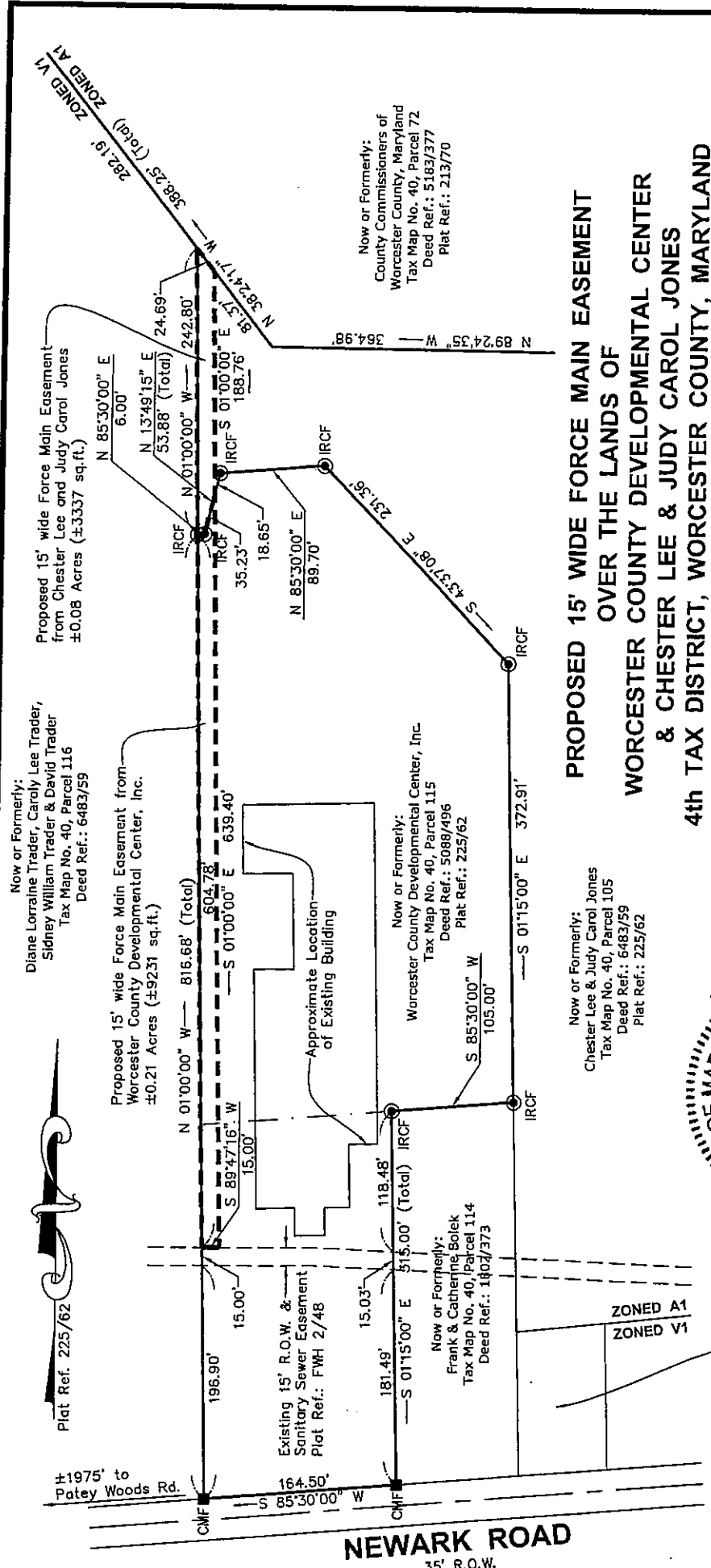
\_\_\_\_\_  
Maureen F.L. Howarth, County Attorney

**Easement Description  
over the lands of  
Chester Lee and Judy Carol Jones**

Situated in the 4th Tax District, County of Worcester, State of Maryland and known as being a 15' wide Force Main Easement over and upon a parcel of land now or formerly conveyed to Chester Lee and Judy Carol Jones, as recorded in Deed Book 6483, Page 59 in Worcester County records, and being more particularly described as follows:

COMMENCING at the Southwest corner of the lands of Worcester County Developmental Center, Inc., as recorded in Deed Book 5088, Page 496 in Worcester County records, said corner lying on the Northerly right-of-way line of Newark Road, a 30' wide right-of-way, and being a Concrete Monument Found; thence, North 01°00'00" West, a distance of 816.68 feet to a Capped Iron Rod Found and being the POINT OF BEGINNING;

Thence, North 01°00'00" West, a distance of 242.80 feet to a point on the Southwesterly property line of the lands of the County Commissioners of Worcester County, Maryland, as recorded in Deed Book 5183, Page 377 in Worcester County records; thence, along said Southwesterly property line of the lands of the County Commissioners of Worcester County, Maryland South 38°24'17" East, a distance of 24.69 feet to a point; thence, South 01°00'00" East, a distance of 188.76 feet to a Capped Iron Rod Found; thence, South 13°49'15" West, a distance of 35.23 feet to a Capped Iron Rod Found; thence South 85°30'00" West, a distance of 6.00 feet to the POINT OF BEGINNING and containing 0.08 acres (3,337 square feet) of land, more or less.



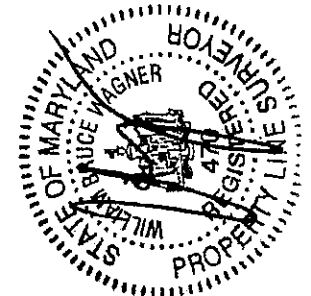
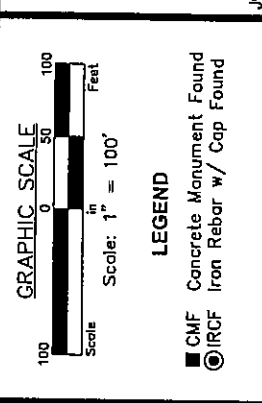
**PROPOSED 15' WIDE FORCE MAIN EASEMENT  
OVER THE LANDS OF  
WORCESTER COUNTY DEVELOPMENTAL CENTER  
& CHESTER LEE & JUDY CAROL JONES  
4th TAX DISTRICT, WORCESTER COUNTY, MARYLAND**

**W. BRUCE WAGNER**  
PROPERTY LINE SURVEYOR, LLC  
33915 Bob Smith Rd.  
Pittsville, MD 21650  
410-430-0287  
bwagnersurveying@gmail.com

SURVEYED BY: WBW  
DRAWN BY: MPB  
DATE: Oct. 2019

**NOTES**

1. Tax Map No. 40, Parcels 105 & 115
2. Zoned: A-1 & V-1



**Now or Formerly:**  
Diane Lorraine Trader, Caroly Lee Trader,  
Sidney William Trader & David Trader  
Tax Map No. 40, Parcel 116  
Deed Ref.: 6483/59

**Now or Formerly:**  
Chester Lee & Judy Carol Jones  
Tax Map No. 40, Parcel 105  
Deed Ref.: 6483/59  
Plat Ref.: 225/62

**Now or Formerly:**  
Worcester County Developmental Center, Inc.  
Tax Map No. 40, Parcel 115  
Deed Ref.: 5088/496  
Plat Ref.: 225/62

**Now or Formerly:**  
Frank & Catherine Bolek  
Tax Map No. 40, Parcel 114  
Deed Ref.: 1404/373

**Now or Formerly:**  
Brandon M. & Tracey A. Age  
Tax Map No. 40, Parcel 113  
Deed Ref.: 6975/321

**NEWARK ROAD**  
35' R.O.W.

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

UTILITY EASEMENT

THIS UTILITY EASEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, between WORCESTER COUNTY DEVELOPMENTAL CENTER INC. hereinafter called "Grantor" and the COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, hereinafter called "Grantee".

WHEREAS, Grantor is the owner of land located in Worcester County, Maryland, approximately 1.5 miles north of the intersection of Newark Road and State Route 611 and recorded among the Land Records of Worcester County in Liber 5088, Folio 496, located in the fourth Tax District of Worcester County, 8545 Newark Road, Newark MD 21841 containing 4.23 acres Tax Map 40 Parcel 115.

WHEREAS, Grantee is the governing body of the Newark Sanitary Service Area pursuant to the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland; and

WHEREAS, the parties have agreed upon a Utility Easement benefiting Grantee crossing the lands of the Grantor, therein before referred to; and

NOW, THEREFORE, this Utility Easement WITNESSETH:

In consideration of the sum of Zero Dollars (\$0.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants unto Grantee a perpetual easement fifteen (15) feet in width and 639 feet in length over, across and along the southern property line of the described parcel as shown on a drawing entitled "Proposed 15' Wide Force Main Easement over the Lands of the Worcester County Development Center, and Chester Lee & Judy Carol Jones, 4<sup>th</sup> Tax District, Worcester County, Maryland" as prepared by W. Bruce Wagner, PLS, Dated October, 2019, attached hereto and recorded together herewith for the following purposes:

1. To install, operate, maintain, add to, extend, relocate and remove sewer and water lines, laterals and mains and/or water lines and other facilities relating thereto, including all necessary accessories and appurtenances, together with the right to enter upon the land for the purpose of performing such installations, operations, maintenance, extensions, relocation or removal. The Grantee shall have the right to dig, grade, plow, or otherwise disturb the soil upon the property for the purposes hereof and shall have all necessary rights of ingress, egress, and regress over the land of the Grantor as required for the enjoyment of the rights granted herein.
2. Grantor agrees not to place any improvements, including trees or other foliage within seven and one half feet (7.5') of either side of the center line of this Utility Easement and shall not erect any structures or improvements which would in any way interfere with Grantee's enjoyment of its rights hereunder.



3. Grantor covenants that it is seized of and has the right to convey the foregoing Utility Easement and its rights and privileges and agrees that Grantee shall have quiet and peaceful possession, use and enjoyment of the aforesaid Utility Easement, rights and privileges and agrees that this Utility Easement shall be binding upon and inure to the benefit of the Grantor and Grantee and their respective heirs, personal representatives, administrators, successors and assigns.
4. The parties agree that easement granted in this document shall be described as follows: Underground Utility Easement for sewer and water lines and shall be located on the lands referred to above.
5. Grantor covenants that there is no lienholder on said property.

WITNESS:

[Handwritten Signature]

GRANTOR

[Handwritten Signature] (SEAL)  
 Worcester County Developmental Center, Inc.  
 Jack Ferry, Executive Director

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this 27 day of NOVEMBER, 2019, before me, the undersigned, officer, a Notary Public in and for the State and County aforesaid, personally appeared Jack Ferry, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal:

[Handwritten Signature]  
 Notary Public

Commission Expires: 9/1/2020

WITNESS:

GRANTEE

[Handwritten Signature]  
 Harold L. Higgins, CAO

[Handwritten Signature] (SEAL)  
 Diana Purnell, President

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal:

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

AFFIDAVIT

I HEREBY CERTIFY that the foregoing document was prepared by the "Grantee" or its attorney, licensed to practice in the State of Maryland.

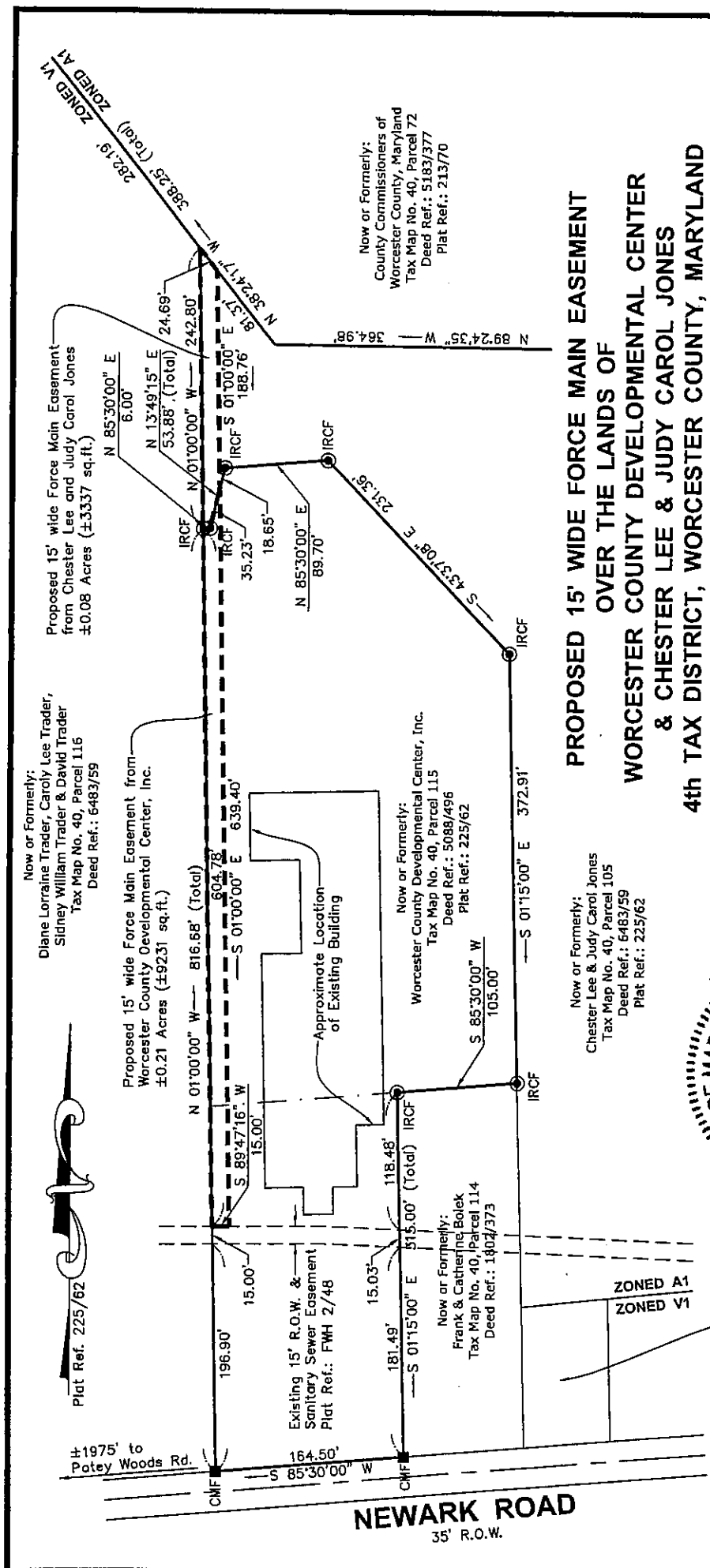
\_\_\_\_\_  
Maureen F.L. Howarth, County Attorney

**Easement Description  
over the lands of  
Worcester County Developmental Center, Inc.**

Situated in the 4th Tax District, County of Worcester, State of Maryland and known as being a 15' wide Force Main Easement over and upon a parcel of land now or formerly conveyed to Worcester County Developmental Center, Inc., as recorded in Deed Book 5088, Page 496 in Worcester County records, and being more particularly described as follows:

COMMENCING at the Southwest corner of said lands of Worcester County Developmental Center, Inc., said corner lying on the Northerly right-of-way line of Newark Road, a 30' wide right-of-way, and being a Concrete Monument Found; thence, North 01°00'00" West, a distance of 211.90 feet to the POINT OF BEGINNING;

Thence, North 01°00'00" West, a distance of 604.78 feet to a Capped Iron Rod Found; thence, North 85°30'00" East, a distance of 6.00 feet to a Capped Iron Rod Found; thence, North 13°49'15" East, a distance of 35.23 feet a Capped Iron Rod Found; thence, South 01°00'00" East, a distance of 639.40 feet a point; thence, South 89°47'16" West, a distance of 15.00 feet to the POINT OF BEGINNING and containing 0.21 acres (9,231 square feet) of land, more or less.



**PROPOSED 15' WIDE FORCE MAIN EASEMENT  
OVER THE LANDS OF  
WORCESTER COUNTY DEVELOPMENTAL CENTER  
& CHESTER LEE & JUDY CAROL JONES  
4th TAX DISTRICT, WORCESTER COUNTY, MARYLAND**

**W. BRUCE WAGNER**  
PROPERTY LINE SURVEYOR, LLC  
33915 Bob Smith Rd.  
Pittsville, MD 21850  
410-630-0287  
bwagnerurveying@gmail.com

SURVEYED BY: WBW  
DRAWN BY: MPB  
DATE: 2019

**NOTES**

1. Tax Map No. 40, Parcels 105 & 115
2. Zoned: A-1 & V-1

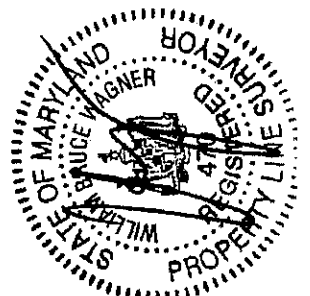
JOB NO. 19-053

**GRAPHIC SCALE**

Scale: 1" = 100'

**LEGEND**

- CMF Concrete Monument Found
- IRCF Iron Rebar w/ Cop Found



December 2, 2019  
EA Project No. 1548101

**TO:** Bidders of Record

**FROM:** EA Engineering, Science, and Technology, Inc., PBC  
11200 Racetrack Road, Unit 101A  
Ocean Pines, MD 21811

**RE:** Addendum No. 01  
Worcester County Department of Public Works  
Newark Spray Irrigation

TO ALL BIDDERS: This Addendum No. 1 contains modifications to the Contract Documents. This Addendum No. 1 shall supplement, amend, and become part of the Contract Documents and Construction Specifications for the title project and contract.

Except as may be otherwise described, bidding requirements, materials, and workmanship for the work described herein shall conform to all requirements of the original Contract Documents, except as modified using succeeding addenda. The following Addendum to the specifications and drawings is made a part of the project and takes precedence over the section of the specifications, in part, and/or drawings, as originally written, or as modified in succeeding addenda. All bids shall be based on this addendum in accordance with the Bidding Documents.

- Modifications to Contract Documents
- Questions and Responses
- Pre-bid meeting minutes
- Pre-bid sign-in sheet

## **MODIFICATIONS TO CONTRACT DOCUMENTS**

### Contract Documents and Specifications

- DELETE "Bid Form" in its entirety and REPLACE with the attached "Bid Form"
- DELETE "Section 01 20 00 Measurement and Payment" in its entirety and REPLACE with the attached "Section 01 20 00 Measurement and Payment"

### Questions and Responses

- Question 1: How should I bid the item # 28? The item 27 is one service which has a Rack item 21. Item 28 has a rack as well. But item 21 shows ONLY one. Do we bid it as one and ask for a change order to make it two?
- Response 1: See the attached revised Bid Form delineating the electrical work at the Lagoon and Spray Sites.
- Question 2: Note 5 on drawing E-101 ask for upgrade to existing County software. Need to know exactly the intent for this upgrade. Need part numbers of any upgrades they desire.

Response 2: The intent is to incorporate the Newark Spray Irrigation System into the existing Worcester County SCADA system, and to allow access by cellular telephone by County personnel to control the Newark Spray pump. The integration into the County SCADA system is segregated into Bid Alternate Item No. 01.

Question 3: I downloaded the VTScada price sheet. Ask them to define exactly what they want included in the bid. Note talks about thin clients. The thin client option is based on tag count. What is the tag count of their existing system?

Response 3: Contractor can assume a tag count of 10,000.

Question 4: I had a representative for the Floating Zone Baffle ask about the spec for this. I couldn't find one in the spec book. Could you help me out with that?

Response 4: The floating zone baffle shall be inclusive of completely enclosed cell polyfoam logs (minimum buoyance of 60 pcf), bottom ballast, concrete anchors, cable and end/baffle connections (cable and connections shall be stainless steel) and baffle curtain material provided by Engineered Textile Products, Inc. or approved equal. The floating baffle curtain material shall be Style 6730 XR-5 by Seaman Corporation or approved equal.

Question 5: Will the County draw down the lagoon level prior to construction?

Response 5: The County will draw down the lagoon level to extent practicable with given flows and precipitation. The Contractor can assume that a window of 45 calendar days of storage following the County's draw down attempts.

**PRE-BID MEETING MINUTES  
NEWARK SPRAY IRRIGATION  
WORCESTER COUNTY, MD**

DATE: November 20, 2019  
TIME: 10:00 A.M.  
LOCATION: Worcester County Department of Public Works Water and Wastewater  
Administration Building:  
1000 Shore Lane  
Ocean Pines, Maryland 21811

Introductions

Owner: County Commissioners of Worcester County (DPW)  
Engineer: EA Engineering, Science and Technology, Inc., PBC (EA)

Attendees

Darl Kolar	EA Engineering	<a href="mailto:dkolar@eaest.com">dkolar@eaest.com</a>
Steven Lemasters	EA Engineering	<a href="mailto:Slemasters@eaest.com">Slemasters@eaest.com</a>
Barry Brooks	EA Engineering	<a href="mailto:Bbrooks@eaest.com">Bbrooks@eaest.com</a>
John Ross	Worcester County	<a href="mailto:Jross@worcester.md.us">Jross@worcester.md.us</a>
Mike McCabe	Worcester County	<a href="mailto:Mmccabe@worcester.md.us">Mmccabe@worcester.md.us</a>
Gary Serman	Worcester County	<a href="mailto:gserman@co.worcester.md.us">gserman@co.worcester.md.us</a>
Keith Cordren	Bunting & Murray	<a href="mailto:keith@buntingandmurray.com">keith@buntingandmurray.com</a>
Lee Martinson	SMI Services	<a href="mailto:lmartinson@smicompanies.net">lmartinson@smicompanies.net</a>
Josh Abbott	Lywood Electric	<a href="mailto:abbott68@yahoo.com">abbott68@yahoo.com</a>
Patrick Kintz	A-Del Construction	<a href="mailto:pkintz@a-del.com">pkintz@a-del.com</a>
Fred Klaveweiden	T.K. Construction	<a href="mailto:FredK@tk-construction.com">FredK@tk-construction.com</a>
Shaun Fink	Breakwater Construction	<a href="mailto:shaun@breakwaterce.com">shaun@breakwaterce.com</a>
Jeff Phillips	AIM Services	<a href="mailto:jphillips@aimservicesinc.com">jphillips@aimservicesinc.com</a>
Scott Whitt	AIM Services	<a href="mailto:swhitt@aimservicesinc.com">swhitt@aimservicesinc.com</a>
Rich Mazol	Chesapeake Turf	<a href="mailto:Rich@chesapeaketurf.com">Rich@chesapeaketurf.com</a>

Project Description

- Installation and construction of approximately 6,700 linear feet of discharge piping, center pivot irrigation system, and pump station.
- Lagoon Earthwork
- Chlorine Contact Chamber internal feature demolition.
- Demolition, abandonment and removal of existing piping.
- Gravel access driveways
- Construction modification of existing Chlorine Contact Chamber walls for retrofit to pumping station wet well.
- Install vault, magnetic flow meter, pressure sensor, and appurtenances

- Install Equipment Mounting Rack, including Pump Control Panel, VFD's, and power distribution equipment.
- Install transformer and panelboard LP1.
- Program Pump Control Panel's PLC and Operator Interface Terminal, and integrate Pump Station into the existing Worcester County SCADA system.
- Prepare and supply Operation and Maintenance Manuals for all equipment.
- Conduct Start-up test and provide testing results to Owner and Engineer.
- Other work as shown on the plans and specifications

#### Project Funding and Requirements

- The project is funded by the Clean Water State Revolving Fund (CWSRF) administered by the Environmental Protection Agency and the Maryland Department of the Environment.
- CWSRF requirements are included in the bid documents and include, but not limited to
  - Use of American iron and steel
  - Adherence to applicable Davis Bacon Act prevailing wage rates
  - Participation of Disadvantaged Business Enterprises

#### Bid Due Date

- Bids are due on Monday, 9 December 2019 at 1:00 PM in the Offices of the County Commissioner's Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863

#### Bonds and Bid Form

- Performance and Payment Bonds are required for this project.
- Proposal/Bid Bond shall be included in the Bid Package.

#### Completion Time

- Contract Time will be 240 Days
- Liquidated damages will be \$1,000 per day for the first 30 days and increase to \$5,000 per day for each day after, until work is completed.
- Retainage in the amount of 10 (percent) of each progress payment will be withheld by the Owner. The retainage will be paid at the time of completion.
- Contractor to submit proposed schedule and update as required.
- Certificate of Substantial Completion can be issued following the successful testing of the completed center pivot spray irrigation system with clean water and identified punch list items.
- Contract time will cease to run when Certificate of Substantial Completion is issued.
- Contractor must notify Construction Manager within 2 days of any event that will delay project.
- Claims for weather days must be requested by the 15<sup>th</sup> of the following month. Detailed back-up must be submitted with the request.

#### Submittals

- Submittals can be provided electronically to initiate review, but sufficient hard copies are



required to allow the County to keep two hard copies.

Requests for Information

- All RFIs to be in writing or by email and numbered sequentially.
- Contractor to maintain an RFI log.

Record Drawings

- Maintain red line mark-ups at site at all times.

Permitting and Requirements

- General Permit for Stormwater associated with Construction Activity (Notice of Intent) in place.
  - Maryland Department of the Environment (Green Card). Contractor shall maintain onsite a person who holds a current issued sediment control Green Card.
- Erosion and Sediment Control – Worcester Soil Conservation District
- Stormwater Management Approval – Worcester County Environmental Programs
- The County is currently acquiring two private utility easements for the project to utilize, specifically along the Worcester County Developmental Center and subsequently the Jones properties.

QUESTIONS AND ANSWERS

- Question No. 01*      *Where can the contract documents be obtained and in what format?*  
Response No. 01      Per the Contract Documents, Section A “Instructions to Bidders”, Item 2.1 states that bid documents are available from DiCarlo Precision Instruments, Inc. 2006 Northwood Drive, Salisbury, Maryland 21801 (410-749-0112). Documents can be purchased either as paper or digital files.
- Question No. 02*      *Can the sign-in sheet be distributed?*  
Response No. 02      Copies of the sign-in sheet were distributed at the meeting and is attached to these pre-bid meeting minutes.
- Question No. 03*      *What are the requirements for American Steel? Are the pumps required to be made with American steel and fabricated in the United States?*  
Response No. 03      The American Steel requirement applies to structural steel associated with the pump station and modifications to the existing chlorine contact chamber, the pipeline and miscellaneous. The pumps and center pivot irrigation systems are considered mechanical materials and not anticipated to be required to meet the American steel requirement. Contractor is reminded that General Guidance for the Requirement for the use of American Iron and Steel Products is included Section B of the Contract Documents

*Question No. 04*      *Is there a cost estimate for the project and can it be distributed?*  
Response No. 04      An Engineer's Estimate of Probable Cost was prepared to comply with Maryland Department of the Environment's funding requirements. This cost estimate was prepared primarily utilizing the unit costs associated with the previous design. The Engineer's Estimate of Probable Cost of the project is between \$1.6 and \$1.7 Million. This dollar figure **shall not** be considered the contractor's target bid price. In addition, Mr. John Ross stated that the previous project design bids were received at a price of \$2.3 million and the costs were the primary cause of the project being redesigned.

*Question No. 05*      *Can electrical wiring be installed within the forcemain trench?*  
Response No. 05      No. With the exception of a small amount of electrical work between the wet well and valve vault, there is no electrical work within the forcemain trench. Between the wet well and the valve vault, it is not acceptable to place both within the same trench.

*Question No. 06*      *Is the existing electrical service adequate for the pump station?*  
Response No. 06      The existing electrical service is adequate for the existing pump station; the existing electrical service will not be adequate for the new pump station and thus the requirement of coordinating with Choptank to change the utility transformer.

*Question No. 07*      *Is the contractor or Choptank Electric responsible for the installation of the transformer at the wastewater treatment plant?*  
Response No. 07      Choptank Electric is responsible for the installation of electric service from the three-phase distribution cabinet to and including the utility Transformer. Choptank Electric is the service provider at the wastewater treatment plant site and Delmarva Power at the spray irrigation site.

Attachments

1. Pre-Bid Sign in Sheet



WORCESTER COUNTY  
 NEWARK SPRAY IRRIGATION  
 PRE-BID MEETING  
 SIGN IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>EMAIL</u>
1. STEVEN LEMASTERS	EA	410-641-5371	sllemasters@eaest.com
2. DARL KOLAR	EA	410-641-5371	dkolar@eaest.com
3. Keith A. Cordrey	BUNTING & MURRAY	302-436- <sup>5144</sup> <del>994</del>	Keith@buntingandmurray.com lmarthuse@
4. Lee S. Martinson	S.M.T. SERVICES	443-239-0935	SMDCOMPANIES.net
5. Josh Abbott	Lywood Electric	443-669-6882	abbott68@yahoo.com
6. Scott Whit	AIM	443-890-3165	SWHIT@AIMSERVICESINC.com
7. Patrick Kintz	A-Del Construction	302-354-3720	pkintz@q-del.com
8. FRED KLAVERWEIDEN	T.K. CONSTRUCTION	443-783-4988	FRED@TK-CONSTRUCTION.COM JPHILLIPS@AIMSERVICES
9. JEFF PHILLIPS	AIM	410-603-0085	INC.COM
10. SHAUN C. FINK	BREAKWATER CONST	302-542-7174	shaun@breakwaterce.com
11. Barry Brooks	EA	443 235 4832	
12. Gary Seaman	WorCity DPW	410-641-5251 + 2415	gseaman@co.worcester.md.us
13. Michael McCabe	WorCity DPW	410-641-5251	mmccabec@co.worcester.md.us
14. John Ross	DPW	410-641-5251	jross@co.worcester.md.us
15. RICK MAZOH	CHESAPEAKE TURF, LLC	302-922-1317	RIK@CHESAPEAKE TURF.COM
16.			
17.			
18.			
19.			

**BID FORM**

PROJECT IDENTIFICATION: Newark Spray Irrigation

CONTRACT IDENTIFICATION: \_\_\_\_\_

THIS BID IS SUBMITTED TO: County Commissioners of Worcester County—OWNER

SUBMIT BID AT: Worcester County Government Center  
1 West Market Street  
Room 1103  
Snow Hill, Maryland 21863  
Attn: Mr. John Ross, P.E., Deputy Director of Public Works

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicted in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for one hundred and twenty (120) days after the day of Bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER’S Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:
  - a. Bidder has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):
 

Date(s)	Number(s)
_____	_____
  - b. Bidder has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
  - c. Bidder has obtained and carefully studies (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress,

- performance, or furnishing of the Work as Bidder considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of Article 4 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Bidder for such purposes.
- d. Bidder has reviewed and checked all information and data shown on or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of Article 4 of the General Conditions.
  - e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
  - f. Bidder has given ENGINEER written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to Bidder.
  - g. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation: Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
4. Bidder will complete the Work within two hundred and forty (240) calendar days from receipt of Notice to Proceed for the following price as indicated on the Bid Form.

BID FORM  
NEWARK SPRAY IRRIGATION  
WORCESTER COUNTY, MARYLAND

ITEM NO.	BASE BID ITEM DESCRIPTION	ESTIMATED QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
<b>GENERAL</b>					
1	Mobilization and Demobilization	1	LS		
2	Survey and Stake Out	1	LS		
3	Equipment Startup and Forcemain Pressure Testing	1	LS		
4a	Lagoon Earthwork – Structural Fill	800	CY		
4b	Lagoon Earthwork - Clay	400	CY		
5	Raising of Existing Concrete Comminutor, Manhole, and Valve Vault	3	EA		
6	Selective Demolition and Abandonment	1	LS		
<b>EROSION AND SEDIMENT CONTROL</b>					
7	Furnish and Install Stabilized Construction Entrance	2	EA		
8	Furnish/Install/Maintain Silt Fence	7000	LF		
9	Furnish/Install/Maintain Super Silt Fence	1400	LF		
10	Vegetative Stabilization	10	AC		
11	Gravel Access Driveways	400	CY		
12	Turbidity Barrier - Type 1	440	LF		
<b>CHLORINE CONTACT CHAMBER DEMOLITION</b>					
13	Wet Well structure retrofit (Demo, Associated Excavation for vertical expansion)	1	LS		
14	Demolish and Remove all Mechanical Equipment, Hangers, Fiberglass Lid, and Baskets	1	LS		
15	Remove Associated Electrical Items and Controls	1	LS		
<b>WET WELL AND VALVE VAULT RENOVATIONS</b>					
16	Furnish and Install all items and material associated with construction of the wet well	1	LS		
17	SS Hardware and cables, link seals and associated piping for suction lift station	1	LS		
18	Floats and Ultrasonic Level Sensor	1	LS		
19	Magnetic Flow Meter, Vault and Appurtenances	1	LS		
20	Suction Lift Station	1	LS		
<b>ELECTRICAL</b>					
21	Electrical Service at the Lagoon	1	LS		
22	Equipment Mounting Rack at the Lagoon	1	LS		
23	Pump Control Panel (at the Lagoon)	1	LS		
24	Power Distribution Equipment (panelboards, electrical utility meter, disconnect switch, combination motor starters, transformer) at the Lagoon	1	LS		
25	Site work at the Lagoon (including installation of the underground conduits and conductors)	1	LS		
26	Miscellaneous Equipment at Lagoon (including the site light and exhaust fan)	1	LS		
27	Electrical Service at Spray Field	1	LS		
28	Equipment Mounting Rack at the Spray Field	1	LS		
29	Pump Control Panel for the Center Pivot (at the Spray Field)	1	LS		
30	Power Distribution Equipment (panelboard, electrical utility meter, disconnect switch, combination motor starters) at the Spray Field	1	LS		

31	Site work at the Spray Field (including installation of the underground conduits and conductors)	1	LS		
32	Miscellaneous equipment at the Spray Field	1	LS		
MECHANICAL					
33	Furnish and Install Air Release Valve	2	EA		
34	Furnish and Install Blow Off Valves	3	EA		
35	Furnish and Install Sampling Station	1	EA		
36	Furnish and Install Fittings	1	LS		
37	Furnish and Install RCP Pipe	40	LF		
38	Furnish and Install Duplex Basket Strainer	1	EA		
39	Furnish and Install 6" C-900 Forcemain – Open Cut	3,100	LF		
40	Furnish and Install 6" Directional Drilled Forcemain	3,600	LF		
41	Furnish and Install Precast Concrete Air Release and Blow off Valve Structures	13	EA		
42	Center Pivot Spray Irrigation System	1	LS		
43	AASHTO No. 57 Stone for Pipe Bedding	100	Tons		
		TOTAL BID:			
ITEM NO.	ALTERNATE BID ITEM DESCRIPTION	ESTIMATED QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
01	Allowance for Integration of Equipment into County Scada System, Programming Changes to Existing Central Computer	1	LS		

TOTAL BASE BID (Bid Items 1- 43) PRICE IN WORDS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL BASE WITH ADD ALTERNATES (Bid Items 1- 43 and Alternate Bid Item No. 01) BID PRICE IN WORDS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. The following documents are attached to and made a condition of this Bid:
  - a. Required bid Security in the form of bond or cashier's check.
  - b. A tabulation of Subcontractors, Suppliers, and other persons and organizations required to be identified in this Bid.
  - c. Bidder's Qualification Statement with supporting data.
  
6. Communications concerning this Bid shall be addressed:

Darl Kolar, P.E.  
EA Engineering, Science, and Technology, Inc., PBC  
11200 Racetrack Road, Unit 101A  
Ocean Pines, MD 21811

7. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED ON \_\_\_\_\_, 201\_\_.

If Bidder is:

An Individual

By \_\_\_\_\_ (SEAL)  
(Individual's Name)

\_\_\_\_\_  
(Signature)

doing business at

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

A Partnership

By \_\_\_\_\_ (SEAL)  
(Firm Name)

\_\_\_\_\_  
(General Partner)

\_\_\_\_\_  
(Signature)

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_



A Corporation

By \_\_\_\_\_ (SEAL)  
(Corporation Name)

\_\_\_\_\_  
(State of Incorporation)

By \_\_\_\_\_  
(Name of Person Authorized to Sign)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

(Corporate Seal)

Attest \_\_\_\_\_ (SEAL)  
(Secretary)

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

A Joint Venture

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party of the joint venture should be in the manner indicated above.)

**SECTION 01 10 00  
MEASUREMENT AND PAYMENT**

**PART I – GENERAL**

**1.1 DESCRIPTION**

**1.1.1 Scope of Work**

The items listed in this section refer to and are the same pay items listed on the Bid Form. They constitute all of the pay items for the completion of the Work. Compensation for all such services and materials shall be included in the prices stipulated for the lump sum and unit price pay items listed herein. Items of Work not specifically included in this Section for measurement and payment as described herein will not be measured for payment, but will be considered incidental to the Contract with the associated costs borne solely by the CONTRACTOR.

Schedule of Values

- The Schedule of Values is a list of line items, corresponding to each aspect of the Work, establishing in detail the value or cost of each major part of the Work, and is submitted to ENGINEER for acceptance.
- Upon request of ENGINEER, support values with data that substantiate their correctness.
- The preliminary Schedule of Values is submitted to the ENGINEER for initial review. The CONTRACTOR shall incorporate the ENGINEER's comments into the Schedule of Values and provide a re-submittal to the ENGINEER. The ENGINEER may require corrections and re-submittal of the Schedule of Values until it is acceptable.
- The Schedule of Values and the Progress Schedule updates specified in Section 01300, Submittals shall be used as the basis for preparing each Application for Payment. The Schedule of Values may be used as a basis for negotiating the price of changes in the Work.
- Unit price payment items with their associated quantity shall be included in the Schedule of Values. Provide in the Schedule of Values a detailed breakdown of the unit prices when required by the ENGINEER.

**1.2 SUBMITTALS**

Schedule of Values

- The CONTRACTOR shall submit to the ENGINEER for acceptance a Schedule of Values that allocates cost to each item of the Work.

- The Schedule of Values shall include an itemized list of Work for each major part of the Contract, for each payment item as listed in the Bid Form.
- This schedule, when approved by the ENGINEER, shall be used as the basis for the CONTRACTOR's Applications for Progress Payments.
- Submit the required number of copies of the Schedule of Values to ENGINEER at or before the Pre-construction meeting. The first Application for Payment will not be processed without a Schedule of Values approved by the ENGINEER.
- When required by the ENGINEER, promptly submit an updated Schedule of Values to include cost breakdowns for changes in the Work, including Change Orders.

### **1.3 MEASUREMENT**

Measurement shall be made in accordance with the Bid Form items and as described in the following sections.

#### **1.3.1 Estimate of Quantities**

The estimated quantities for unit price pay items, as listed in the Bid Form, are approximate only and are included solely for the purpose of comparison of Bids. The ENGINEER does not expressly or by implication agree that the nature of the materials encountered below the surface of the ground or the actual quantities of material encountered or required will correspond therewith, and reserves the right to increase or decrease any quantity or to eliminate any quantity as the ENGINEER may deem necessary in accordance with the Contract Documents. CONTRACTOR shall not be entitled to any adjustment in a unit bid price as a result of any change in an estimated quantity and agrees to accept the aforesaid unit bid prices as complete and total compensation for any additions or deductions caused by changes or alterations in the Work directed by the COUNTY. Increased or decreased Work involving change orders will be paid for as stipulated in the Contract Documents.

Payment for unit price earthwork quantities shall be computed by field survey grid method and analysis using AutoCAD Civil 3D 2012 or similar software. Points shall include all slope breaks and features. A maximum 10-foot by 10-foot (10' x10) grid or cross sections every 5-ft (as determined by the ENGINEER shall be used in the field and the vertical tolerance shall be 0.01 foot (0.01'). Alternative methods may be used as approved by the ENGINEER. Surveys shall be field run by CONTRACTOR'S independent licensed surveyor.

### **1.4 PAYMENT**

Payments to the CONTRACTOR shall be in accordance with Paragraph GC.14 of the General Conditions and the Agreement.

Lump sum price items shall be paid for the actual percentage of Work completed as identified in the approved Schedule of Values as required in Paragraph 1.5.

Unit price items shall be paid in accordance of Paragraph GC.14.c of the General Conditions and the Agreement.

Payment for the Work shall be made in accordance with the Bid Form items as described in the following sections.

#### **1.4.1 Payment Items**

The items listed in the Contract Documents refer to the pay items listed on the Bid Form. They constitute all of the pay items for the completion of the Work. Compensation for all such services and materials shall be included in the prices stipulated for the unit price and lump sum pay items listed on the Bid Form.

- Each lump sum and unit bid price will be deemed to include an amount considered by the CONTRACTOR to be adequate to cover the CONTRACTOR's overhead and profit for each separately identified item.
- No progress payments will be made by the ENGINEER until the Construction Schedule and the Schedule of Values have been submitted to and approved by the ENGINEER.
- The CONTRACTOR shall accept in compensation, as herein provided, full payment for furnishing all materials, labor, tools, equipment, and incidentals necessary to the completed Work and for performing all Work contemplated and embraced by the Contract, also for all loss or damage arising from weather or other unforeseen conditions which may be encountered during the execution of the Work and until its final acceptance by the ENGINEER, and for all risks of every description connected with the prosecution of the Work, except as provided herein, also for all expenses incurred as a result of the suspension of the Work as herein authorized.
- The payment of any partial estimate or of any retained percentage, except by and under the approved final invoice, in no way shall affect the obligation of the CONTRACTOR to repair or renew any defective parts of the construction or to be responsible for all damage due to such defects.

#### **1.4.2 Eliminated Items**

Should any items contained in the Schedule of Values be found unnecessary for the proper completion of the Work contracted, the ENGINEER may eliminate such items from the Contract, and such action shall in no way invalidate the Contract. No allowance will be made for payment of items so eliminated.

#### **1.4.3 Progress Payments**

Percentage of Work Complete – At the end of each pay period, the CONTRACTOR's Superintendent or other authorized representative of the CONTRACTOR shall meet with the

ENGINEER and determine and agree upon the percentage of the project completed during the pay period.

Application for Payment – The CONTRACTOR will then prepare and submit an Application for Payment to the ENGINEER. The ENGINEER will evaluate the Application for Payment, determine the amounts owed, and issue a Recommendation of Payment in such amounts as provided in the Contract Documents. Progress payments shall be made monthly as the Work progresses. All progress invoices and payments shall be subject to correction in the final invoice and payment. The progress payment will be based on invoices prepared by the CONTRACTOR and approved by the ENGINEER for the value of the Work performed, and materials complete in place in accordance with the Contract. Retainage shall be as specified in the Contract Documents. The payment schedule shall be in accordance with the Contract Documents.

#### **1.4.4 Final Payment**

The CONTRACTOR shall make and the ENGINEER shall approve, as soon as practicable after the completion of the project, a final invoice for the amount of Work performed under the Contract and establish the value of such Work. Final payment shall be made in accordance with the Contract Documents.

### **1.5 MEASUREMENT AND PAYMENT OF BASE BID ITEMS**

#### **1.5.1 Mobilization/Demobilization – Bid Item No. 1**

This item shall include all items necessary to prepare Contractor onsite for project commencement as well as all items necessary for disassembly at project completion and required bonds. Measurement and Payment for Bid Item No. 1 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 1 in accordance with the Contract Documents.

#### **1.5.2 Survey and Stake Out – Bid Item No. 2**

This item shall include all Survey and Stake Out work necessary for project construction. Measurement and Payment for Bid Item No. 2 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 2 in accordance with the Contract Documents.

#### **1.5.3 Equipment Startup and Forcemain Pressure Testing – Bid Item No. 3**

This item includes remaining items required for project completion, including but not limited to: Adjustment of Spray Heads, pressure adjustments, testing of the electrical controls, and start-up of the pumping system. This item also includes preparation and submittal of as-built drawings for all work associated with this contract as well as final document submittals for project completion and close-out. Measurement and Payment for Bid Item No. 3 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 3 in accordance with the Contract Documents.

#### **1.5.4 Lagoon Earthwork – Structural Fill – Bid Item No. 4a**

This item consists of all materials, labor, and equipment to complete work activities for providing and installing clean select fill. The Work shall include, but not be limited to, furnishing and placing clean select fill to include delivery, placement, excavation, backfill, compaction, and testing as shown in project Drawings. Clean select fill will be measured on the cubic yard basis and payment made at the Contract unit price in accordance with the Contract Documents.

#### **1.5.5 Lagoon Earthwork – Clay – Bid Item No. 4b**

This item consists of all materials, labor, and equipment to complete Work activities for providing and installing low permeability clay (topsoil and clay core Material). The Work shall include, but not be limited to, furnishing, placing, compaction grading, rolling, testing, re-handling, wetting, drying, discing, survey, and any other incidentals for the clay and topsoil as shown in the project Drawings. Clay material shall meet sufficient permeability for use in berm build-up. Clean select fill will be measured on the cubic yard basis and payment made at the Contract unit price in accordance with the Contract Documents.

#### **1.5.6 Raising of Existing Concrete Communitor, Manhole, and Valve Vault – Bid Item No. 5**

This item shall include all materials, labor, and equipment necessary to complete the Work associated with the vertical expansion of the existing concrete valve vault, communitor, and sanitary manhole as a result of raising the lagoon berm height. The Work shall include, but not be limited to, excavation, Forming, Steel Reinforcement, Finishing, backfill, placement of concrete, material sampling/testing and compaction. Measurement and Payment for this item will be on a per each basis.

#### **1.5.7 Selective Demolition and Abandonment – Bid Item No. 6**

This item shall include all items as shown on project Drawings and as described in Section 02 41 16 DEMOLITION. Measurement and Payment for Bid Item No. 5 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 6 in accordance with the Contract Documents.

#### **1.5.8 Furnish and Install Stabilized Construction Entrance – Bid Item No. 7**

This item shall include all materials, labor and equipment to complete the installation and maintenance of stabilized construction entrances as shown on project Drawings and as described in Section 02 93 10 Erosion and Sediment Control for Stabilized Construction Entrance. Measurement and Payment for this item will be on a per each basis.

#### **1.5.9 Furnish Install/Maintain Silt Fence – Bid Item No. 8**

This item shall include all materials, labor, and equipment to complete the installation and maintenance of silt fence as shown on project Drawings and as described in Section 02 93 10 Erosion and Sediment Control for Silt Fence. Bid Item No. 8 will be measured in the field using survey or rolling tape wheel as agreed to by the COUNTY and COUNTY's inspector. COUNTY's inspector shall concur with quantities submitted for payment. Measurement and Payment for this item will be on a per linear foot basis.

#### **1.5.10 Furnish Install/Maintain Super Silt Fence – Bid Item No. 9**

This item shall include all materials, labor, and equipment to complete the installation and maintenance of super silt fence as shown on project Drawings and as described in Section 02 93 10 Erosion and Sediment Control for Super Silt Fence. Bid Item No. 9 shall be measured in the field using survey or rolling tape wheel as agreed to by the COUNTY and COUNTY's inspector. COUNTY's inspector shall concur with quantities submitted for payment. Measurement and Payment for this item will be on a per linear foot basis.

#### **1.5.11 Vegetative Stabilization – Bid Item No. 10**

This item shall include all items as shown on project Drawings and as described in Section 02 93 10 Erosion and Sediment Control for Vegetative Stabilization and shall include required maintenance. Bid Item No. 10 shall be measured in the field using survey or rolling tape wheel as agreed to by the COUNTY and COUNTY's inspector. COUNTY's inspector shall concur with quantities submitted for payment. Measurement and Payment for this item will be on a per acre basis.

#### **1.5.12 Gravel Access Driveways – Bid Item No. 11**

This item consists of all materials, labor, and equipment to complete Work activities for the installation of the Gravel Access Driveways. The Work shall include, but not be limited to, furnishing and placing CR6 stone to include delivery, placement, excavation, geotextile, backfill and compaction. Measurement and Payment of the gravel driveway will be measured on Cubic Yard installed.

#### **1.5.13 Turbidity Barrier - Type I – Bid Item No. 12**

This item shall include all items as shown on project Drawings. Measurement and Payment for Bid Item No. 12 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 12 in accordance with the Contract Documents

#### **1.5.14 Wet Well Structure Retrofit (Demolition) – Bid Item No. 13**

This item shall include all items necessary to Retrofit the existing Chlorine Contact Chamber to include excavation, capping, exterior restoration, plumbing, sewage disposal, and associated piping. This item includes concrete preparation for vertical construction of new work.

Measurement and Payment for Bid Item No. 13 will not be measured and shall be paid by lump sum.

**1.5.15 Demolish and Remove all Mechanical Equipment, Hangers, Grate, and Baskets – Bid Item No. 14**

This item shall include all items necessary to Demolish the select features of the Chlorine Contact Chamber, Equipment Removal, and Appurtenances. This item includes disposal or delivery of equipment to the County. Measurement and Payment for Bid Item No. 14 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item.

**1.5.16 Remove Associated Electrical Items and Controls – Bid Item No. 15**

This item shall include all items necessary to demolition the existing Electrical Equipment and Appurtenances associated with the chlorine contact chamber. This item includes disposal or delivery of equipment to the County. Measurement and Payment for Bid Item No. 15 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item

**1.5.17 Furnish and Install all items and materials associated with construction of the new Wet Well. To include Concrete, Concrete Reinforcements, Forming, Finishing, Venting, Safety Hatches W/Grates, and Final Backfill Grading – Bid Item No. 16**

This item consists of all materials, labor, and equipment to complete Work activities associated with construction of the new Wet Well and pump station concrete pad including, but not limited to, the Concrete, Concrete Reinforcements, Forming, Finishing, Venting, Safety Hatches with Grates, and Final Backfill Grading around the Wet Well renovations. Measurement and Payment for Bid Item No. 16 will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 16.

**1.5.18 Furnish and Install Stainless Steel Hardware, Stainless Steel Cables, Link Seals and Associated Piping – Bid Item No. 17**

This item shall include all labor, materials, equipment, pump protection devices, and incidentals necessary to Furnish and Install Rails, Hoist, SS Hardware, and SS Cables, Link Seals and Associated Piping, and appurtenances. Measurement and Payment this this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 17 in accordance with the Contract Documents.

**1.5.19 Furnish/Install/Setup Floats and Ultrasonic Transducer – Bid Item No. 18**

This item shall include all labor, materials, equipment, pump protection devices, and incidentals necessary to Furnish, Install and Setup Floats and Ultrasonic Transducer. This item shall also include all required documentation to include, but not limited to, operation and maintenance manuals, tests and factory witnessed performance tests. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 18 in accordance with the Contract Documents.



#### **1.5.20 Mag Meter, Vault, and Appurtenances – Bid Item No. 19**

This item consists of all materials, labor, and equipment to complete Work activities for the installation of a Magnetic Flow Meter, Vault, and appurtenances. The Work shall include, but not be limited to, furnishing and installation of a Magnetic flow meter, concrete valve vault and appurtenances to include frame and cover, link seals, excavation, exterior coating, backfill and compaction, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the vault and wet well installation. Contractor shall verify size to accommodate the proposed equipment and appurtenances. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 19 in accordance with the Contract Documents.

#### **1.5.21 Furnish and Install Suction Lift Station – Bid Item No. 20**

This item shall include all labor, materials, and equipment to complete the installation of the suction lift station including pumping, enclosure, valving, piping, and other appurtenances. This item shall also include all required pump documentation to include, but not limited to, operation and maintenance manuals, certified factory pump tests and factory witnessed performance tests.

#### **1.5.22 Electrical Service at Lagoon– Bid Item No. 21**

This item includes coordinating with Choptank Electric to obtain a new 480VAC three-phase service to replace the existing single-phase electrical service. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 21 in accordance with the Contract Documents.

#### **1.5.23 Equipment Mounting Rack at the Lagoon – Bid Item No. 22**

This item includes the equipment mounting rack at the lagoon. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 22 in accordance with the Contract Documents.

#### **1.5.24 Pump Control Panel at the Lagoon – Bid Item No. 23**

This item includes the Pump Control Panel (shown on drawing E-601) at the lagoon. It shall also include all items related to the installation of the Pump Control Panel, programming of the PLC and operator interface in the pump control panel at the Lagoon. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 23 in accordance with the Contract Documents.

#### **1.5.25 Power Distribution Equipment at the Lagoon– Bid Item No. 24**

This item includes the Power Distribution Equipment at the Lagoon, inclusive of the panelboard, electrical utility meter, disconnect switch, combination motor starters, and transformer, and all conduit, conductors, and ancillary equipment and testing to provide a complete installation

Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 24 in accordance with the Contract Documents.

**1.5.26 Site Work at the Lagoon– Bid Item No. 25**

This item shall include any items related to the site work, including the installation of the underground conduits and conductors, grounding conductors and any ancillary equipment to install and test for proper installation and function. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 25 in accordance with the Contract Documents.

**1.5.27 Miscellaneous Equipment at the Lagoon – Bid Item No. 26**

This item shall include the site light, the exhaust fan, and any miscellaneous equipment at the Lagoon which is not categorized in the other bid items. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 26 in accordance with the Contract Documents.

**1.5.28 Electrical Service at Spray Field – Bid Item No. 27**

This item includes coordinating with Delmarva Power to obtain a new 480VAC three-phase service at the Spray Field. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 27 in accordance with the Contract Documents.

**1.5.29 Equipment Mounting Rack at the Spray Site – Bid Item No. 28**

This item includes the Equipment Mounting Rack at the Spray Site. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 28 in accordance with the Contract Documents.

**1.5.30 Pump Control Panel at the Spray Site – Bid Item No. 29**

This item includes the Center Pivot Pump Control Panel at the Spray Site. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 29 in accordance with the Contract Documents.

**1.5.31 Power Distribution Equipment at the Spray Site– Bid Item No. 30**

This item includes the Power Distribution Equipment at the Spray Site, inclusive of the panelboard, electrical utility meter, disconnect switch, combination motor starters, and all conduit, conductors, and ancillary equipment and testing to provide a complete installation. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 30 in accordance with the Contract Documents.

**1.5.32 Site Work at the Spray Site– Bid Item No. 31**

This item shall include any items related to the site work, including installation of the underground conduits and conductors, grounding conductors, and any ancillary equipment to install and test for proper installation and function. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 25 in accordance with the Contract Documents.

**1.5.33 Miscellaneous Equipment at the Lagoon – Bid Item No. 32**

This item shall include any miscellaneous equipment at the Spray Site which is not categorized in the other bid items. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 32 in accordance with the Contract Documents.

**1.5.34 Furnish and Install Air Release Valves – Bid Item No. 33**

This item consists of all materials, labor, and equipment to complete Work activities for the air release valves. The Work shall include, but not be limited to, furnishing and air release valve for sewage application and appurtenances to include excavation, backfill and compaction, calculations and Certifications, furnishing and installing an air release valve, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the valve installation. Measurement and Payment will be measured on the basis of each and payment made at the Contract unit price as shown on Bid Item No. 33 in accordance with the Contract Documents.

**1.5.35 Furnish and Install Blow off Valves – Bid Item No. 34**

This item consists of all materials, labor, and equipment to complete Work activities for the Blow Off Valves. The Work shall include, but not be limited to, furnishing Blow Off valves for sewage application and appurtenances to include excavation, backfill and compaction, furnishing and installing an Blow Off valve, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the valve installation. Measurement and Payment will be measured on the basis of each and payment made at the Contract unit price as shown on Bid Item No. 34 in accordance with the Contract Documents.

**1.5.36 Furnish and Install Sampling Station – Bid Item No. 35**

This item consists of all materials, labor, and equipment to complete Work activities for the installation of Kupferle Eclipse #88 sampling stations, signage, and appurtenances. The Work shall include, but not be limited to, furnishing and installation of a sampling stations, signage and appurtenances to include, excavation, backfill and compaction, aggregate, plumbing, restoration; testing of the completed installations; and incidental items to complete sampling stations and signage installation. Measurement and Payment for this item will be measured on the basis of each and payment made at the Contract unit price as shown on Bid Item No. 35 in accordance with the Contract Documents.

**1.5.37 Furnish and Install Fittings – Bid Item No. 36**

This item consists of all materials, labor, and equipment to complete Work activities. The Work shall include, but not be limited to, furnishing fittings for sewage applications and appurtenances to include excavation, backfill and compaction, furnishing and installing fittings, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the Fittings installation. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Bid Item No. 36 in accordance with the Contract Documents.

**1.5.38 Furnish and Install Duplex Basket Strainer – Bid Item No. 37**

This item consists of all materials, labor, and equipment to complete Work activities for the installation of the Easton Model 50 Duplex Strainer Basket. The work shall include, but not be limited to furnishing, installation, and supporting of the Strainer Basket above grade at the center pivot concrete pad. Measurement and Payment for this item will not be measures and shall be paid by lump sum at the Contract price as shown on Bid Item No. 37 in accordance with the Contract Documents.

**1.5.39 Furnish and Install RCP Pipe – Bid Item No. 38**

This item consists of all materials, labor, and equipment to complete Work activities for RCP pipe. Work under this bid item includes furnishing and installing RCP piping and appurtenances, materials to provide clearance from existing utilities, traffic control, laying pipe, installation, excavation, backfill and compaction, restoration; and incidental items to complete the RCP piping installation. Measurement and Payment for this item will be on a per linear foot basis payment made at the Contract unit price as shown on Bid Item No. 38 in accordance with the Contract Documents. Length of pipe will be measured in the field using survey or rolling tape wheel as agreed to by the COUNTY and COUNTY's inspector. COUNTY's inspector shall concur with quantities submitted for payment.

**1.5.40 Furnish and Install 6-inch C-900 Force Main – Open Cut – Bid Item No. 39**

This item consists of all materials, labor, and equipment to complete Work activities for the installation of the 6-inch forcemain via open cut methods. Work under this bid item includes furnishing and installing 6-inch C900 PVC force main piping and appurtenances, fittings to provide clearance from existing utilities, traffic control, fusing of pipe and fittings, installation, excavation, backfill and compaction, roadway restoration, roadway valve boxes, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the force main piping installation via open cut methods. Measurement and payment for this item will be on the basis of linear foot and payment made at the Contract unit price as shown on Bid Item No. 39 in accordance with the Contract Documents. Length of pipe will be measured in the field using survey or rolling tape wheel as agreed to by the COUNTY and COUNTY's inspector. COUNTY's inspector shall concur with quantities submitted for payment.

**1.5.41 Furnish and Install 6-inch Directional Drilled Force Main – Bid Item No. 40**

This item consists of all materials, labor, and equipment to complete Work activities for Force Main, 6-inch Directional Drilled. Work under this bid item includes furnishing and installing 6-inch Directional Drilled force main piping and appurtenances, fittings to provide clearance from existing utilities, traffic control, fusing of pipe and fittings, installation, excavation, backfill and compaction, roadway valve boxes, roadway restoration, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the force main piping installation. Measurement and Payment for this item will be on the basis of linear feet and payment made at the Contract unit price as shown on Bid Item No. 40 in accordance with the Contract Documents. Length of pipe will be measured in the field using survey or rolling tape wheel as agreed to by the COUNTY and COUNTY's inspector. COUNTY's inspector shall concur with quantities submitted for payment.

**1.5.42 Furnish and Install Precast Concrete Air Release and Blow Off Valve Structures – Bid Item No. 41**

This item consists of all materials, labor, and equipment to complete Work activities for the installation of Precast Concrete Air Release and Blow Off Structures and appurtenances. The Work shall include, but not be limited to, furnishing and installation of a precast concrete structure and appurtenances to include frame and cover, Link Seals, excavation, exterior coating, backfill and compaction, jointing materials and buttresses, strapping, restoration; testing of the complete installation; and incidental items to complete the precast concrete structure installation. Contractor shall verify size to accommodate the proposed house equipment and appurtenances. Measurement and Payment for this item will be made on a per each basis in accordance with the Contract Documents.

**1.5.43 Center Pivot Spray Irrigation Package – Bid Item No. 42**

This item consists of all materials, labor, and equipment required to complete Work activities for the Center Pivot Spray Irrigation Package. Work shall include furnishing and installing all components of the Center Pivot Spray irrigation systems including, but not limited to, concrete support pad, support system, electrical controls, piping, arm spans, sprinkler heads and associated regulators, weights, semi-rigid drop hoses, and fittings, booster pump, end gun, and wheels. This item shall also include all required center pivot documentation to include, but not limited to, operation and maintenance manuals, certified factory pump tests and factory witnessed performance tests. Measurement and Payment for this item will be made on a lump sum basis in accordance with the Contract Documents.

**1.5.44 AASHTO NO. 57 Stone for Pipe Bedding – Bid Item No. 43**

This item consists of all materials, labor, and equipment to complete Work activities for providing AASHTO No. 57 Stone for pipe bedding. The work shall include, but not be limited to, furnishing and placing AASHTO NO. 57 stone as pipe bedding where the County or County's inspector deem it necessary and shall include delivery, placement, excavation, backfill, testing, compaction, and all other items required for a complete safe, and satisfactory installation.

Measurement and Payment for this item will be made on a per ton basis in accordance with the Contract Documents.

**1.5.46 Integration of Equipment into County SCADA System, Programming Changes to Existing Central Computer – Alternate Bid Item No. 01**

This item shall include the integration of the Newark Spray Irrigation system into the existing Worcester County SCADA System. Work for this item may include verifying the functioning of the SCADA Remote Control Unit (RTU) which provides local control at Newark Spray Irrigation system, and programming changes to the central computer located at the Ocean Pines Water Treatment Plant. The programming changes shall be field tested and verified to confirm the correct functioning of the SCADA RTU Control Panel located at Newark wastewater treatment plant within the Worcester County SCADA system. Measurement and Payment for this item will not be measured and shall be paid by lump sum at the Contract price as shown on Alternate Bid Item No. 01 in accordance with the Contract Documents.

**1.6 Measurement and Payment, General**

All incidental, minor and miscellaneous items, work and materials for which no specific lump sum or unit price bid item is shown and which are necessary to complete the Work and to maintain and/or repair the Work, shall be done and furnished by the CONTRACTOR without extra charge.

**PART II – PRODUCTS**

Not used.

**PART III – EXECUTION**

Not used.

+ + END OF SECTION + +