



**Town Council
Regular Meeting**
September 8, 2026, 6:00 PM
Council Chambers, La Plata Town Hall
305 Queen Anne St.
La Plata MD

Agenda

1. Call to Order

1.1. Meeting Attendance and Decorum

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website ([Public Communications](#)) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device. Attendees are not required to provide their name or to verify their information when joining the meeting virtually.

[Join the meeting now](#)

Meeting ID: 271 095 028 035 62

Passcode: vp3Sh6j2

(Calendar Year 2026)

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Public Hearing - Charter Amendment

2.1. Call to Order (Presiding Officer)

- 2.2. Review of Public Notices (Town Clerk)
- 2.3. Summary of Town Staff Report and Recommendation
- 2.4. Questions by the Town Council to Town Staff
- 2.5. Written Documents Entered into the Record (Town Clerk)
- 2.6. Speakers from the Public
- 2.7. Additional Questions by the Town Council
- 2.8. Closing of Public Hearing

3. Consent Agenda

- 3.1. Adoption of Resolution 26-57, "Lawn and Landscaping Services Agreement Renewal – Melwood Enterprises"
- 3.2. Adoption of Resolution 26-58, "Wills Memorial Park Court Resurfacing – Beltway Striping & Traffic Control"
- 3.3. Adoption of Resolution 26-59, "Wastewater Treatment Plant Fiscal Year 2027 Vehicle Purchase"
- 3.4. Adoption and Approval of Municipal Stormwater Permit Design and Consulting Services Contracts
 - Resolution 26-60, "Municipal Stormwater Permit Design and Consulting Services Contract - BayLand Consultants & Designers, Inc."
 - Resolution 26-61, "Municipal Stormwater Permit Design and Consulting Services Contract - Century Engineering, A Kleinfelder Company"
 - Resolution 26-62, "Municipal Stormwater Permit Design and Consulting Services Contract - EA Engineering, Science, and Technology, Inc., PBC"
 - Resolution 26-63, "Municipal Stormwater Permit Design and Consulting Services Contract – KCI Technologies, Inc."
 - Resolution 26-64, "Municipal Stormwater Permit Design and Consulting Services Contract - Rummel, Klepper & Kahl, LLP"
- 3.5. Adoption of Resolution 26-65, "Technical Review of Design-Build Services for the Dorchester Community Center – CDM Smith, Inc."
- 3.6. Adoption of Resolution 26-66, "Town Sidewalk Survey – Agreement for Services - Citylogix"
- 3.7. Adoption of Resolution 26-67, "Stormwater Drainage Repair – Ratification of Contract – Austins Dirtworks, LLC"

4. Petitions, Communications, Appearances and Public Comment

- 4.1. Public Comment

4.2. Proclamation: National POW/MIA Recognition Day (September 18, 2026)

5. Matters of Council Discussion

5.1. Agenda Item Request: Election Process Improvements

5.2. MD Route 6 Streetscape Improvement Project — SHA Option Contracts for Acquisition of Town-Owned Property Rights

6. Legislation

6.1. Ordinance 26-19, "Chapter 13 - Council" (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Chapter 13 - Council

FOR the purpose of amending Chapter 13 of the Code of the Town of La Plata to define the qualifications, duties, and responsibilities of the Council Chair, and the method by which a temporary presiding officer shall be elected in the absence of the Council Chair; and all matters generally relating thereto.

6.2. Ordinance 26-20, "Chapter 191 – Zoning Ordinance for the Town of La Plata, Maryland – Accessory Dwelling Units" (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Chapter 191 – Zoning Ordinance for the Town of La Plata, Maryland – Accessory Dwelling Units

FOR the purpose of amending Section 191-53(B) of Chapter 191 - Zoning of the La Plata Municipal Code pertaining to Accessory Dwelling Units (ADUs) to ensure compliance with recent changes to Maryland law governing accessory dwelling units; and all matters generally relating thereto.

6.3. Ordinance 26-21, "Amendment to Town of La Plata Fiscal Year 2027 Fee Schedule" (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Amendment to Town of La Plata Fiscal Year 2027 Fee Schedule

FOR the purpose of amending the Fiscal Year 2027 Fee Schedule, dealing with fees set by the Town of La Plata; and all matters generally relating thereto.

6.4. Resolution 26-50, "Charter Amendment - Powers and Duties of the Mayor of the Town of La Plata" (For Introduction and Consideration of Adoption)

A CHARTER AMENDMENT RESOLUTION concerning

Charter Amendment – Powers and Duties of the Mayor of the Town of La Plata

FOR the purpose of amending the Charter of the Town of La Plata to eliminate language authorizing the Mayor to call a special meeting, that the Mayor shall serve as President of the Council, and the process by which an Acting President of the Council shall be appointed in the absence of the Mayor.

- 6.5. Resolution 26-53, "Revision of Town Council Rules of Procedure – Council Chair" (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Revision of Town Council Rules of Procedure – Council Chair

FOR the purpose of revising the rules and guidelines by which the Council of the Town of La Plata (Town Council) operates; and all matters related thereto.

- 6.6. Resolution 26-54, "Initial Election of Council Chair" (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Initial Election of Council Chair

FOR the purpose of conducting a special election of the Council Chair.

- 6.7. Resolution 26-68, "Maryland State Highway Administration – Maryland Route 6 (Charles Street) Streetscaping Project – Contract for Acquisition of Town-Owned Property Rights (SHA Item 122415, Project CH248B31)" (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Maryland State Highway Administration – Maryland Route 6 (Charles Street) Streetscaping Project – Contract for Acquisition of Town-Owned Property Rights (SHA Item 122415, Project CH248B31)

FOR the purpose of authorizing the Town Manager to execute a Standard Option Contract with the Maryland State Highway Administration ("SHA"), granting SHA the option to acquire the land, easements, and construction rights related to improvements along Maryland Route 6 (Charles Street) from US Route 301 to Willow Lane described therein; and all matters generally relating thereto.

- 6.8. Resolution 26-69, "Maryland State Highway Administration – Maryland Route 6 (Charles Street) Streetscaping Project – Contract for Acquisition of Town-Owned Property Rights (SHA Item 121558, Project CH248B31)" (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Maryland State Highway Administration – Maryland Route 6 (Charles Street) Streetscaping Project – Contract for Acquisition of Town-Owned Property Rights (SHA Item 121558, Project CH248B31)

FOR the purpose of authorizing the Town Manager to execute a Temporary Easement Option Contract with the Maryland State Highway Administration (“SHA”), granting SHA a temporary construction easement related to improvements along Maryland Route 6 (Charles Street) from US Route 301 to Willow Lane described therein; and all matters generally relating thereto.

7. New Business

7.1. Town Manager's Operational Report (Written Only)

7.2. Treasurer's Report (Written Only)

7.3. Cash Disbursement Report (Written Only)

7.4. Reports from the Town Council

7.5. Future Agenda Forecast (Written Only)

8. Adjourn

8.1. Adjournment

CERTIFICATE OF PUBLICATION

STATE OF : MARYLAND
COUNTY OF: Charles County

This is to certify that the annexed legal advertisement has been published in the publications and insertions listed below. "NOTICE - TC-PH-FY27-CH1..." was published in the:

Southern Maryland News 08/14/26



Orestes Baez
President & Publisher

**NOTICE OF PUBLIC HEARING
COUNCIL OF THE TOWN OF LA PLATA
September 08, 2026**

Notice is hereby given that the Council of the Town of La Plata will hold a public hearing on Tuesday, September 08, 2026, at 6:00 PM, or as soon thereafter as possible, in La Plata Town Hall, 305 Queen Anne Street, La Plata, Maryland, for the purpose of hearing public comment on the following:

**Charter Amendment Resolution 26-50
Powers and Duties of the Mayor of the Town of La Plata**

At the public hearing, all parties in interest and citizens will have an opportunity to be heard. Special accommodation for persons with disabilities will be made upon request. Members of the public wishing to observe the meeting remotely may do so via the Microsoft Teams web app at <https://tinyurl.com/vy49js2k>

The Charter Amendment Resolution proposes to repeal and reenact with amendments:

- Article III, § C3-4 – Meeting of Council. To eliminate language authorizing the Mayor to call a special meeting.
- Article IV, § C4-3(F) – Powers and duties. To eliminate language indicating that the Mayor shall serve as President of the Council, and the process by which an Acting President of the Council shall be appointed in the absence of the Mayor.

Copies of the proposed Charter Amendment Resolution 26-50 are available for review at La Plata Town Hall during normal business hours, 9:00 AM to 4:00 PM, and on the Town's meeting management portal, <https://laplatamd.portal.civicclerk.com/>

Questions regarding this public hearing may be forwarded to Kelly Phipps, Director of Legislative Services, at legislative@townoflaplata.org or by phone at 301-934-8421.

3110477 IN

8/14/2026



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Administration
TYPE: Companion Legislation - Ordinance & Resolutions
SUBJECT: Governance Update - Council Chair: Charter Amendment, Chapter 13 Ordinance, Rules of Procedure, and Election of Presiding Officer (Companion Legislation)

BACKGROUND:

On June 9, 2026, the Town Council discussed potential updates to the Town's governance documents concerning the powers and duties of the Mayor. Following that discussion, the Council directed staff to prepare three companion legislative actions: (1) a Charter amendment resolution removing the language in Article IV, Section 3, Letter F, of the Charter that designates the Mayor as President of the Council, with a public hearing scheduled no later than September 8, 2026; (2) updated language in the Council's Rules of Procedure establishing the process for appointing a Council Chair, to take effect on the fiftieth day following posting of the Charter amendment resolution; and (3) an ordinance repealing and replacing Section 13-4 of the Town Code, "Presiding Officer," to replace references to the Mayor with the Council Chair or similarly appropriate language.

Staff has prepared four documents in response to that direction: Charter Amendment Resolution 26-50; Ordinance 26-19, amending Chapter 13 of the Town Code; Resolution 26-53, adopting revised Rules of Procedure establishing the Council Chair; and Resolution 26-54, establishing a one-time process for the initial election of the Council Chair. Because these documents are interdependent and collectively implement a single governance change, staff is presenting them together as a single agenda item so that the Council may review the full package in context, even though each document will be acted upon individually under its own legislative process.

The proposed methodology and timeline are as follows: On August 25, 2026, all four governance documents were presented to the Town Council for review. The first reading of Ordinance 26-19 was the only formal legislative action taken at this meeting. On September 8, 2026, all four documents will again be presented to the Town Council under matters of discussion. During the September 8, 2026, meeting, the Council will hold the required public

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hearing on Charter Amendment Resolution 26-50, and the Council may take up for consideration of adoption Resolution 26-50, Resolution 26-53, Resolution 26-54, and the second reading of Ordinance 26-19.

During the August 25, 2026, meeting, the Town Council discussed the use of the pronoun “he” in the draft legislation. Staff used the masculine pronoun during drafting to maintain consistency with existing Town Charter and Town Code language, which similarly uses masculine pronouns throughout. The Town Charter provides that “women shall have equal privileges with men in registering, voting and holding town offices” and that “whenever the masculine gender has been used as to any registering, voting or holding town office, it shall be construed to include the feminine gender” (§ C7-18). Similarly, the Town Code provides that “words importing the masculine gender shall include the feminine and neuter” (§ 1-9.B.2).

To ensure the governance change takes effect uniformly and without a gap or overlap between the outgoing and incoming presiding officer structures, all four documents carry a synchronized effective date of October 28, 2026. This date satisfies the fifty-day posting requirement applicable to the Charter amendment and aligns each companion action to a single point at which the new structure takes effect.

State law affords registered voters of the Town a referendum opportunity following adoption of the Charter Amendment Resolution. Immediately following adoption, the Town must post an exact copy of the resolution at the main municipal building for 40 consecutive days. Concurrently, a fair summary of the resolution must be published in a local newspaper four times at weekly intervals within those 40 days. If no petition for a referendum is filed by the public, the amendment automatically goes into effect on the 50th day after it was adopted. If a qualified petition is received, all related legislative actions will be held in abeyance, and staff will bring the matter back before the Town Council for consideration of holding all previous legislative actions in abeyance at the October 27, 2026, Town Council meeting.

Key dates:

- September 8, 2026 – Public Hearing and adoption of Resolution 26-50, Charter Amendment
- October 18, 2026 – End of the posting/publication period; qualified petition must be delivered to Town staff

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- October 28, 2026 – Charter Amendment goes into effect
- November 10, 2026 – Town Council elects presiding officer
- November 24, 2026 – Newly elected presiding officer assumes position

FISCAL IMPACT:

These actions are administrative and governance-related in nature. No budget appropriation, new expenditure, or new revenue source is associated with this legislative package. No grant funding is involved.

STRATEGIC PLAN ALIGNMENT:

This action directly advances Strategic Plan Goal 1, Good Governance, which calls on the Town to ensure fair and transparent decision-making processes by regularly assessing plans and policies and maintaining and enforcing established protocols. Establishing a Council-elected Council Chair, along with a corresponding Rules of Procedure amendment and Code update, strengthens the clarity and consistency of the Council's own governing procedures and supports the Town's continued commitment to responsible stewardship of public trust.

SUSTAINABILITY CONSIDERATIONS:

While this action does not involve environmental or physical infrastructure, it supports the long-term institutional sustainability of Town governance. By establishing a clearly defined, Council-elected presiding officer with a codified election process and a mechanism for a temporary presiding officer in the Chair's absence, the Town reduces reliance on any single office and builds continuity of process that will outlast any individual officeholder. Synchronizing all four effective dates further supports a stable, predictable transition, minimizing administrative disruption as the change is implemented.

ADA CONSIDERATIONS:

This action amends the Town's governing documents and does not involve a physical facility, program, or service delivered to the public. The Town Council will continue to conduct its meetings, including any meeting presided over by the Council Chair or a temporary presiding

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officer, in compliance with all applicable ADA accessibility requirements for public meetings.

RECOMMENDED ACTION:

Staff recommends that the Town Council take the following companion actions on the dates indicated, each with a synchronized effective date of October 28, 2026:

- Adopt Ordinance 26-19 (second reading, for consideration of adoption) - September 8, 2026 - effective October 28, 2026
- Adopt Resolution 26-50, Charter Amendment (for consideration of adoption) - September 8, 2026 - effective October 28, 2026
- Adopt Resolution 26-53, Rules of Procedure (for consideration of adoption) - September 8, 2026 - effective October 28, 2026
- Adopt Resolution 26-54, Election of Presiding Officer (for consideration of adoption) - September 8, 2026 - effective October 28, 2026

ATTACHMENTS:

1. Draft Charter Amendment Resolution 26-50 - Powers and Duties of the Mayor
2. Draft Ordinance 26-19 - Chapter 13, Council (Presiding Officer)
3. Draft Resolution 26-53 - Town Council Rules of Procedure (Council Chair)
4. Draft Resolution 26-54 - Initial Election of Council Chair



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kristen DeMarr, Project Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: FY27 Contract Renewal – Melwood Lawn Maintenance Services

BACKGROUND:

The Town has utilized Melwood for several years to maintain lawns and landscaped areas at various Town facilities. During this time, this provider has consistently delivered reliable and professional services in accordance with the Town's maintenance requirements. Town staff have been satisfied with the quality and consistency of the services provided, as well as the responsiveness of the contractor to the Town's needs.

The contractor's current pricing has remained competitive and provides the Town with a cost-effective option for continuing routine lawn maintenance services. Additionally, the Town issued a Request for Bids (RFB) for groundskeeping services for the FY26 season; however, no bids were received.

Based on the contractor's established performance, familiarity with Town facilities, satisfactory service history, and competitive pricing, staff recommends renewal of the contract for continued lawn maintenance services at designated Town facilities.

FISCAL IMPACT:

The proposed FY27 contract renewal with Melwood totals \$93,129.88, reflecting a 3.8% decrease compared to the FY26 contract amount. This reduction results from a 3.04% adjustment in Melwood's annual service rate combined with the removal of lawn maintenance services at two residential rental properties.

While the Employment Cost Index increased 3.4% over the past 12 months, indicating upward pressure on labor costs nationally, Melwood's renewal pricing remains below these broader cost trends. This continued competitiveness provides the Town with a cost-effective option for maintaining high-quality groundskeeping services across designated facilities without requiring additional appropriations. The renewal can be fully

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accommodated within the approved FY27 operational budget.**STRATEGIC PLAN ALIGNMENT:**

Goal #4 – Community Identity: Become a regional destination for visitors by enhancing the downtown core with business services, small shops, a park-like environment, trees, clean streets, sidewalks, and other features that make it a pleasing and vibrant destination.

Partnering with a professional lawn maintenance provider supports the Town’s commitment to maintaining attractive, well-kept public spaces for residents and visitors. Consistent and professional maintenance of Town lawns and surrounding green spaces contributes to the Town’s overall appearance, preserves its welcoming hometown character, and promotes community pride. Continued investment in the maintenance of these public spaces enhances the visitor experience, supports community engagement, and contributes to the overall quality and character of the Town.

SUSTAINABILITY CONSIDERATIONS:

The renewal of lawn mowing services supports the continued maintenance of Town facilities while providing opportunities to incorporate environmentally responsible practices. Where feasible, the contractor may utilize electric or battery-powered equipment, grass cycle clippings, maintain appropriate mowing heights, properly maintain equipment to reduce emissions and fuel consumption, and minimize the use of fertilizers and pesticides through environmentally responsible landscape management practices. These measures can help reduce emissions, conserve resources, minimize waste, and protect local soil and water resources.

ADA CONSIDERATIONS:

Maintenance services will be performed in a manner that preserves accessible routes and features at Town facilities. The contractor will be responsible for ensuring that sidewalks, curb ramps, accessible parking areas, and other pedestrian routes remain free of grass clippings, debris, equipment, and vegetation that could create an obstruction or accessibility hazard.

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La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1195

Date of Meeting: September 08, 2026

RECOMMENDED ACTION:

Adopt Resolution 26-57, "Lawn and Landscaping Services Agreement Renewal – Melwood Enterprises," authorizing the Town Manager to execute the FY27 Melwood Contract Renewal for Lawn Maintenance Services in the total amount of \$93,129.88.

ATTACHMENTS:

- Tilghman Lake Renewal
- Town of La Plata Various Facilities Renewal

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Page 3 of 3
Agenda Item Summary Form
r2026.06.24

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-57

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Lawn and Landscaping Services Agreement Renewal – Melwood Enterprises**

4
5 **FOR** the purpose of authorizing the Town Manager to enter into an agreement with
6 Melwood Enterprises for Landscaping Services; and all matters generally relating
7 thereto.

8
9 * * * * *

10
11 **WHEREAS**, the Council of the Town of La Plata desires to provide properly manicured
12 lawns and landscaping at its facilities for its residents; and

13
14 **WHEREAS**, the Council of the Town of La Plata desires lawn and landscaping to be a
15 reliable service for the residents of the Town; and

16
17 **WHEREAS**, the Council of the Town of La Plata has recognized that Melwood
18 Horticultural Training Center, Inc. (Melwood Enterprises), is a certified Sheltered Workshop
19 that provides excellent service to the Town; and

20
21 **WHEREAS**, the Town solicited bids via an open competitive bidding process
22 consistent with Town procurement policies;

23
24 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
25 expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed
26 bids, except for expenditures which the Town Council, by ordinance, has determined are not
27 subject to the sealed bid requirements; and

28
29 **WHEREAS**, Town staff recommend renewal of the existing agreement with Melwood
30 Enterprises for lawn and landscaping service to ensure continued quality customer service

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31 to the Town while providing employment opportunities for people with physical and mental
32 disabilities; and
33

34 **WHEREAS**, the Town Council agrees that it is in the best interest of the Town to renew
35 the agreement for landscaping services with Melwood Horticultural Training Center, Inc.
36

37 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
38 **LA PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute and deliver,
39 on behalf of the Town of La Plata, a Contract Agreement with Melwood Horticultural Training
40 Center, Inc., of Upper Marlboro, Maryland, doing business as “Melwood Enterprises,” for
41 services under the terms defined in RFP Reference “Town of LaPlata,” attached hereto as
42 Attachment 1, for the sum of seventy-nine thousand two hundred eighty-four dollars and
43 sixty-four cents (\$79,284.64) for the period of July 1, 2026, through June 30, 2027, and for the
44 services under the terms defined in RFP Reference “Town of LaPlata-Tilghman Lake,”
45 attached hereto as Attachment 2, for the sum of thirteen thousand eight hundred forty-five
46 dollars and twenty-four cents (\$13,845.24), for a total expenditure of ninety-three thousand
47 one hundred twenty-nine dollars and eighty-eight cents (\$93,129.88).
48

49 **BE IT FURTHER RESOLVED**, that RFP Reference “Town of LaPlata,” attached hereto
50 as Attachment 1, and RFP Reference “Town of LaPlata-Tilghman Lake,” attached hereto as
51 Attachment 2, are hereby adopted and incorporated herein by reference.

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ADOPTED AND APPROVED by the Council of the Town of La Plata this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____, 2026

Contract Renewal

SUBMITTED BY: Melwood Horticultural Training Center (d/b/a Melwood Enterprises)
CONTRACT/RFP REFERENCE: Town of LaPlata

DATE OF OFFER: June 1, 2026

PERIOD OF PERFORMANCE: July 1, 2026, through June 30, 2027

DESCRIPTION OF SERVICES:

- Prepare and mulch all beds two times a year at Wills Park (not including the playground area), Police Station, Train Station, and Park & Ride.
- Beds will be maintained monthly, as needed, to keep free from weed growth. Snapshot will be applied to deter weed growth.
- All turf areas will be mowed on a weekly basis, as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and areas where damage to vehicles and buildings is possible due to flying debris. Areas to be serviced are Wills Park (not including the playground area), Police Station, Firehouse, Train Station, Water Treatment Plant, Park & Ride, 107 S. Maple Ave and 302 Queen Ann Street.

Price: Includes labor, equipment, materials, supplies, and supervision

- Mulching of all existing beds - \$8,174.14 annually/ \$681.18 monthly
- Mowing of all turf areas - \$60,400.99 annually/ \$5,033.41 monthly
- Monthly bed maintenance - \$10,709.51 annually/ \$892.46 monthly

Total Cost: \$79,284.64 annually /\$6,607.05 monthly

Please acknowledge acceptance of this proposal and method of payment below:

Acceptance Signature: _____ Date: _____

Method of Payment: Purchase Order _____ Credit Card _____ Other _____

Credit Card No.: _____ Exp.: _____

Reviewed By:

Signature: _____ Date: _____

FOR QUESTIONS/CLARIFICATIONS – Please contact Mark Rogers 301-599-4568
or mrogers@melwood.org

Town of LaPlata Grounds Maintenance

Scope of Work

All prices include labor, equipment, materials, supplies, and supervision.

Areas to be serviced:

Wills Park (not including the playground)

Police Station

Firehouse

LaPlata Train Station

Park & Ride

Water Treatment Plant

107 S. Maple Ave & 302 Queen Anne St.

Prepare and mulch all beds at all six locations (not including the playground area at Wills Park). Beds will have uniform coverage of 3 inches of mulch applied to both spring and fall of the year. Snapshot will be applied to all beds in the spring to deter weed growth.

Beds will be maintained monthly to keep free from weed growth from April through October.

All turf will be mowed on a weekly basis between April 1 and October 31 as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and areas that damage to vehicles and buildings are possible due to flying debris.

Contract Renewal

SUBMITTED BY: Melwood Horticultural Training Center (d/b/a Melwood Enterprises)
CONTRACT/RFP REFERENCE: Town of LaPlata-Tilghman Lake

DATE OF OFFER: June 1, 2026

PERIOD OF PERFORMANCE: July 1, 2026-June 30, 2027

DESCRIPTION OF SERVICES:

- All turf areas will be mowed on a weekly basis as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and other areas to avoid damage to vehicles and buildings due to flying debris, when possible.

Price: Includes labor, equipment, materials, supplies, and supervision

Total Annual Cost: \$13,845.24/per year or \$1,153.77/monthly
Trash Removal Hourly Rate (as needed): \$15.77

Please acknowledge acceptance of this proposal and method of payment below:

Acceptance Signature: _____ Date: _____

Method of Payment: Purchase Order _____ Credit Card _____ Other _____

Credit Card No.: _____ Exp.: _____

Reviewed By:

Signature: _____ Date: _____

FOR QUESTIONS/CLARIFICATIONS – Please contact Mark Rogers 301-599- 4568
or mrogers@melwood.org.

Town of LaPlata
Tilghman Lake
Grounds Maintenance

Scope of Work

All prices include labor, equipment, materials, supplies, and supervision

Areas to be serviced:

All turf will be mowed on a weekly basis between April 1 and October 31 as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and other areas to avoid damage to vehicles and buildings due to flying debris, when possible.



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kristen DeMarr, Project Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: Wills Memorial Park – Basketball and Tennis Court Resurfacing

BACKGROUND:

To further enhance the amenities offered at Wills Memorial Park, staff have identified a qualified contractor to resurface and repaint the basketball and tennis courts. The proposed improvements will address the current condition and appearance of the courts while extending their useful life and providing an improved recreational experience for residents and visitors.

FISCAL IMPACT:

There is \$30,000 allocated in the Parks Department's approved FY Capital Budget for the Wills Memorial Park court resurfacing project. Staff solicited multiple quotes in accordance with Town procurement policies, including site visits with four contractors, resulting in three submitted proposals.

Based on the pricing received, the recommended contractor—Beltway Striping & Traffic Control—submitted the lowest responsive quote and is fully within the approved capital allocation. The total proposed cost of \$27,860 covers resurfacing and striping of both the basketball and tennis courts and does not require any additional appropriation or budget amendment.

Selection of the recommended vendor enables the project to be completed within existing budget authority while achieving the intended improvements to the Town's recreational facilities.

STRATEGIC PLAN ALIGNMENT:

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The renovation of the basketball and tennis courts supports the Town's Strategic Plan Goal #2 – Operational Excellence by improving the overall appearance, accessibility, and functionality of one of the community's key public recreation spaces.

Incorporating these court improvements also demonstrates continued investment in community amenities that foster civic pride, encourage outdoor recreation, and enhance the overall character and identity of the Town, supporting Goal #4 – Community Identity.

SUSTAINABILITY CONSIDERATIONS:

The renovation of the basketball and tennis courts supports the Town's sustainability objectives in the following ways:

Social – Improved courts will provide residents and visitors with safe, attractive, and functional spaces for outdoor recreation, physical activity, and community engagement.

Economic – Resurfacing and maintaining the existing courts extends the useful life of the Town's recreational infrastructure and represents a cost-effective investment in an existing public asset. Utilizing the existing facility also avoids the greater costs associated with constructing new recreational amenities.

Environmental – Rehabilitating the existing courts minimizes the need for new construction and the associated consumption of materials and resources. Where feasible, the project will prioritize responsible disposal or recycling of removed materials and the use of durable materials and coatings that support the longevity of the improvements.

ADA CONSIDERATIONS:

The project will maintain and improve the usability of the existing basketball and tennis courts as public recreational facilities. Court resurfacing will provide a smoother, more consistent playing surface and help address surface deterioration that could create trip hazards or interfere with accessibility.

The project will not alter the existing site layout or accessible routes unless specifically identified as part of the work. Staff will coordinate with the contractor to ensure that work activities do not obstruct accessible parking spaces, sidewalks, pedestrian routes, or other

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accessible features during construction. Upon completion, the courts and surrounding areas will be inspected to ensure that the improvements do not create new accessibility barriers.

RECOMMENDED ACTION:

Adopt Resolution 26-58, "Wills Memorial Park Court Resurfacing – Beltway Paving," authorizing the Town Manager to execute an agreement with Beltway Striping & Traffic Control for the resurfacing and striping of the basketball and tennis courts at Wills Memorial Park in the total amount of \$27,860.00.

ATTACHMENTS:

- Beltway Paving Estimates:
 - Basketball Court Repaving - \$10,230.00
 - Basketball Court Striping - \$1,500.00
 - Tennis Court Repaving - \$14,355.00
 - Tennis Court Striping - \$1,775.00

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COUNCIL OF THE TOWN OF LA PLATA

Resolution 26-58

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Wills Memorial Park Court Resurfacing – Beltway Striping & Traffic Control

FOR the purpose of authorizing the Town Manager to enter into an agreement with Beltway Striping & Traffic Control for the resurfacing and striping of the basketball and tennis courts at Wills Memorial Park; and all matters generally relating thereto.

* * * * *

WHEREAS, the Town recognizes the key contribution that high-quality parks and open spaces make to community health, wellness, and quality of life; and

WHEREAS, the Town desires to enhance the quality and reliability of park amenities by replacing aging, inefficient, and inaccessible features with modern, durable, and code-compliant infrastructure; and

WHEREAS, upgrades to Town amenities support long-term growth, asset preservation, and the Town’s ability to accommodate evolving community needs; and

WHEREAS, Town Charter §C8-23 requires that all expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, the Town solicited bids via an open competitive bidding process consistent with Town procurement policies;

WHEREAS, Town staff evaluated all bids received and recommends that the Town enter into a contract agreement with Beltway Striping & Traffic Control of Waldorf, Maryland, for all labor, equipment, materials, and supervision necessary for the resurfacing and striping of the basketball and tennis courts at Wills Memorial Park; and

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33 **WHEREAS**, Town Staff believes the purpose and intent of Town Charter §C8-23 has
34 been met.

35
36 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
37 **LA PLATA** that Noel C. Stevens, the Town Manager, is hereby authorized to execute and
38 deliver, on behalf of the Town of La Plata, a contract agreement with Beltway Striping &
39 Traffic Control of Waldorf, Maryland, for the resurfacing and striping of the basketball and
40 tennis courts at Wills Memorial Park as quoted by Beltway Striping & Traffic Control, for a
41 total expenditure of twenty-seven thousand eight hundred sixty dollars (\$27,860.00).

42
43 **AND BE IT FURTHER RESOLVED**, that the price quote entitled “Proposal #2026-
44 0251,” attached hereto as Attachment 1, is hereby adopted and incorporated herein by
45 reference.

46
47 **AND BE IT FURTHER RESOLVED**, that the price quote entitled “Basketball Court,”
48 attached hereto as Attachment 2, is hereby adopted and incorporated herein by reference.

49
50 **AND BE IT FURTHER RESOLVED**, that the price quote entitled “Proposal #2026-
51 0252,” attached hereto as Attachment 3, is hereby adopted and incorporated herein by
52 reference.

53
54 **AND BE IT FURTHER RESOLVED**, that the price quote entitled “Tennis Court,”
55 attached hereto as Attachment 4, is hereby adopted and incorporated herein by reference.

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____

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Residential
Commercial
Industrial

PROPOSAL RESOLUTION 26-51



Attachment 1 11745 Pika Drive
Waldorf, MD 20602
Office (301) 843-6771

BELTWAY STRIPING & TRAFFIC CONTROL

8/26/2026

Proposal #

2026-0251

Customer

TOWN OF LA PLATA
305 QUEEN ANNE ST
LA PLATA, MD 20646

Estimator Contact Info

sydni@beltwaypaving.biz

Sydni Mobile 240-585-1318

Job Name

BASKETBALL COURT @ WILLS PARK

Item	Description	Qty
SCOPE	SCOPE OF WORK FOR WILLS PARK 505 ST. MARY'S AVE. LA PLATA, MD 20646 (10 MILES / 20 MINUTES)	
	PAVEMENT MARKINGS	
	UNLESS OTHERWISE STATED, ALL WORK WILL BE SCHEDULED AND COMPLETED DURING NORMAL WORKING HOURS (MONDAY - FRIDAY 9:00AM - 3:00PM)	
TAKE OFF CITED	NOTE TAKE OFF CITED FROM GOOGLE EARTH	
PAINT CREW MOBILIZATION	> MOBILIZATION FOR "HAND LINE" PAINT STRIPING CREW TO SITE EQUIPMENT / LABOR / TRAVEL (QTY IN EA)	1
BASKETBALL COURT	> PAINT STRIPING OF BASKETBALL STANDARD COURT LINES WITH BLOCKS AT FOUL LINE KEY. (QTY IN EA)	1
EXCLUSIONS	NOTE *** EXCLUDES ANY OTHER WORK TO BE COMPLETED, MATERIALS TO BE USED, OR SERVICES TO BE RENDERED, NOT LISTED. ***	
VALIDITY	NOTE THIS PROPOSAL IS VALID FOR (30) DAYS.	

A signature is required for all proposal(s) No work will be scheduled with Beltway Striping & Traffic Control without a signed proposal & notes & exclusions.

Total

\$1,500.00

Customer Signature & Date: _____

Authorized by: Christine Williams Page 27 of 976



BELTWAY

PAVING COMPANY

RESIDENTIAL
COMMERCIAL
INDUSTRIAL

P.O. BOX 699
WALDORF, MD 20604
WWW.BELTWAYPAVING.COM

TOLL FREE: 800.660.1096
TELEPHONE: 301.843.6771
FAX: 301.932.5706

NAME:	Town of La Plata	DATE:	8-26-26
ADDRESS:	305 Queen Anne Street	JOB NAME:	Basketball Court
CITY, ST, ZIP:	La Plata, MD 20646	JOB LOCATION:	505 St Mary's Ave
CONTACT:	Kristen DeMarr	EMAIL:	kdemarr@townoflaplata.org
		CONTACT #:	301-798-4567

PAGE 1 OF 2

Our Proposed Scope of Work Includes:

Overlay Existing Asphalt Basketball Court:

- Mill existing asphalt as needed.
- Repair existing asphalt as needed.
- Clean & tack coat existing asphalt.
- Install 2" of Hot Mix Surface Asphalt (**TYPE 9.5 MM 58S-28**).

Total: 558 Sq. Yds.

Total: \$10,230.00

BELTWAY

NOTE: Please see separate proposal for the striping work.

PAVING COMPANY

PLEASE NOTE:

DUE TO THE VOLATILE NATURE OF THE CURRENT PRICE OF LIQUID ASPHALT, PRICES ARE VALID FOR (30) DAYS AND MAY ALSO BE REVISED ON THE 1ST DAY OF EACH MONTH WHEN THE MD. ASPHALT INDEX IS POSTED.

PROPOSAL

RESOLUTION 26-58

Attachment 2



BELTWAY
PAVING COMPANY

**RESIDENTIAL
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INDUSTRIAL**

**P.O. BOX 699
WALDORF, MD 20604
WWW.BELTWAYPAVING.COM**

**TOLL FREE: 800.660.1096
TELEPHONE: 301.843.6771
FAX: 301.932.5706**

NAME:	Town of La Plata	DATE:	8-26-26
ADDRESS:	305 Queen Anne Street	JOB NAME:	Basketball Court
CITY, ST, ZIP:	La Plata, MD 20646	JOB LOCATION:	505 St Mary's Ave
CONTACT:	Kristen DeMarr	EMAIL:	kdemarr@townoflaplata.org
		CONTACT #:	301-798-4567

PAGE 2 OF 2

Notes & Exclusions:

- * Price is based on the posted price of liquid asphalt @\$807.50 per ton. The proposal price is subject to change based on the indexed price at the time of installation.
- * The above mixes are MD SHA approved and may contain up to 40% RAP. The liquid binder meets or exceeds the 64-22 and 70-22 mixes.
- * Work performed shall not exceed what is stated in the scope of work.
- * Maintenance of traffic other than what is stated in the scope of work is not included.
- * All permits, bonds, testing, engineering, and inspections by others.
- * Stone base under pavement, curb and gutter, by others.
- * Fire lane markings/off site signage/temporary markings of any kind/RPM road reflectors are not included.
- * Prime coat/herbicide treatments/miscellaneous seal coats/geotextile fabrics are not included.
- * This proposal is based on 1 mobilization for asphalt paving. Additional mobilizations will be invoiced @ \$3,500.00 each.
- * Crew hourly standby/wait time charge if mobilized at request of client and project not ready \$2,500.00 per hour
- * Beltway Paving cannot be responsible for ponding water where the rate of fall is less than 2%.
- * Existing sub-base must be 95% compacted, approved material.
- * Existing sub-base must be 2/10 of 1'. Plus, or minus in stations not greater than 10' in length with cuts and fills to balance. Fine grade one time only. Fill material/haul off of excess material for fine grading is excluded.
- * All cut sheets, offset stakes and stakeout by others.
- * Undercutting and refill is not included.
- * Beltway Paving will not warrantee the base paving should it be exposed to construction traffic.
- * In the event this matter is referred to an attorney for collections, there will be additional charges of all costs for collections including attorney's fees, court costs, and interest.
- * Prices subject to change should the scope of work be altered.
- * Beltway Paving acknowledges 0 addendums.
- * The quoted prices in this proposal can be held for a period of 30 days from the date of this proposal. Due to the volatility of material prices, after 30 days, the prices are subject to material cost and subcontractor price inflation
- * All overdue invoices are subject to a 1 1/2% interest charge.

We propose to furnish material and labor-complete in accordance with above specifications, for the sum of **\$10,230.00**

Ten Thousand Two Hundred and Thirty Dollars and 00/100

Payment made as follows:

Due upon completion.

Estimator: Tiffany Norwood

Authorized Signature: Christine Williams

If you have any questions, please contact the estimator named above.

Name & Title: Christine Williams, President

You are authorizing work specified: **Date of Acceptance** _____
Acceptance of Proposal - The above prices, specifications, and conditions
Signature _____
are satisfactory and are hereby accepted This proposal may be withdrawn
by us within **Fifteen (15)** days.

Residential
Commercial
Industrial

PROPOSAL RESOLUTION 26-58



Attachment 3 11745 Pika Drive
Waldorf, MD 20602
Office (301) 843-6771

BELTWAY STRIPING & TRAFFIC CONTROL

8/26/2026

Proposal #

2026-0252

Customer

TOWN OF LA PLATA
305 QUEEN ANNE ST
LA PLATA, MD 20646

Estimator Contact Info

sydni@beltwaypaving.biz

Sydni Mobile 240-585-1318

Job Name

TENNIS COURT @ WILLS PARK

Item	Description	Qty
SCOPE	SCOPE OF WORK FOR WILLS PARK 505 ST. MARY'S AVE. LA PLATA, MD 20646 (10 MILES / 20 MINUTES)	
	PAVEMENT MARKINGS	
	UNLESS OTHERWISE STATED, ALL WORK WILL BE SCHEDULED AND COMPLETED DURING NORMAL WORKING HOURS (MONDAY - FRIDAY 9:00AM - 3:00PM)	
TAKE OFF CITED	NOTE TAKE OFF CITED FROM GOOGLE EARTH	
PAINT CREW MOBILIZATION	> MOBILIZATION FOR "HAND LINE" PAINT STRIPING CREW TO SITE EQUIPMENT / LABOR / TRAVEL (QTY IN EA)	1
TENNIS COURT	> PAINT STRIPING OF TENNIS COURT LINES - STANDARD LAYOUT. (QTY IN EA)	1
PICKLEBALL	> PAINT STRIPING OF "PICKLE BALL COURT" IN ACCORDANCE WITH "USAPA" REGULATIONS. (QTY IN EA)	1
EXCLUSIONS	NOTE *** EXCLUDES ANY OTHER WORK TO BE COMPLETED, MATERIALS TO BE USED, OR SERVICES TO BE RENDERED, NOT LISTED. ***	
VALIDITY	NOTE THIS PROPOSAL IS VALID FOR (30) DAYS.	

A signature is required for all proposal(s) No work will be scheduled with Beltway Striping & Traffic Control without a signed proposal & notes & exclusions.

Total

\$1,775.00

Customer Signature & Date: _____

Authorized by: Christine Williams Page 30 of 976



BELTWAY

PAVING COMPANY

RESIDENTIAL
COMMERCIAL
INDUSTRIAL

P.O. BOX 699
WALDORF, MD 20604
WWW.BELTWAYPAVING.COM

TOLL FREE: 800.660.1096
TELEPHONE: 301.843.6771
FAX: 301.932.5706

NAME:	Town of La Plata	DATE:	8-26-26
ADDRESS:	305 Queen Anne Street	JOB NAME:	Tennis Court
CITY, ST, ZIP:	La Plata, MD 20646	JOB LOCATION:	505 St Mary's Ave
CONTACT:	Kristen DeMarr	EMAIL:	kdemarr@townoflaplata.org
		CONTACT #:	301-798-4567

PAGE 1 OF 2

Our Proposed Scope of Work Includes:

Overlay Existing Asphalt Tennis Court:

- Mill existing asphalt as needed.
- Repair existing asphalt as needed.
- Clean & tack coat existing asphalt.
- Install 2" of Hot Mix Surface Asphalt (**TYPE 9.5 MM 58S-28**).

Total: 784 Sq. Yds.

Total: \$14,355.00

NOTE 1: Please see separate proposal for the striping work. No top coating (green/red paint or rubberized material) is included in either scope of work.

NOTE 2: Net installed in court will have to be removed prior to the paving work. The net will be reinstalled by others after repaving is completed.

NOTE 3: If only a portion of the fence is to be removed prior to the work (needed for equipment access), we will pave up to the existing fenceline. If the entire fence is removed prior to the paving work, the new asphalt will be paved directly around the pole bases and will have a more aesthetic look. We cannot provide the service of removing or reinstalling the fence around the court.

PLEASE NOTE:

DUE TO THE VOLATILE NATURE OF THE CURRENT PRICE OF LIQUID ASPHALT, PRICES ARE VALID FOR (30) DAYS AND MAY ALSO BE REVISED ON THE 1ST DAY OF EACH MONTH WHEN THE MD. ASPHALT INDEX IS POSTED.

PROPOSAL

RESOLUTION 26-58

Attachment 4



BELTWAY
PAVING COMPANY

**RESIDENTIAL
COMMERCIAL
INDUSTRIAL**

**P.O. BOX 699
WALDORF, MD 20604
WWW.BELTWAYPAVING.COM**

**TOLL FREE: 800.660.1096
TELEPHONE: 301.843.6771
FAX: 301.932.5706**

NAME:	Town of La Plata	DATE:	8-26-26
ADDRESS:	305 Queen Anne Street	JOB NAME:	Tennis Court
CITY, ST, ZIP:	La Plata, MD 20646	JOB LOCATION:	505 St Mary's Ave
CONTACT:	Kristen DeMarr	EMAIL:	kdemarr@townoflaplata.org
		CONTACT #:	301-798-4567

PAGE 2 OF 2

Notes & Exclusions:

- * Price is based on the posted price of liquid asphalt @\$807.50 per ton. The proposal price is subject to change based on the indexed price at the time of installation.
- * The above mixes are MD SHA approved and may contain up to 40% RAP. The liquid binder meets or exceeds the 64-22 and 70-22 mixes.
- * Work performed shall not exceed what is stated in the scope of work.
- * Maintenance of traffic other than what is stated in the scope of work is not included.
- * All permits, bonds, testing, engineering, and inspections by others.
- * Stone base under pavement, curb and gutter, by others.
- * Fire lane markings/off site signage/temporary markings of any kind/RPM road reflectors are not included.
- * Prime coat/herbicide treatments/miscellaneous seal coats/geotextile fabrics are not included.
- * This proposal is based on 1 mobilization for asphalt paving. Additional mobilizations will be invoiced @ \$3,500.00 each.
- * Crew hourly standby/wait time charge if mobilized at request of client and project not ready \$2,500.00 per hour
- * Beltway Paving cannot be responsible for ponding water where the rate of fall is less than 2%.
- * Existing sub-base must be 95% compacted, approved material.
- * Existing sub-base must be 2/10 of 1'. Plus, or minus in stations not greater than 10' in length with cuts and fills to balance. Fine grade one time only. Fill material/haul off of excess material for fine grading is excluded.
- * All cut sheets, offset stakes and stakeout by others.
- * Undercutting and refill is not included.
- * Beltway Paving will not warrantee the base paving should it be exposed to construction traffic.
- * In the event this matter is referred to an attorney for collections, there will be additional charges of all costs for collections including attorney's fees, court costs, and interest.
- * Prices subject to change should the scope of work be altered.
- * Beltway Paving acknowledges 0 addendums.
- * The quoted prices in this proposal can be held for a period of 30 days from the date of this proposal. Due to the volatility of material prices, after 30 days, the prices are subject to material cost and subcontractor price inflation
- * All overdue invoices are subject to a 1 1/2% interest charge.

We propose to furnish material and labor-complete in accordance with above specifications, for the sum of **\$14,355.00**

Fourteen Thousand Three Hundred and Fifty-Five Dollars and 00/100

Payment made as follows:

Due upon completion.

Estimator: **Tiffany Norwood**

Authorized Signature: *Christine Williams*

If you have any questions, please contact the estimator named above.

Name & Title: **Christine Williams, President**

You are authorizing work specified: **Date of Acceptance** _____
Acceptance of Proposal - The above prices, specifications, and conditions
Signature _____
are satisfactory and are hereby accepted This proposal may be withdrawn
by us within **Fifteen (15)** days.



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kirk Parks
DEPARTMENT: Public Works
TYPE: Town Council Resolution
SUBJECT: Wastewater Treatment Plant Utility Vehicle Purchase

BACKGROUND:

The Wastewater Treatment Plant (WWTP) requests authorization to purchase a new work truck for dedicated use by WWTP staff. This vehicle will be assigned to the WWTP Senior Operator position and will replace an older fleet vehicle, PW 52.

The new truck will include tool storage boxes to provide convenient, secure access to necessary equipment. This additional storage capacity will improve the WWTP's ability to respond efficiently to on-call assignments, maintenance needs, and emergency situations.

Replacing PW 52 with a newer, dedicated work vehicle will help ensure reliable transportation and provide WWTP staff with the appropriate equipment and resources to support daily operations and emergency response activities.

FISCAL IMPACT:

In accordance with the Town's procurement policies, staff reviewed multiple vendor price quotes. Waldorf Ford's bid, the lowest of those received, totals \$35,496.00 and falls within the amount budgeted for the Wastewater Treatment Plant vehicles line item.

This vehicle is included in the approved FY 2027 Capital budget for \$60,000. The purchase represents a planned capital expenditure that supports long-term financial sustainability by maintaining essential infrastructure assets. No additional funding is required beyond the approved budget allocation.

STRATEGIC PLAN ALIGNMENT:

This initiative directly supports multiple Strategic Plan goals:

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Goal #2 - Operational Excellence: Ensures staff have the appropriate equipment and tools to efficiently provide quality work. The new vehicle will enhance service delivery capabilities and maintain high levels of customer service by preventing service disruptions.

Goal #1 - Good Governance: Demonstrates responsible stewardship of community resources through planned asset replacement and competitive procurement processes. The purchase maximizes public service value through cost-effective emergency response capabilities.

Goal #5 - Public Service Readiness: Maintains the systems and infrastructure needed to meet growing demand while supporting the health, safety, and wellness of residents through reliable utility services.

This purchase aligns with the Capital budget's systematic approach to infrastructure maintenance and replacement.

SUSTAINABILITY CONSIDERATIONS:

The truck will be used for daily facility operations and response to emergency situations.

ADA CONSIDERATIONS:

The new utility vehicle will be equipped with appropriate safety features and accessibility considerations for operators.

RECOMMENDED ACTION:

Adopt Resolution 26-59, "Wastewater Treatment Plant Fiscal Year 2027 Vehicle Purchase," authorizing the Town Manager to execute an agreement with Waldorf Ford for the purchase of a WWTP Utility Vehicle.

ATTACHMENTS:

Quote from Waldorf Ford dated 09/08/2026 – \$35,496.00

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-59

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Wastewater Treatment Plant Fiscal Year 2027 Vehicle Purchase**

4
5 **FOR** the purpose of authorizing the Town Manager to enter into a contract purchase
6 agreement for the purchase of a utility vehicle for the Wastewater Treatment Plant;
7 and all matters generally relating thereto.

8
9 * * * * *

10
11 **WHEREAS**, the Council of the Town of La Plata desires to provide the appropriate
12 equipment and tools to enhance service delivery capabilities and maintain high levels of
13 customer service by preventing service disruptions; and

14
15 **WHEREAS**, the Fiscal Year 2027 Financial Plan/Budget includes funding out of the
16 Town's capital fund for the acquisition of vehicles necessary to efficiently provide quality
17 work and maximize public service value through cost-effective emergency response
18 capabilities; and

19
20 **WHEREAS**, Wastewater Treatment Plant staff researched various vehicle
21 configurations/options and solicited price quotes in accordance with Town procurement
22 policies; and

23
24 **WHEREAS**, Town staff has identified the pricing offered to the Town of La Plata by
25 Waldorf Ford of La Plata, Maryland, as best serving the Town's interests.

26
27 **WHEREAS**, Town Charter §C8-23 requires that all expenditures in excess of twenty
28 thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures
29 which the Town Council, by ordinance, has determined are not subject to the sealed bid
30 requirements; and

31
***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

32
33 **WHEREAS**, Town staff recommends that the Town procure a 2026 Ford Ranger XL
34 4WD SuperCrew with specifications as quoted by Waldorf Ford of La Plata, Maryland, as the
35 configuration and cost best meet the operational needs of the department; and
36

37 **WHEREAS**, Town Staff believes the purpose and intent of Town Charter §C8-23 has
38 been met.
39

40 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
41 **LA PLATA** that Noel C. Stevens, the Town Manager, is hereby authorized to execute and
42 deliver, on behalf of the Town of La Plata, a contract purchase agreement with Waldorf Ford
43 of La Plata, Maryland, for the purchase of one (1) 2026 Ford Ranger XL 4WD SuperCrew, with
44 specifications as quoted by Waldorf Ford of La Plata, for a total expenditure of thirty-five
45 thousand four hundred ninety-six dollars (\$35,496.00).
46

47 **BE IT FURTHER RESOLVED**, that the Waldorf Ford price quote dated September 08,
48 2026, attached hereto as Attachment 1, is hereby adopted and incorporated herein by
49 reference.

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

ADOPTED AND APPROVED by the Council of the Town of La Plata, this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date_____

AI Disclaimer: Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.



Proposal Prepared For

Town of LaPlata
7225 CRAIN HWY
LA PLATA MD 20646
cwilson@townoflaplata.org
(301) 934-8421



Your Vehicle's Cash Price

MSRP / Market Value	\$39,775.00
Waldorf Ford Savings	-\$5,158.00
Adjusted Selling Price	\$34,617.00
Sales Sub Total	\$34,617.00
State Tax	\$0.00
Doc Fee	\$799.00
Registration Fee	\$80.00
Final Price	\$35,496.00

2026 Ford Ranger

0WE38346 • 1FTER4PH8TLE38346
Trim XL 4WD SuperCrew 5' Box
Exterior Oxford White
Interior Ebony
Miles 4

Your Sales Consultant

Steve Luck
sluck@drivewaldorfford.com
(240) 427-1391

Guest Signature

Manager Signature



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Melinda Adams, Stormwater Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: Municipal Stormwater Permit Design and Consulting Services
Contract - BayLand Consultants & Designers, Inc.

BACKGROUND:

The Town does not currently have an established stormwater services agreement with BayLand Consultants & Designers, Inc. to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks, that may arise on an as-needed basis.

Public Works recommends that the Town enter into a piggyback agreement adopting the rates, terms, and conditions of the Charles County RFP 26-009 (CC RFP) existing contract for Municipal Stormwater Permit Design and Consulting Services. Charles County Government competitively awarded this contract on November 18, 2025, the County contract expires on September 30, 2028, or once the maximum contract ceiling has been reached, whichever occurs first, with an option for two (2) one-year renewals at the sole option of the County.

The County contract carries an aggregate not-to-exceed amount of \$5,000,000 across all County task orders; the Town's own use under its piggyback agreement would be authorized and limited on a task-order-by-task-order basis. A copy of the CC RFP 26-009, the BayLand Consultants & Designers, Inc. proposal (including price list and executed contract with the County), and the Town's proposed piggyback agreement are attached for Council's review.

FISCAL IMPACT:

Funding for stormwater permit design and consulting services performed under this contract would be included in the Public Works Department's Operations and Capital Budget within the Stormwater Enterprise Fund, as applicable to specific assignments. Execution of this agreement does not obligate the Town to utilize BayLand Consultants & Designers, Inc. for any specific project; rather, it establishes the hourly rate schedule set under the CC RFP 26-009 that would apply should the Town choose to engage BayLand



Consultants & Designers, Inc. for future general stormwater services. Individual assignments will be authorized through task orders issued within existing budget appropriations.

STRATEGIC PLAN ALIGNMENT:

Goal #2, Operational Excellence: Engaging a qualified firm with specialized stormwater engineering and permitting expertise provides staff with the tools and technical knowledge needed to maintain compliance and manage the Town's stormwater infrastructure and permit obligations.

Goal #5, Public Service Readiness: Access to experienced stormwater engineering professionals supports the Town's ability to plan for drainage, flooding, water quality, and climate resilience needs while protecting natural resources and meeting growing service demands.

SUSTAINABILITY CONSIDERATIONS:

Maintaining a partnership with a qualified firm supports sustainable, resilient decision-making for the Town's stormwater infrastructure. This collaboration helps ensure that stormwater investments are efficient, environmentally responsible, compliant with applicable regulations, and capable of managing current and future drainage, flooding, water-quality, and climate-resilience needs.

ADA CONSIDERATIONS:

Stormwater infrastructure projects performed under this contract will incorporate ADA compliance requirements, where applicable, when design elements affect sidewalks, curb ramps, drainage structures within pedestrian pathways, or other public access points, consistent with the Town's standard design and construction requirements.

RECOMMENDED ACTION:

Adopt Resolution 26-60, "Municipal Stormwater Permit Design and Consulting Services - BayLand Consultants & Designers, Inc.," authorizing the Town Manager to execute a piggyback agreement with BayLand Consultants & Designers, Inc. for Municipal Stormwater Permit Design and Consulting Services, under the rates, terms, and conditions of Charles County Government RFP 26-009.



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1236

Date of Meeting: September 08, 2026

ATTACHMENTS:

1. Charles County RFP 26-009
2. Addendum #1 to Charles County RFP 26-009
3. BayLand Consultants & Designers, Inc. Proposal, including price list and executed contract with the County
4. Draft Contract Agreement between the Town of La Plata and BayLand Consultants & Designers, Inc.

COUNCIL OF THE TOWN OF LA PLATA

Resolution 26-60

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

**Municipal Stormwater Permit Design and Consulting Services
Contract - BayLand Consultants & Designers, Inc.**

FOR the purpose of authorizing the Town Manager to enter into a Contract Agreement with BayLand Consultants & Designers, Inc., to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks that may arise on an as-needed basis; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata (“Town Council”) desires to promote Operational Excellence through the enhancement of community programs and services by strengthening services and programs with adequate staffing and technical expertise; and

WHEREAS, the Town Council desires to enhance Public Service Readiness through the use of the Town’s guiding documents to plan and provide for current/future infrastructure needs and by planning upgrades and enhancements to the Town’s infrastructure to ensure the growth and development can be accommodated; and

WHEREAS, through the Stormwater Enterprise funds, the Public Works Department’s Operations Budget provides for upgrades and enhancements to the Town’s infrastructure to ensure adequate natural resource availability to meet current usage demands and to ensure that growth and development can be accommodated; and

WHEREAS, the professional engineering services of BayLand Consultants & Designers, Inc., of Hanover, Maryland, may be acquired utilizing Charles County Government RFP 26-009; and

WHEREAS, the Town Manager, having reviewed the proposed services and the

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

33 qualifications of BayLand Consultants & Designers, Inc., recommends that the Town
34 Council authorize him to execute a contract with BayLand Consultants & Designers, Inc., to
35 perform work and services as described in Attachment 1; and
36

37 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
38 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,
39 except for expenditures which the Town Council, by ordinance, has determined are not
40 subject to the sealed bid requirements; and
41

42 **WHEREAS**, Town Code, Chapter 43, Section 43-2 C., provides for provisions for
43 expenditures which are exempt from the sealed bid requirements of § C8-23 if “Items,
44 services, materials and goods purchased from a person who is supplying that same item,
45 service, material or good to another governmental entity, if the total price or price per unit,
46 as applicable, to be paid by the town is not more than the total price or price per unit to be
47 paid by the other governmental entity and if the price to be paid by the other governmental
48 entity has been established by a competitive bidding process conducted by the other
49 governmental entity or by a purchasing cooperative or alliance that bids procurements on a
50 volume basis for state and local governments”; and
51

52 **WHEREAS**, Town staff has identified the terms offered to Charles County RFP 26-
53 009, “Municipal Stormwater Permit Design Consulting Services” and in Addendum #1 to RFP
54 26-009, “Municipal Stormwater Permit Design Consulting Services,” as best serving the
55 Town’s interests.
56

57 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
58 **PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to enter into, on behalf of
59 the Town of La Plata, a Contract Agreement for Municipal Stormwater Permit Design and
60 Consulting Services with BayLand Consultants & Designers, Inc., of Hanover, Maryland,
61 under the terms defined in Charles County RFP 26-009, “Municipal Stormwater Permit
62 Design Consulting Services,” attached hereto as Attachment 1, and Addendum #1 to RFP
63 26-009, “Municipal Stormwater Permit Design Consulting Services,” attached hereto as
64 Attachment 2, under the terms defined in the Agreement between the Town of La Plata,
65 Maryland, and BayLand Consultants & Designers, Inc., attached hereto as Attachment 3.
66

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67 **BE IT FURTHER RESOLVED**, that Charles County RFP 26-009, “Municipal
68 Stormwater Permit Design Consulting Services,” attached hereto as Attachment 1, and
69 Addendum #1 to RFP 26-009, “Municipal Stormwater Permit Design Consulting Services,”
70 attached hereto as Attachment 2, are hereby adopted and incorporated herein by reference.

71
72 **AND BE IT FURTHER RESOLVED**, that the Agreement between the Town of La Plata,
73 Maryland, and BayLand Consultants & Designers, Inc., attached hereto as Attachment 3, is
74 hereby adopted and incorporated herein by reference.

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

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26-009

**MUNICIPAL STORMWATER PERMIT DESIGN AND
CONSULTING SERVICES**

Charles County Government

200 Baltimore Street

La Plata, MD 20646

RELEASE DATE: July 23, 2025

RESPONSE DEADLINE: August 27, 2025, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/charlescountymd>

Charles County Government
Municipal Stormwater Permit Design and Consulting Services

I. INTRODUCTION.....

II. PROPOSAL INSTRUCTIONS.....

III. TECHNICAL PROPOSAL SUBMISSION CONTENT.....

IV. ORIGINAL PROPOSAL SUBMISSION CONTENT

V. PROPOSAL EVALUATION PANEL AND CRITERIA

VI. AWARD AND CONTRACT FORMATION.....

VII. GENERAL PROVISIONS.....

VIII. SPECIAL PROVISIONS

IX. PROPOSAL ITEM DESCRIPTIONS.....

X. PROPOSAL SUBMITTALS

XI. COST PROPOSAL FORM.....

XII. INSURANCE

Attachments:

A - Sample Contract - Term & Renewals Specified

1. INTRODUCTION

1.1. Summary

The Commissioners of Charles County are seeking proposals from multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

1.2. Contact Information

The **Purchasing Representative** identified below is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between the Offeror and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified below, for any reason during the bidding process or prior to full contact execution. Any communication outside this process may result in disqualification.

Shanna Reese

Chief of Purchasing

200 Baltimore Street

N/A

La Plata, MD 20646

Email: reeses@charlescountymd.gov

Phone: [\(301\) 645-0656](tel:3016450656)

Department:

PGM - Planning

1.3. Timeline

NOTE: Times and dates are subject to change due to extenuating circumstances, including inclement weather. Offerors may obtain County operating status by calling 301-645-0600 (meeting times cannot be verified at this number) or by referring to County operations status updates on the Charles County Government website at <http://www.CharlesCountyMD.gov>.

Release Project Date	July 23, 2025
Pre-Proposal Meeting Registration Deadline	August 4, 2025, 8:00am Firms must register in advance to attend the pre-proposal meeting via the County's eProcurement Portal RSVP Manager. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions. If multiple attendees from your firm will be attending the meeting, please have each individual complete the eProcurement Portal RSVP Manager process.

Pre-Proposal Meeting (Non-Mandatory)	August 4, 2025, 2:00pm Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that register timely and via the County's eProcurement Portal RSVP Manager will receive participation instructions. The attendance roster will be published on the County's eProcurement Portal.
Question Submission Deadline	August 13, 2025, 8:00am Questions shall be submitted via the eProcurement Portal Question & Answer feature prior to the due date and time specified. The County will not provide responses to questions received after the deadline.
Proposal Submission Deadline	August 27, 2025, 11:00am

2. PROPOSAL INSTRUCTIONS

2.1. Proposal Submission Conditions

Charles County Government is accepting electronic proposal submissions. Offerors shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, click on "Draft Response" and follow the instructions to submit the electronic proposal via the [County's eProcurement Portal](#).

Proposals shall be submitted by the date and time specified. Late proposals will not be accepted. Submission, modification, or withdrawal of proposals after the due date/time will not be considered.

It is the Offerors' sole responsibility to ensure that proposals are delivered via County's eProcurement Portal. Offerors shall give yourself adequate time to submit a response. Any technical difficulties or uncertainty with the submittal process will not be cause for accepting a response that was not submitted timely. The County is only accepting electronic submittals. Delivery methods by courier, in-person hand delivered, United States Postal Service, United Parcel Service or Federal Express, and other methods of delivery shall not be accepted. Any proposals not received timely will not be considered.

Proposals shall be valid and irrevocable for a minimum of one hundred twenty (120) days from the due date. An Offeror may submit only (1) proposal in response to this RFP. Offerors shall monitor the [County's eProcurement Portal](#) for schedule changes issued via addendum.

2.2. Solicitation Events

- A. Pre-Proposal Meeting Registration Deadline: Refer to the **Timeline** section for date, time, location, participation and registration requirements. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions.
- B. Pre-Proposal Meeting: Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that registered timely will receive participation instructions. Refer to the **Timeline** section for date, time, and location, participation, and registration requirements. The attendance roster will be published on the [County's eProcurement Portal](#).
- C. Last Day for Questions: The County will not provide responses to questions received after the deadline to submit questions specified in the **Timeline** section.
- D. Proposal Submission Deadline: Refer to the **Timeline** section for the date and time proposals must be received by. Offerors must have an account or create a FREE account with [OpenGov Procurement](#) to submit a proposal.

2.3. Offeror Certification of Acceptance

By submitting a proposal in response to this RFP, the Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the *RFP* or any *Appendices* is made part of this solicitation package.

2.4. Incurring Costs

The County is not liable for any costs incurred by the Offeror prior to full execution of the contract.

2.5. Additions/Modifications to Solicitation Forms

Modifications of or additions to the [Cost Proposal Form](#) or any other County form may be cause for rejection of the proposal, however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive. As a precondition to proposal acceptance, the County may, in its sole discretion, request that the Offeror withdraw or modify any such modifications or additions which do not affect quality, quantity, price, or delivery.

2.6. Alternate Offers

Offerors must bid only one (1) product and one (1) price per proposal item even though they feel they can offer more than one item that will meet the specifications. Offeror must determine for themselves which to offer. If an Offeror submits more than one (1) product and/or more than one (1) price for a given proposal item or items, it may be cause for the proposal items or items being bid upon to be considered non-responsive and rejected.

2.7. "Or Equal" Interpretations

Identification of an item by manufacturer's name, trade name, catalog number, or reference is intended to be descriptive but not restrictive in that it is used for the purpose of describing the type, style, quality, performance and minimum specifications of the product desired, and shall not be interpreted to mean the only acceptable product. Proposals on other makes and/or models will be considered provided in the [Cost Proposal Form](#) what is being proposed and forwards with the proposal complete descriptive literature indicating the character of the article being offered and addressing all specifications of this solicitation.

The County reserves the right to accept or reject, in its sole discretion, items offered as an "equal".

2.8. Offeror Investigation

Prior to submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the Offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Offeror.

2.9. Sole Point of Contact

The **Purchasing Representative** identified in the [Introduction section](#) is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between Offerors and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified on the [Introduction section](#), for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

2.10. Questions

All inquiries/questions concerning technical or bidding information shall be directed via OpenGov Procurement Question & Answer feature prior to the due date and time specified in the [Introduction section](#). In the event an Offeror has multiple questions, each question must be submitted individually. Please include the section number and title for each question, if applicable. All questions submitted and answers provided will be electronically distributed to offerors following this solicitation on the [County's eProcurement Portal](#). The County will not provide responses to questions submitted after the due date and time specified in the [Introduction section](#). The person submitting the request will be responsible for its prompt delivery. Questions and answers are provided for informational purposes only and are not part of any resulting contract from this solicitation.

2.11. Addenda and Supplements

In the event that it becomes necessary to revise any part of this solicitation, or if additional information is necessary to enable the Offeror to make an adequate interpretation of the provisions of this solicitation, a supplement to the solicitation will be issued. The Offeror shall acknowledge in their proposal, the receipt of all addenda, supplements, amendments, or changes to the solicitation that were issued by the County. Oral statements made by County personnel shall not bind the County in any manner whatsoever and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement.

Any interpretation, correction, changes to the solicitation will be made only by addendum duly issued and will be posted on the County's eProcurement Portal found at www.CharlesCountyMD.gov. Click on Any and all addenda issued prior to the proposal due date/time shall become a part of the contract documents and shall be covered in the Offeror's proposal prices, unless an alternate schedule is presented by addendum. It is the responsibility of the Offeror to check the [County's eProcurement Portal](#) as frequently as necessary to obtain all updates and addenda to the solicitation.

2.12. Ability to Perform

Offeror shall have the capability to perform classes of work contemplated, having sufficient capital to execute the work properly within the specified time. The County reserves the right to request any additional information, utilize references not provided by a Offeror, and validate any information provided by an Offeror by any means deemed necessary by the County for the purpose of determining the Offeror's ability to perform the services described herein.

2.13. Errors

Any errors in computations may be corrected during the County's review of the proposal. The County shall not be responsible for Offeror computation errors contained on the [Cost Proposal Form](#). All values contained on the [Cost Proposal Form](#) remain the responsibility of the Offeror. Where the unit price and the extension price are at variance, the unit price will prevail. In the event that the unit price is not provided, the unit price shall be the extended price divided by the quantity. Errors on any forms submitted remain the sole responsibility of the Offeror.

2.14. County Rights/Disclaimers

The County exclusively reserves the right, but is not limited to the following actions:

- A. Reject any or all proposal submissions;
- B. Issue a new RFP;
- C. Cancel, modify, or withdraw the RFP;
- D. Issue addenda, supplements, and modifications to this RFP;
- E. Modify the RFP process (with appropriate notice to offerors as described herein);
- F. Appoint an Evaluation Committee and evaluation teams to review proposal submissions;
- G. Approve or disapprove the use of particular subcontractors and/or substitutions and/or changes in proposal submissions;
- H. Revise and modify, at any time before the Proposal Due to County date, the factors it will consider in evaluating proposal submissions and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the County will publish an addendum. The County may extend the RFP due date if such changes are deemed by the County, in its sole discretion, to be material and substantive;
- I. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the RFPs;
- J. Disqualify any team that changes its Proposal Submission without County written approval;
- K. Retain ownership of all materials submitted in hard-copy and/or electronic format.

2.15. Rejection of Quotes/Bids/Proposals

The County exclusively reserves the right, but is not limited to the following actions:

- A. Evidence of collusion among offerors.
- B. Lack of competency revealed by financial statements, experience, equipment statements, or other factors.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted or from previous experience with the offeror.
- D. Default on a previous similar contract for failure to perform.
- E. Being delinquent in payments due to Charles County Government.
- F. Exceptions or exclusions to the requirements of the solicitation.
- G. Failure to be in "Good Standing" with the State of Maryland.
- H. Previous substandard performance on a County contract.
- I. Failure to perform properly or to complete, in a timely manner, contracts of a similar or comparable nature, or if investigation shows the offeror unable or unlikely to perform the requirements.
- J. Failure to furnish information requested by the County.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

2.16. Good Standing Requirements

In order to be eligible for award, Offerors shall meet the following conditions prior to contract award:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in “good standing” with the State of Maryland Department of Assessments and Taxation.

2.17. Notifications

Legal notice given by the County to the Offeror shall be sent to the Offeror's contact information provided in the [County's eProcurement Portal](#). Notice given by the County by any of the following:

- A. A communication delivered by MAIL shall be deemed as having been received by the addressee three (3) business days after the date of mailing.
 - 1. UPS or FedEx or other delivery service; or
 - 2. USPS first class postage mail; or
 - 3. USPS certified, or
 - 4. USPS registered mail.
- B. A communication delivered by email shall be deemed as having received by the addressee the same day the email was sent.

2.18. Negotiations

The County may negotiate contract terms, price, statement of work, or other conditions that results in the most advantageous outcome for the County. In the event an agreement satisfactory to the County cannot be negotiated, the County may terminate negotiation and move to another Offeror.

2.19. Prohibition of Discrimination in County Procurement

Charles County is committed to ensuring that Minority and Women-Owned Business Enterprises are provided equal opportunity to participate in the County's procurement and contracting processes. Any instances of overt or perceived discrimination should immediately be reported to the MWBE/DBE Compliance Manager.

Per Resolution 2023-13, Section 8, Item 4.1, the SLMBE Programs Division is authorized to investigate such complaint. An investigation may also be initiated based solely on a finding of a significant statistical disparity from the Annual Aspirational Goal or contract/project goal(s), as detailed herein. The details of any investigation, including findings, shall be recorded and maintained by the SLMBE Programs Division.

All Contractors must cooperate with any investigations or audits conducted by authorized entities to assess compliance with anti-discrimination laws and policies. Non-compliance may result in sanctions, including but not limited to contract termination, suspension, or debarment from future contracts.

Certification of Compliance

By submitting a response to this solicitation, the Contractor agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

Reporting Discrimination

Discrimination in any form is strictly prohibited in Charles County. Charles County staff, prime contractors, subcontractors, or any individuals otherwise engaged in the procurement process are strictly prohibited from discriminating against any business or individual based on, but not limited to the following: race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, political affiliation, veteran status, or any other characteristic protected by applicable law. Legitimate denial of a bid or not being selected for a procurement opportunity is not considered discrimination.

If anyone is a victim of discrimination, in any form, a request must be submitted to the MWBE/DBE Compliance Manager. Anyone submitting a discrimination complaint must submit a complaint using the “MWBE Discrimination Reporting Form”. You can request a form from the MWBE/DBE Compliance Manager. Any individual or firm discriminating against another could face any of the following penalties including, but not limited to: sanctions, contract termination, suspension, and/or debarment from future contracts. If necessary, the case can also be referred to the County Attorney and/or the County Administrator for further action.

Notification of Accusation and/or Finding of Discrimination

Once a discrimination complaint is received by the Purchasing Division and the MWBE/DBE Compliance Manager, the accused will be notified in writing that they; a) have been accused of discrimination, b) will have an opportunity to provide a defense against the accusation; c) must comply with all requests from investigators; d) are prohibited from taking any adverse actions against an accuser; and e) have a right to appeal a finding of discrimination.

3. TECHNICAL PROPOSAL SUBMISSION CONTENT

Cost information shall not be included in the Technical Proposal.

3.1. Technical Proposal Instructions

At a minimum, each technical proposal shall include the following items in the stated order; all pages shall be numbered; using font size of eleven (11) point or larger, printable one sided on 8.5" x 11" size paper and all the listed components must be included. Do not provide references to other section/tabs, documents or websites for the information required; information should be specifically included in the RFP response. Technical proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

Provide a Table of Contents with the specified tabs, page numbers, and content below for each tab.

3.2. Tab 1 - Executive Summary

Provide the following information:

- A. Name, address, and phone of the firm and subcontractors.
- B. Brief background history of the firm.
- C. Principals of the firm.
- D. Location of office from which this contract will be administered.
- E. The name of the principal in charge of this contract.
- F. Summary of the Offeror's understanding of the requested services.

3.3. Tab 2 - Standard Form (SF) 330

Complete and submit a **Standard Form (SF) 330 "Architect/Engineer Related Services for Specific Project"** (template available on Charles County's Purchasing Division webpage). All applicable spaces of the form shall be completed. Offerors shall demonstrate at least ten (10) years of experience and provide project summaries for ten (10) representative projects over the past ten (10) years. Experience of subcontractors may not be used as experience of the prime.

Firms shall demonstrate their history and expertise in the municipal stormwater permit services for which they are qualified.

3.4. Tab 3 - Additional Items

Provide the following:

- a. An organizational chart of your proposed team(s). Explain how you have structured your team(s). Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.
- b. Detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.
- c. Detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.
- d. Detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.
- e. Detailed history of watershed monitoring, assessments, evaluations, modeling, and planning.
- f. Detailed experience with asset management tools.
- g. Other information you think is important for consideration in the evaluation of proposals.

4. ORIGINAL PROPOSAL SUBMISSION CONTENT

Any information identified as “Confidential” shall be noted by reference and appended to the **Proposal Submission**. Each item identified as “Confidential” shall be accompanied by an explanation. Refer to **Public Information Act/Confidentiality Notice** section.

A complete original proposal package shall include all information and forms identified on the **County’s eProcurement Portal**, including but not limited to:

4.1. Original Proposal Instructions

The original proposal shall be considered the items listed in this Section. All forms must be completed, signed, and submitted. Indicate "NA" on the form if it is "Not Applicable" and sign and date it. Original proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

4.2. Cost Proposal Form

Proposal pricing shall be submitted on the [Cost Proposal Form](#). All cost columns of the table shall be fully completed to be able to submit a proposal response. All pricing shall be rounded to the nearest whole cent (e.g. \$.01). There shall be no hidden costs. Prices shall include all profit, overhead, equipment, transportation cost, etc. An Offeror may only submit one (1) [Cost Proposal Form](#) in response to this solicitation. Each item on the form shall contain only one value. “Or Equal” items, if applicable, shall be noted on the [Cost Proposal Form](#).

4.3. Vendor Disclosure Form

This form shall be completed in legible ink or typewritten and signed.

4.4. Experience Form

Offeror shall be required to complete and submit the County provided *Experience Form*. A qualified Offeror must have requisite experience for the work as described in the **Special Provisions** and must be actively engaged as a legal entity in this field for a period of no less than ten (10) years at the due date for quote/bid/proposal. Offerors shall demonstrate their experience on the *Experience Form*. Offerors shall provide no less than ten (10) projects completed within the past ten (10) years of equal or greater magnitude, as deemed acceptable by the County at its sole discretion, as specified in *Item A* below. All blank spaces of the form shall be fully completed in legible ink or typewritten. The projects may be the same as those used in the SF-330.

Experience shall be that of the prime contractor unless otherwise specified. Experience of subcontractors may not be used as experience of the prime. The County shall accept experience of subcontractor only in those areas specified otherwise, if applicable.

As applicable: On-going service contracts for the services specified may be considered a “Completed” project if the base term of the contract has been fully completed, purchase orders issued and tasks fully completed during the contract term, and the contract renewed by the issuing agency. Each Offeror is solely responsible for providing any and/or all information/documents demonstrating completion and/or requested by the County in order to confirm the validity of references provided.

- A. A minimum of ten (10) completed representative projects that demonstrate the Offeror's experience in all of the following areas:
 - 1. Maryland Municipal Stormwater (MS4) permit Phase 1 requirements
 - 2. stormwater conveyance systems
 - 3. stormwater management retrofits
 - 4. innovative water quality treatment practices
 - 5. ecological restoration
 - 6. environmental assessment and planning
 - 7. pollutant load modeling, watershed management
 - 8. water quality monitoring and modeling

- 9. municipal stormwater related asset management
- 10. education and outreach to reduce stormwater pollution and flooding
- 11. illicit discharge

4.5. Minority and Women- Owned Business Enterprise (MWBE) Program - MWBE Compliance Plan Forms

This form shall be completed in legible ink or typewritten and signed. Proposals submitted without a MWBE compliance form may be rejected as non-responsive by the County. Th Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202 for questions related to the County's MWBE program.

4.6. Small Local Business Enterprise (SLBE) Program – SLBE Certification Form and SLBE Letter of Intent

Charles County Government has established a Small Local Business Enterprise (SLBE) Program, which registered Charles County SLBE firms responding to this solicitation may receive a preference in accordance with the provisions of the Program that may apply to a formal solicitation resulting in an award of less than \$500,000.00. **This solicitation is exempt from the SLBE Program.**

4.7. Intended Sub-Contractors Form

This form shall be completed in legible ink or typewritten and signed. “NA” shall be noted on the form if it is Not Applicable.

4.8. Non-Collusion Affidavit Form

This form shall be completed in legible ink or typewritten, signed, and notarized.

4.9. Addendum Certification

Offerors shall be required to acknowledge the addenda when responding to this request for proposals.

5. PROPOSAL EVALUATION PANEL AND CRITERIA

All materials, conferences, proposals, and other matters related to this project shall remain confidential until the contract is executed with the selected firm. The County may use any appropriate technical resources to assist during any part of the evaluation process.

5.1. Responsiveness Review

The County will review the proposal for minimum responsiveness criteria. Proposals that do not meet the minimum responsiveness criteria may be rejected as non-responsive, at the sole option of the County. Any deficiencies will be reviewed and determined by the Chief of Purchasing.

5.2. Evaluation Criteria

Proposal evaluation will include, but is not limited to, the following:

Item #	Evaluation Criteria Description	Points
1	Project understanding, approach, and capability	15
2	Experience of key staff and project team proposed. • Project Management • Technical expertise • Organizational structure • Key personnel qualifications	20
3	Firm representative projects and depth	20
4	Examples of innovative watershed solutions	5
5	Price	40
6	Total	100

5.3. Evaluation

Offerors' proposals will be evaluated by an evaluation committee who will evaluate and score the proposals in accordance with the criteria specified above. The County reserves the right to conduct the evaluation in any manner considered in the best interest of the County. The County may utilize any information obtained as a result of reference checks, proposal clarification or additional information requests, offeror negotiations or any other means deemed necessary at the sole discretion of the County to identify the proposal that best meets the County's needs.

6. AWARD AND CONTRACT FORMATION

The County reserves the right to award a contract by individual items, in the aggregate, or in any combination thereof, or to reject any or all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of the County. Any contract awarded is contingent upon completion of the protest period.

6.1. Award of Contract

The County intends to award this solicitation on the basis of a combination of the evaluation of the Offerors' experience and qualifications, as well as the proposed price. Award will not be based upon cost alone, and this solicitation does not commit the County to award a contract or to award to that firm which has submitted the lowest fee. The evaluation criteria may include: the Offeror's demonstration of their understanding of the work to be performed, past experience, technical ability, other resources, qualifications of personnel, results of reference checks, and record of similar work performed satisfactorily. In addition, the County reserves the right to accept any proposal either in part or in its entirety.

At any time, the County may request an offeror to provide additional items such as: additional information, clarification, references, interviews/presentations, and any other documentation needed to assist the County in the award selection process. Failure of an offeror to furnish requested information may constitute grounds for determining an offeror as non-responsive at the sole option of the County. Any contract awarded is contingent upon completion of the protest period.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

6.2. Term of Contract

The Contractor(s) selected shall provide the services and all requirements contained herein for a base period commencing on the date of contract execution, after expiration of the award protest period, unless notified otherwise by the County in writing by the County and end September 30, 2028, with two (2) optional 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

This contract shall be automatically renewed unless notice of nonrenewal shall be made to the Contractor by Charles County Government or to Charles County Government by the Contractor at least forty-five (45) calendar days prior to the contract anniversary date which is the date in the Notice to Proceed, contract begin date, or otherwise indicated by Charles County Government.

6.3. Pricing Adjustment for Extension Years

Unit prices under the resulting Contract shall remain firm through the base term. Thereafter, pricing shall be adjusted at the beginning of each succeeding year and/or Contract renewal period at the written request of the Contractor to the Chief of Purchasing. Pricing shall be adjusted by the percentage change in the Consumer Price Index (CPI) from the previous year. For purposes of this agreement, the CPI is defined as the Consumer Price Index for All Urban Consumers, All Items, as published by the United States Department of Labor, Bureau of Labor Statistics. For purposes of adjustment, the CPI used for each subsequent year of the Contract shall be the last published percentage change in the CPI (for the previous 12 months) either on, or prior to, the anniversary date of the Contract. Price adjustments shall take effect upon written approval by the County.

6.4. Quantity Contracts Awarded

The County may make award to more than one firm. The County may award to one or multiple offeror(s). The contract(s) entered into with the successful offeror(s) shall meet all standard provisions required by the County.

The County intends to contract with a single firm and not with multiple firms doing business as a joint venture. Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

6.5. Contract Execution

The successful Offeror to whom the contract shall have been awarded shall be required to execute the County contract (or as authorized by the County) and shall furnish all requirements due at contract execution, which may include, but is not limited to performance bonds and/or payment bonds, insurance certificates, equipment inspections, licenses, etc., as specified herein.

6.6. Contract Documents

All work under this project shall be in accordance with the contract documents. The Contract documents for this project includes, but is not necessarily limited to, this solicitation package, project plans and specifications as shown in ***RFP and other referenced ordinances, manuals and specifications***. Contract Documents shall also include:

- A. All written modifications, amendments and change orders to this Agreement issued in accordance with the ***General Provisions***.
- B. Contractor's proposal and accompanying exhibits submitted in response to the County's Project Criteria and Solicitation; and any solicited and/or unsolicited Alternates to the Solicitation accepted by the County in writing.

The Contract Documents are intended to permit the parties to complete the work and all obligations required by the Contract Documents within the specified time(s) for the proposal price. The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event of any inconsistency, conflict, or ambiguity between or among the Contract Documents, the County will make a determination on which item of discrepancy shall take precedence. Within listed documents or group of documents, the later dated shall have precedence over the earlier requirements, and specific requirements shall have precedence over the general requirements.

6.7. Default and Suspension

If an Offeror who has been selected for award and offered a contract refuses or fails to execute the contract and/or fully comply with all requirements of this solicitation within fourteen (14) consecutive calendar days after receipt of formal notice of intent to award or an alternate date specified by the Chief of Purchasing, the Offeror may be considered to have defaulted with respect to execution of the contract, and to have abandoned all rights and interests in the contract. In such instance the bid security, if any, may be declared forfeited to the County without further notice to the Offeror. In the event of such default, award may then be made to another Offeror determined to be in the best interest of the County, or the solicitation may be cancelled and/or re-advertised for proposals as deemed if deemed in the best interests of the County.

A Contractor, who has executed a contract with the County, may be considered to have defaulted in the performance of the Contract, by: failure to comply with the requirements of the contract, sub-standard performance, failing to complete the contract, and/or by other significant errors and omissions as determined by the Project Manager and the Chief of Purchasing. In such instance, the Contractor's performance and/or payments bonds, if any, may be exercised, and the Contract terminated and awarded to another Offeror if determined to be in the best interest of the County.

An Offeror/Contractor, who has defaulted as discussed above, may be declared by the Chief of Purchasing to be ineligible to bid on future County solicitations for a period of up to two (2) years from the date the County determined the Offeror/Contractor to have defaulted. This determination by the Chief of Purchasing shall be final, and not subject to appeal.

6.8. Offeror/Award Protests

- A. All protests made pursuant to solicitations must be in writing and delivered to the Chief of Purchasing within the timeframes specified:
 - 1. Protests must be delivered to the Chief of Purchasing no later than seven (7) consecutive calendar days after the basis for the protest (i.e. notification of rejection of Offeror's proposal, notification of removal of Offeror from consideration, etc.) is known or should have been known, whichever is earlier.
 - 2. If protesting contract award, the protest must be delivered to the Chief of Purchasing within seven (7) consecutive calendar days after the Purchasing Division has publicly posted the proposed contract award. This provision shall only apply to "aggrieved" Offerors.
 - 3. If Offeror seeks as a remedy the cancellation or amendment of the solicitation, the protest must be delivered to the Chief of Purchasing before the submission date for quotes/bids/proposals.
 - 4. If the County is closed for business at the due date and time, for whatever reasons, protests will be accepted on the next business day of the County prior to 12:00 p.m. (Eastern Time). Protests shall be considered timely only if received in the Purchasing Division office prior to close of business within the timeframes specified above.

- B. All protests made pursuant to solicitations shall be delivered to the Chief of Purchasing:
Charles County Government
ATTN: Chief of Purchasing, Purchasing Division (Room B130)
200 Baltimore Street,
La Plata, Maryland 20646
- C. Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Charles County Government". The Chief of Purchasing, may, at his sole election, return the filing fee to the protesting Offeror, if the protest is sustained. Filing fees for unsustained protests shall not be returned. The Chief of Purchasing must dismiss any protest not timely received.
- D. Only an Offeror that is "aggrieved" is eligible to file a protest. Aggrieved means that the Offeror who is filing the protest is susceptible for an award of the contract if the protest is sustained (e.g., a fourth ranked Offeror is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked Offerors or would require that the solicitation be reissued). Each protest must contain the following: identification of the solicitation; the name, address and telephone number of the protesting Offeror; a statement supporting that the Offeror is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the Offeror contends supports the protest. The burden of production of all relevant evidence, data and documents, and the burden of persuasive argument to support the protest is on the Offeror making the protest.
- E. The Chief of Purchasing shall forward to the County Attorney, all protests timely received and appropriate information addressing the circumstances of the protest. The Chief of Purchasing shall also forward for the County Attorney's information, all protests not timely received and/or otherwise ineligible, that was dismissed by the Chief of Purchasing.
- F. The Chief of Purchasing, after consultation with the County Attorney, shall determine whether to sustain or reject the protest, and shall provide written notice of his determination to the Offeror making the protest, and to the County Attorney. In the case of a sustained protest, the Chief of Purchasing, after consultation with the County Attorney, shall determine what remedy shall be taken to redress the protest. Decisions shall be final, and not subject to appeal.

6.9. Performance Evaluations

The County shall perform periodic performance evaluations, at the County's discretion, on all work performed by the Contractor under this Contract. The Contractor shall have the opportunity to review performance evaluations upon request. Performance evaluations shall be maintained in the County's contract files.

6.10. Assignment of Contract

The Contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the County, Chief of Purchasing.

6.11. Subcontractors

Subcontractors may not be used in the conduct of this contract without express written approval of the County. The County reserves the right to reject any subcontracted relationship if changes or additions of subcontractors are necessary during the life of the contract. Subcontracts for any portion of this contract must be clearly identified in the Offeror's proposal. Subcontracts are subject to Minority and Women Business Enterprise (MBE) Program and Small Local Business Enterprise (SLBE) requirements detailed herein. Prime contractor shall perform a minimum of fifty percent (50%) of the work.

6.12. News Release

No news releases pertaining to this proposal request or the service, study, or project to which it relates will be made without County approval.

6.13. Public Information Act/Confidentiality Notice

Offeror should give specific attention and identification of those specific portions of their proposals which they deem to contain confidential and/or proprietary information. Such information must be individually noted as being confidential or proprietary, either at that location, or in a separate consolidated listing contained within the bid/proposal/quote and provide justification of why the

material should not be subject to disclosure by the County upon request under the Maryland Public Information Act. Offerors may not declare their entire bid/proposal/quote package to be confidential or proprietary. Failure to provide specific identification and justification may result in the County releasing the information if requested to do so.

6.14. Campaign Finance Reform Act of 2013

The Maryland Campaign Finance Reform Act of 2013 dictates that vendors with single contracts of \$200,000 or more shall file certain campaign finance-related disclosures with the Maryland State Board of Elections. Vendors shall certify that they have filed the requisite disclosure, and if the vendor fails to provide this certification, the County must notify the State. In the event of Contract award, the Contractor shall certify that campaign finance-related disclosures are filed with the Maryland State Board of Elections as applicable.

6.15. Holiday Schedule

The following holidays are observed by the County:

- New Year's Break (Close at 12:00pm New Year's Eve, New Year's Day, Day after New Years)
- Martin Luther King Jr's Birthday
- Super Bowl Monday
- Washington's Birthday
- Eid al Fitr
- Good Friday
- Easter Monday
- Memorial Day
- Eid al Adha
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Election Day (When Applicable)
- Thanksgiving Closure (Wed, Thur, Fri of Thanksgiving)
- Christmas Break (Close at 12:00pm Christmas Eve, Christmas Day, Day after Christmas)

6.16. Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, governmental entities that are not Customers may make purchases under the terms and conditions contained herein, if agreed to by the Contractor. Such purchases are independent of the Contract between the Department and the Contractor, and the Department is not a party to these transactions. The Mid-Atlantic Purchasing Team Cooperative Ride Clause is hereby incorporated into this solicitation. Refer to the County's Website at: <https://www.charlescountymd.gov/home/showpublisheddocument/15127/638182853727870000>

7. GENERAL PROVISIONS

7.1. Definitions

The term COUNTY, as used herein, refers to the COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, hereinafter called the COUNTY, represented by the CONTRACTING OFFICER, the Director of the Using Department, or their designated representative who is authorized to act for the COUNTY.

7.2. Indemnification Clause

The Contractor shall protect, hold free and harmless, defend and indemnify Charles County, including its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. This agreement shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County, its officers, agents, and employees.

7.3. Governing Law

This Contract shall be governed by and construed only in accordance with the laws of the State of Maryland.

7.4. Responsibility of the Consultant

A. The CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in their design, drawings, specifications, and other services.

B. Neither the COUNTY'S review, approval or acceptance of, nor payment for, any of the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the COUNTY in accordance with applicable law for all damages to the COUNTY caused by the CONSULTANT'S negligent performance of any of the services furnished under this contract.

C. The rights and remedies of the COUNTY provided for under this contract are in addition to any other rights and remedies provided by law.

7.5. Changes

A. The COUNTY may, at any time, by written order, make changes within the general scope of the contract in the services to be performed. If such changes cause an increase or decrease in the CONSULTANT'S cost of, or time required for, performance of any services under this contract, whether or not changed by any order, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. Any claim of the CONSULTANT for adjustment under this Article must be asserted in writing within thirty (30) days from the date of receipt by the CONSULTANT of the notification of change unless the COUNTY grants a further period of time before the date of final payment under this contract.

B. The CONSULTANT shall provide no services for which an additional cost or fee will be charged without prior written authorization by the COUNTY.

C. Additional Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in an increase in the contract price will be determined by one or the other of the following methods, at the election of the CONTRACTING OFFICER.

(1) On the basis of a stated lump sum price, or other consideration fixed and agreed upon by negotiation between the CONTRACTING OFFICER and the CONSULTANT in advance, or if this procedure is impractical because of the nature of the work or for any reason,

(2) On the basis of the actual necessary cost as determined by the CONTRACTING OFFICER, plus a fixed fee to cover general supervisory and office expense and profit. The fixed fee shall not exceed fifteen percent (15%) of the actual necessary costs. The

actual necessary cost will include all reasonable expenditures for material, labor, and supplies furnished by the CONSULTANT and a reasonable allowance for the use of their plant and equipment where required but will in no case include any allowance for general superintendent, office expense, or other general expense not directly attributable to the extra work. In addition to the foregoing, the following will be allowed: the actual payment by the CONSULTANT for workmen's compensation and public liability insurance; performance and payment bonds (if any); and all unemployment and other social security contributions (if any) made by the CONSULTANT pursuant to Federal or State statutes, when such additional payments are necessitated by such extra work. An appropriate extension of the working time, if such be necessary, also will be fixed and agreed upon, and stated in the written order.

D. Reduced Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in a decrease in the contract price will be determined in a manner conformable with paragraph C.2 under Additional Costs.

7.6. Termination

A. The COUNTY may, by written notice to the CONSULTANT, terminate this contract in whole or in part at any time, either for the COUNTY'S convenience or because of the failure of the CONSULTANT to fulfill their obligations under this contract.

Upon receipt of such notice, the CONSULTANT shall:

(1) Immediately discontinue all services affected (unless the notice directs otherwise), and

(2) Deliver to the COUNTY the originals of all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing under this contract, whether completed or in process.

B. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price shall be made but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of the CONSULTANT to fulfill their obligations under this contract, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT shall be liable to the COUNTY for any additional cost occasioned to the COUNTY.

D. If, after notice of termination for failure to fulfill obligations, it is determined that the CONSULTANT had not so failed, the termination shall be deemed to have been affected for the convenience of the COUNTY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Article.

E. The rights and remedies of the COUNTY provided in this Article are in addition to any other rights and remedies provided by law or under this contract.

7.7. Disputes

A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising hereunder which is not disposed of by agreement shall be decided by the COUNTY, who shall reduce their decision to writing and mail or otherwise furnish a copy thereof to the CONSULTANT. The decision of the COUNTY shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the CONSULTANT executes and furnishes a written appeal to the COUNTY COMMISSIONERS OF CHARLES COUNTY. The decision of the COUNTY COMMISSIONERS for the determination of such appeals shall be final and conclusive.

B. The provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or their representative is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of their appeal. Pending final decision of a dispute hereunder, the CONSULTANT shall proceed diligently with the performance of the contract and in accordance with the COUNTY'S decision.

C. This Disputes Article does not preclude consideration of questions of law in connection with decision provided in paragraph (A) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative on a question of law.

7.8. County Rights

All designs, drawings, specifications, notes, computations, and other work developed in the performance of this contract shall be and remain the sole property of the COUNTY and may be used on any other work without additional compensation to the CONSULTANT. With respect thereto, the CONSULTANT agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The CONSULTANT, for a period of three (3) years after final payment under this contract, agrees to furnish and provide access to all retained materials on the request of the COUNTY. Unless otherwise provided in this contract, the CONSULTANT shall have the right to retain copies of all such materials beyond such period.

In the event that the COUNTY uses any of the above-mentioned materials for purposes other than those covered under this contract or other than for which it was provided, the CONSULTANT shall not be held liable for any personal or property damage arising from such use.

7.9. Examination of Records

A. The CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. The foregoing constitutes "records" for the purposes of this Article.

B. The CONSULTANT'S office, or such part thereof as may be engaged in the performance of this contract, and their records shall be subject at all reasonable times to inspection and audit by the COUNTY or their authorized representative(s). In addition, the COUNTY, or their authorized representative(s), shall, until the expiration of three (3) years from the date of final payment under this contract, or of the time periods for the particular records specified, have the right to examine those books, records, documents, papers, and other supporting data which involve transactions related to this contract along with the computations and projections used therein.

C. The CONSULTANT shall include in each subcontract, a provision that includes paragraphs A and B of this Article, binding each subcontractor to the requirements outlined in the above-mentioned paragraphs.

7.10. Covenant Against Contingent Fees

The CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon a contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

7.11. Accident Reports

The CONSULTANT shall promptly investigate and maintain a complete record of accidents resulting in personal injury, death, or property damage incident to performance of work under this contract. Loss of or damage to COUNTY equipment or property in the custody of the CONSULTANT shall be reported to the COUNTY within twenty-four (24) hours after the occurrence of the accident, together with full details relating to the incident.

7.12. Consultant's Organization

The CONSULTANT shall furnish to the COUNTY within two weeks after executing this contract, and thereafter prior to any annual renewal date, a chart showing the overall organization provided for the performance of this work and the names and titles of personnel employed in connection with the work, and shall furnish from time to time, revised organization charts reflecting any substantive changes therein. The CONSULTANT agrees to retain the listed key employees assigned to the performance of the work under this contract and shall not reassign or remove any of them without the consent of the COUNTY. Whenever, for any reason, one or more of the aforementioned employees is unavailable for assignment for work under this contract, the CONSULTANT shall, with the approval of the COUNTY replace such employee with an employee of substantially equal abilities and qualifications.

The CONSULTANT shall be responsible for maintaining satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

The CONSULTANT shall require in each subcontract, a provision that requires each subcontractor to advise the CONSULTANT promptly of any significant changes in the organization of such subcontractor, and the CONSULTANT shall promptly advise the COUNTY of any such changes reported to the CONSULTANT or otherwise discovered by the CONSULTANT.

7.13. Employment Discrimination by Consultants Prohibited

During the performance of any contract awarded pursuant to this RFQ, ITB, or RFP, the CONSULTANT agrees as follows:

A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the CONSULTANT. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination Article.

B. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, will state such CONSULTANT is an equal opportunity employer.

C. Notices advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

7.14. Certification of Drawings and Other Documents

All original drawings and the first page of all specifications, estimates, or similar documents shall have affixed or contain the seal of a duly qualified and authorized professional CONSULTANT certifying to the completeness and accuracy of the work performed.

7.15. Composition

If the CONSULTANT hereunder is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

7.16. Conflicts

It is the spirit and intent of these General Provisions, and the Special Provisions to provide that the services and all parts thereof shall be fully completed and suitable in every way for the purpose for which the project was intended. The CONSULTANT shall supply all materials and perform all services, which reasonably may be implied as being incidental to the work of this contract. In the event of a conflict between the **General and Special Provisions**, the **Special Provisions** will govern.

7.17. Delivery Point, Inspection, and Approval

All items required to be furnished by the CONSULTANT under this contract shall be delivered at the CONSULTANT'S expense to the attention of the County's authorized representative located at:

Project Manager identified in the written Notice of Intent to Award letter or Contract Execution Letter issued by the Purchasing Representative.

The CONSULTANT will be notified if the submittal, or any portion thereof, is rejected. In this event, the CONSULTANT will be required to resubmit those rejected materials so that they fully comply with the requirements of this contract. The decision of the COUNTY as to acceptance or rejection of the required submittals shall be final.

7.18. Designation of County's Representative

The CONSULTANT'S Day to day activities and work production will be monitored by a person designated by the COUNTY to act as the authorized representative to administer this contract in whole or in part.

No oral statement of any person and no written statement of anyone other than the CONTRACTING OFFICER, or the authorized representative, shall modify or otherwise effect any provision of this contract.

Designation and termination of the COUNTY'S representative shall be done in writing.

7.19. Document Standards

1. A. Plan format and contents shall be consistent with the County's plan preparation manual.
2. Specifications, Reports, and other narrative statements in final form for submission to the COUNTY shall be prepared on 8 1/2" X 11" white bond paper. Specifications shall follow the "Master Format" developed by the Construction Specifications Institute (CSI).

3. Bibliographies. If the preparation of reports and other narrative statements involves the use of reference and research materials, the CONSULTANT shall prepare a bibliography of such material and include it in the final document. Each bibliography shall include the following information:
 1. Books
 1. Name of author or authors, editors, or institution responsible for writing the book.
 2. Full title of book (including subtitle if there is one).
 3. Series name and number (if applicable).
 4. Volume number (if any).
 5. Edition (if not the original).
 6. City of publication.
 7. Publisher's name.
 8. Date of publication.
 2. Articles of Periodicals.
 1. Name of author.
 2. Title of article.
 3. Name of periodical.
 4. Volume number.
 5. Date of article.
 6. Pages occupied by article.

7.20. Inspection

The COUNTY, through any authorized representative, may at all reasonable times inspect or otherwise evaluate the work being performed hereunder and the premises on which it is being performed. If any inspection or evaluation is made by the COUNTY on the premises of the CONSULTANT or subcontractor, the CONSULTANT shall provide and shall require the subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the COUNTY representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7.21. Investigation of Field Conditions

The CONSULTANT shall visit the areas where work is to be performed and by their own investigation satisfy themselves as to the existing conditions affecting the work to be done. If the CONSULTANT, including subcontractor, does not visit the area, they will nevertheless be charged with knowledge of conditions, which a reasonable inspection would have disclosed. The CONSULTANT shall assume all responsibility for deductions and conclusion as to the difficulties in performing the work under this contract.

7.22. One Year Guarantee

In the event the COUNTY requires a construction contract resulting from the prepared work of the CONSULTANT hereunder, to make repairs, replacement, reconstruction or similar adjustments under the provisions of the construction contract, the CONSULTANT shall provide such professional services as may be required at no additional cost to the COUNTY where it is determined that the repairs, replacement, reconstruction or similar adjustment is attributed to a design deficiency for which the CONSULTANT is responsible.

The period of this guarantee shall commence on the date that the COUNTY formally accepts the facilities and extends for a period of one year thereafter.

The rights provided under this provision are in addition to any other rights the COUNTY may have arising out of a design deficiency for which the CONSULTANT is responsible.

7.23. Patents

The CONSULTANT shall hold and save the COUNTY, and all officers and agents thereof harmless from and against all and every demand of any nature and kind for or on account of the use of any patented or copyrighted inventions, article, or process employed by the CONSULTANT in the performance of the work.

7.24. Permits

Without additional cost to the COUNTY, the CONSULTANT shall obtain all applicable permits, licenses, and insurance; shall pay all charges and fees; and shall give all notices necessary and incidental to the due and lawful performance of the services under this contract.

7.25. Publicity

Except with the prior approval of the COUNTY, the CONSULTANT shall not release for publication any drawing, rendering, perspective sketch, photograph, report, specification, cost estimate, or other material of any nature pertaining to the facilities, for which services are performed under the terms of this contract.

The provisions of this Article shall extend also to the release of any such materials to any person not so authorized by the COUNTY.

7.26. Responsibility for Materials and Related Data

Except as otherwise provided in this contract,

A. The CONSULTANT shall be responsible for any materials and related data covered by this contract until they are delivered to the COUNTY at the designated delivery point.

B. After delivery to the COUNTY at the designated point and prior to acceptance by the COUNTY or rejection and giving notice thereof by the COUNTY, the COUNTY shall be responsible for the loss or destruction of or damage resulting from the negligence of officer, agents, or employees of the COUNTY acting within the scope of their employment.

C. The CONSULTANT shall bear all risks as to rejected materials and related data after notice of rejection, except that the COUNTY shall be responsible for the loss, destruction, or damage resulting from the gross negligence of officers, agents, or employees of the COUNTY acting within the scope of their employment.

D. After delivery to, and acceptance of, the COUNTY shall be responsible for the loss or destruction of or damage to the materials and related data so delivered and accepted.

7.27. Right of Entry

Where rights-of-entry have not been obtained by the COUNTY, the CONSULTANT with assistance from the COUNTY will be required to obtain from landowners the necessary rights-of-entry for making any investigations required, including geotechnical and survey work under this contract. The CONSULTANT will be advised as to arrangements previously made with landowners. The CONSULTANT shall assume all responsibility for and take all precautions to prevent damage to property entered.

7.28. Risk, Damages

The CONSULTANT shall assume all risks of injury to persons or property arising out of CONSULTANT'S sole negligent acts, errors or omissions in CONSULTANT'S performance of work under this contract and shall indemnify and save harmless the COUNTY against all claims, causes of action (cost and expense) on account of bodily injuries to, and death of persons, and damages to property arising from the sole negligent acts, errors or omissions of the CONSULTANT in connection with the prosecution of the work under this contract.

7.29. Fee and Payment

For the furnishing of all services as specified herein, the CONSULTANT shall be paid the total fee specified. After completion of work as requested and prior to final payment, the CONSULTANT shall furnish to the Contracting Officer, a release of claims/liens against the COUNTY arising out of the contract, other than claims specifically accepted from the operation of the release.

Progress payments to the CONSULTANT shall be made on the basis of monthly itemized invoices submitted for the actual percentage of physical work completed by the CONSULTANT and accepted by the COUNTY. Invoices shall include a description of the work, the percentage completed during the month, and the cost to date for each item of services performed; with the invoice, the CONSULTANT shall submit progress copies of plans, reports, specifications, details, etc. labeled as "PROGRESS PRINTS FOR INVOICE #__" and dated. The total of the progress payments shall not exceed ninety (90) percent of the total contract amount. The remaining ten (10) percent shall be paid upon completion of the contract.

Progress payments to the CONSULTANT will be due and payable thirty (30) calendar days after the COUNTY receives an acceptable invoice. In accepting payment of the fee represented by this invoice, the CONSULTANT acknowledges that they have no unsatisfied claim against the COUNTY arising out of this Contract and the CONSULTANT forever releases and discharges the COUNTY and its officers, agents, and employees from any past or future claim or demand whatsoever arising out of the direct or indirect operations of the CONSULTANT under this Contract.

7.30. Travel

All travel required to be performed in connections with the services including all meetings with COUNTY or any Government or Quasi-Government agencies, departments, hearings, discussions, explanations to be rendered under this contract shall be included in the fee and be at no additional expense to the COUNTY, unless authorized in writing by COUNTY prior to travel.

7.31. Related Cost

The cost of all direct and indirect services, related services, surveys, photographs, aerial surveys, aerial photographs, tax maps, planning maps, traffic studies, supplies, testing of any land if required, compliance with regulations, laws, ordinances in effect, cost of interim documents and their reproduction as and when requested by COUNTY, shall be included in the fees and be at no additional cost to the COUNTY.

7.32. Conflict of Interest

The CONSULTANT is hereby specifically prohibited from engaging in any activities which are, might be construed to be, or may give the appearance of a conflict of interest in the performance of this contract.

7.33. Fair Treatment of Subcontractors and Vendors

A. The CONSULTANT must make payment to any subcontractor or vendor within 15 business days of receiving payment from the County for a CONSULTANT invoice submitted to the County that billed for services or commodities provided by that subcontractor or vendor.

B. CONSULTANTS may not impose retainage rates upon sub-contractors that are higher than those rates imposed upon the CONSULTANT by the County.

7.34. Compliance with Federal Employment Regulations

A. Federal law requires that employers must verify that an individual whom they plan to employ or continue to employ in the United States is authorized to accept employment in the United States.

B. By submitting a quote/bid/proposal in response to this solicitation, the quoter/bidder/offeror/consultant certifies that no person will be employed on this project in any manner, including sub-CONSULTANT's and suppliers, that is not eligible to work in the United States, or whose employment is in violation of State or federal law. The CONSULTANT has sole responsible for compliance with this requirement.

C. Violation of this requirement may result in termination of the Contract, a penalty of \$1,000 per day or occurrence, whichever is higher, and/or reporting of the violation to the appropriate authorities.

7.35. Superseding Provisions

Any provision specified elsewhere shall supersede the provisions contained in these **General Provisions**.

8. SPECIAL PROVISIONS

8.1. General

This is a "Task Order Contract" with no lump sum contract price, where Charles County Government intends to enter into a contract(s) with multiple multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks. Professional services are described in the following Scope of Services. The projects anticipated under this Task Order are part of a program focused on complying with the requirements of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System Discharge permit in the following categories:

- Stormwater, shoreline, stream, urban soil restoration, and tree planting best management practices design and engineering for improving water quality, natural habitat and climate resiliency
- Monitoring, assessments, evaluations, modeling and planning related to waterways, watersheds and restoration projects
- Illicit discharge detection and elimination inspections, surveys and training
- Property management and maintenance plans, inspections, technical support and training
- Stormwater facilities and restoration practices maintenance inspections and verification
- Asset management using Cartegraph and other tools
- Education and outreach to reduce stormwater pollution and flooding
- Municipal stormwater permit geodatabase reporting
- Construction bidding, administration and surveillance

The County reserves the right to reject any subcontractor working on behalf of the Consultant. Acceptance of all subcontractors must be obtained by the County in writing prior to initiation of work on behalf of the Consultant. The County may use its sole discretion in reserving the right to make such determination.

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding. **The maximum value for each awarded task shall be \$500,000.00.**

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

8.2.1 Task Order Value Thresholds

1. Task order thresholds are all inclusive of all services to be performed for an awarded task. Below are the task order request value thresholds:

- a. The County shall request task order proposals from one (1) or more Contractors awarded under this Contract for tasks orders valued at less than \$250,000.00.
- b. The County shall request task order proposals from three (3) or more Contractors awarded under this contract for task orders valued at \$250,000.00 to \$500,000.00.

2. Task order threshold exceptions/modifications:

- a. The Chief of Purchasing, at their sole discretion, may revise this procedure as desired to best met the County needs. Such revision will not require a modification of the Contract.
- b. An exception may be made for projects that are applicable to County Code, Chapter 203-1, Article E.

8.3. Minimum Requirements

Selected consultant(s) must be a Professional Engineering firm with experience in stormwater design projects that meet the following minimum requirements:

- 1. Providing civil and environmental engineering services must be the firm's primary core business. The firm must employ registered Professional Engineers, properly licensed in the State of Maryland, to provide contracted services as specified in this RFP.
- 2. The firm must employ a Senior Environmental Scientist with at least 7 years Maryland NPDES municipal stormwater permit experience and a related 4-year college graduate background on its full-time staff.
- 3. Other services not listed in the core service capabilities above, which may be required (e.g. land surveying, geotechnical, environmental, planning, etc.) to complete a task that the Engineer cannot provide, may be performed under a subcontractor type relationship to the Engineer. Proper business and professional licensing, as required by the State of Maryland, is required.

8.4. Qualified Signatures

The Consultant assures that the member of his or firm who initiates and signs correspondence and attends meetings with County officials are technically qualified to carry out these duties. It is expected that all work submitted to the County for review, decision, or other action, be reviewed by a responsible Professional Engineer employed by, and in a position to speak and make decisions for the firm.

8.5. Open Market Procurement

Charles County Government reserves the right to obtain service from firms other than those awarded any contract that results from this RFP if the estimated cost of the services appears unreasonable or on any emergency basis. Using other firms shall not void the conditions of this Contract, nor shall it hold the Consultant liable for any additional costs assumed by Charles County Government by procuring on the open market.

8.6. Scope of Services

The County proposes to utilize the services of the selected Consultant(s) on specific tasks to be designated by the County. Services which may be required on an indeterminate number of individual project assignments to include, but are not necessarily limited to, the following:

- A. Stormwater conveyance and management retrofit design and permitting, and/or problem investigation and development of concept solutions
- B. Environmental investigations and services including wetland and forest stand delineation and permitting CAD services
- C. Design and permitting of sediment and erosion control measures

- D. Design of drainage infrastructure
- E. Floodplain studies and flood control assessments
- F. Design of ecological/habitat restoration
- G. Environmental planning services including watershed assessments, field data collections, pollutant load analysis, and NPDES permit support
- H. Property management planning and asset management
- I. Education and outreach services, and training
- J. General civil site design
- K. Geotechnical engineering services.
- L. Surveying services including field surveys, deed and easement research, and plat preparations
- M. Waterway improvements design including boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies
- N. Monitoring, assessments, evaluations, modeling and planning related to waterways, trees/forests, watersheds, and restoration projects
- O. Municipal stormwater permit geodatabase reporting
- P. GPS/GIS services
- Q. Preparation of Right of Way and easement plat documents.
- R. Permitting with all agencies through all stages of design, concept through as-builts
- S. Preparation of construction bid documents and assisting with pre-bid meetings and questions during the procurement process
- T. Preparation of plans and specifications
- U. Review and evaluation of designs by other consultants
- V. Preparation of Grant requests
- W. Inspection services including illicit discharge detection and elimination inspection, upland survey, construction inspection, and maintenance inspection
- X. Construction administration including review and approval of materials and equipment submittals, managing requests for information (RFI's), attendance at on-site pre-construction, progress and warranty walk-through meetings, providing meeting recordings as requested, reviewing drawings for compliance with County Ordinances and County Standards and Specifications for Construction, preparing punch-lists, technical advisory consultation for addressing unforeseen conditions and issues, and assistance with project extensions and close-out.

8.7. Method of Assignment

The County will provide in writing an outline of the required services for an individual work effort to be assigned to the firm. The firm will, within a reasonable time but not in excess of fourteen (14) consecutive calendar days, provide a written proposal which shall include a description of the services to be provided, proposed time for completion, personnel to be employed on the assignment and a detailed derivation of the proposed price to complete the task. The price shall be based upon the accepted hourly rate multiplied by the design consultant's proposed number of hours for each appropriate category or discipline plus any reproduction costs. Upon agreement of a total or "not-to-exceed" cost, the scope of services required, and the time for completion of the project, the parties will execute a contract reflecting all terms agreed upon. If a total (lump sum) contract is negotiated, the consultant shall be paid the negotiated amount irrespective of the number of man hours required to complete the project. If a "not to exceed" amount is not negotiated, the consultant will be compensated for actual hours worked, not to exceed the negotiated total (maximum) amount. For any given project, the County reserves the right to enter into either form of compensation agreement, and to cancel any contract should a project be canceled or otherwise placed on hold for any reason.

- A. Task Orders will be assigned to a selected firm as long as the County is satisfied with the services provided by the firm, that the firm has adequate, qualified staff to perform the services required; and that the fee for the services proposed is fair, competitive, and reasonable
- B. The County reserves the right to reject any task order proposal for a project assignment and to have the services performed by others
- C. Each written request for a proposal requires the design consultant to propose a total or "not-to-exceed" price with the understanding that the design consultant shall perform all tasks and work necessary and incidental to bring the work to the appropriate level of completion as mutually agreed upon
- D. Amendatory agreements to the price for changes in scope of work assigned will be in writing and an amendment to the contract provided for authorization
- E. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Consultants.

8.8. Capacity

The Consultant shall maintain an adequate staff to provide the services required herein in the professional quality and timeliness mutually agreed upon. Failure to maintain adequate, or sufficiently trained, staff will be cause for not awarding additional assignments, for terminating current task orders awarded, or for not renewing the Contract.

8.9. Task Order Request Acceptance

The County may award tasks based upon price, experience, capacity, key personnel, availability, approach or past performance.

Purchase Orders will be issued for each task order under the same terms of the original contract and any addition or special terms and conditions as specified in the task order request. All Purchase Orders are contingent upon appropriation and encumbrance of fiscal funding. Any other form of authorization of the start of work on each task does not constitute approval by the County. Costs shall be inclusive of all associated incidental expenses and therefore included in the task order proposal. Services may begin once the Consultant has received a written Notice-to-Proceed and Purchase Order from the County for the specific request.

8.10. County Rights

The County reserves the right to:

- A. Delete or insert tasks in the scope with appropriate changes in cost,
- B. Suspend or terminate active projects for budgetary purposes or other reasons,
- C. Award and reject task order submission at its sole discretion,
- D. Negotiate, and
- E. Request additional information at any time.

8.11. Schedule

The County and the Consultant will mutually agree upon the schedule for design completion on each work effort. The failure of the Consultant to satisfactorily complete work assignments within the time specified wherein the County has given notice that the completion date is critical to the County will be cause for not awarding additional assignments, for terminating current task order projects, or for not renewing the Contract.

8.12. County Furnished Data

All information, data, reports, records and maps as are existing and identified by the design consultant, available to the County without significant cost, and necessary for the carrying out of the work, shall be furnished to the design consultant without charge by the County and the County shall cooperate with the design consultant in every way possible in the carrying out of the planning work, providing, however, that the needs of the design consultant for each support are made known to the County within a reasonable time.

The County will not provide clerical assistance to the Consultant for this project and County personnel will not be asked to undertake surveys, analyses, tabulations, summaries, etc., of consultant produced data or documentation. However, County employees are free to participate in Consultant conducted surveys as questionnaire recipients in design consultant conducted surveys, providing information and opinions.

8.13. Engineering Drawing Reviews

The County will conduct reviews and provide comments on drawings, calculations, and specifications at the normal and customary review times (i.e., schematic, design development, 30% construction documents, 60% construction documents, 95% construction documents, and 100% construction documents, etc.) through the County's Department of Planning and Growth Management EnerGov portal at <https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>. Upon approval of 100% documents the Engineer shall provide Four (4) sets drawing and Two (2) flash drives or CD's to Project Manager for final submission to the County's Division of Infrastructure Management for an official review, and two (2) sets shall be retained by the County Project Manager. The Engineer shall also provide a separate copy of all applicable plans, reports, and specifications to the Charles Soil Conservation District for their review, comment, and approval.

8.14. Engineering Drawing Reproductions

Following final approval of an assigned design task, the design consultant will deliver to the County the approved originals of the drawings, plans and specifications complete and ready for reproduction. Reproduction of bidding sets will be by the County and at its expense. All final drawing sets once approved shall be provided in paper format (8 sets), mylar cover page, and electronic format on flash drives or CD (both PDF and CADD).

8.15. Defective Work

The performance of services and County acceptance of required services shall not relieve the Consultant from the obligation to correct any defective work, whether previously or subsequently noted, and all incomplete, inaccurate or defective work shall be remedied by the design consultant on demand and at no cost to the County. Defective work may be defined but not limited to such matters as erroneous tabulations, incomplete surveys, maps or reports and incorrectly assembled reports, plans, specifications, etc., which is caused by error or omission.

8.16. Completed Deliverables

All deliverables shall become the sole property of the County and shall be delivered to the County upon termination or completion of the project. The County shall have the right to use same without restriction or limitation and without notice or compensation to the design consultant.

8.17. Additional Services Not Specified

If a need for an engineering service not specified in the schedule of prices is requested by the County, the Consultant shall solicit bids on behalf of the County, review the bids with the County for scope compliance, and make a recommendation along with County oversight. If approved by the County, the Consultant shall provide the services in a subcontractor relationship. Payment of said services shall be at the rate of the sub consultant fee, plus 15% for overhead and profit.

Work may include services including:

- A. Laboratory Sample Processing - Laboratory services may include:
 - 1. Benthic Laboratory Analysis
 - 2. Water Quality Laboratory Analysis
 - 3. Ethanol Preservative
 - 4. Soil Sample Analysis for bulk density and nutrient concentration using undisturbed soil sampling methods
 - 5. Miscellaneous Field Supplies
 - 6. MD Department of Natural Resources Collection Permit
- B. Test Pits - Test pit services may include: performance of vacuum method test pits to determine the exact horizontal and vertical location of utilities in the affected work area. A written report shall be provided for all test pits performed, providing the exact horizontal coordinates, vertical elevation, and a photograph of the located utility. All surveying services required, and all coordination required with Miss Utility or the utility company owning the utility, as well as all restoration services shall be included in the per test pit cost.

- C. Soil Borings - Soil boring services may include: the clearing of an area needed to perform the borings, the actual borings, the record keeping associated with the work, and the cleaning up and restoration of the affected area upon completion of the boring work. The soil borings will be measured per vertical feet and include the daily rig mobilization fee along with a summary report.
- D. Soil Hand Augers - Services may include: the clearing of an area needed to perform hand augers the actual hand auger, the record keeping associated with documenting the results of the hand auger, and the cleaning up and restoration of the affected area upon completion of the auger work.

8.18. County's General Provisions

This RFP contains a set of **General Provisions** which shall apply to each and every task order awarded by the County.

9. PROPOSAL ITEM DESCRIPTIONS

9.1. Base Proposal Item A1: Principal/Director

Item A1 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of fifteen (15) years of engineering design and management experience with an emphasis on stormwater water quality facility design and environmental restoration design,
- B. Senior Project management experience, and Professional Engineer registration in the State of Maryland.

This individual will be the County's point of contact with the firm for all services rendered and shall be qualified to oversee all aspects of an assigned project and possess an understanding of all implications of a proposed design, and contract management. The individual shall present evidence of their valid Professional Engineer registration in the State of Maryland upon request.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Principal/Director pay item. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.2. Base Proposal Item A2: Project Manager

Item A2 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of ten (10) years of project management experience with an emphasis toward stormwater conveyance, stormwater management and water quality treatment, environmental restoration, grading, sediment and erosion control, environmental science, evaluation services, permitting through all applicable review agencies, and construction bidding, administration and surveillance, and
- B. Professional Engineer registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Project Manager pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.3. Base Proposal Item A3: Civil Engineer

Item A3 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of three to seven years of civil engineering design experience with an emphasis on the analysis and design of stormwater conveyance and stormwater management systems, environmental restoration, grading and sediment erosion control, and construction administration, and
- B. A four-year college graduate with at least an Engineer-in-Training certification.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Civil Engineer pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.4. Base Proposal Item A4: Landscape Architect

Item A4 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of seven to ten years of landscape architectural design experience with an emphasis toward environmental restoration, aesthetic condition, plant knowledge, project management experience, and

B. Professional Landscape Architecture registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Landscape Architect pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.5. Base Proposal Item A5: Senior Environmental Scientist

Item A5 shall cover the services provided by an individual with the following minimum qualifications:

1. A minimum of seven to ten years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration, and
2. A related 4-year college graduate background and environmental certifications and training.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Senior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.6. Base Proposal Item A6: Junior Environmental Scientist

Item A6 shall cover the services provided by an individual with the following minimum qualifications:

1. Three to five years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration,
2. Three (3) years of technical experience with Maryland forest stand delineations and forest conservation plan preparation and be a Qualified Professional per COMAR 08.19.06B (1)-(4),
3. Three (3) years of technical experience with wetland delineation and mitigation, Federal and State wetland permitting processes, Environmental Assessments and Environmental Impact Statements, and
4. A related 4-year college graduate background and environmental certifications and training.
5. Knowledge and experience with State of Maryland and Charles County forest conservation ordinances.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Junior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.7. Base Proposal Item A7: Arborist (Certified)

Item A7 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience in the professional tree care industry, and
- b. Certification by the International Society of Arboriculture.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Arborist pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.8. Base Proposal Item A8: Soils Scientist

Item A8 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience with soil science investigations and classifications,
- b. A related college graduate background and certifications and training, and
- c. Knowledge of Charles County soil formations and their suitability and limitations for stormwater management facilities and other types of environmental restoration practices.

This individual will assist the Principal/Director in completing assigned projects.

All investigations performed by the soils scientist shall only be those in addition to the customary costs attributed to the performance of Soil Hand Augers (Item D2, below) and Soil Borings (Item D3, below), and the results of their services shall be summarized in a report, which shall clearly describe all concerns and any suggested corrective actions to allow the anticipated project to be successfully completed.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Soils Scientist bid item specified in this proposal. Such payment shall include all work outlined under this special provision as well as all costs for labor, equipment, materials, and other incidentals necessary to satisfactorily complete the assigned projects.

9.9. Base Proposal Item A9: Graphic Designer

Item A9 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of graphic design experience,
- b. A related college graduate background and certifications and training, and
- c. Mastery of industry-standard design software.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Graphic Designer pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.10. Base Proposal Item A10: Licensed Surveyor

Item A10 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of seven to ten years of surveying experience, and
- b. Valid registration with the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects. The work to be performed under this item shall be limited to the direct professional services required by law for a Registered Property Line, Professional Land Surveyor, or Registered Land Surveyor in the State of Maryland.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Licensed Surveyor pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.11. Base Proposal Item A11: Two Person Survey Crew

Item A11 shall cover all survey services provided by a two-person survey crew and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Two Person Survey Crew pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.12. Base Proposal Item A12: One Additional Field Person

Item A12 shall cover all additional survey services provided by one additional survey crew person and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the One Additional Field Person pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.13. Base Proposal Item A13: Geotechnical Engineer

Item A13 shall cover services provided by a Registered Professional Engineer with expertise in the geotechnical sciences with the following minimum qualifications:

- a. A minimum of five (5) years of progressive experience in the State of Maryland with an emphasis on evaluating sites for future construction of stormwater management/water quality facilities,
- b. A Bachelor of Science Degree in Civil Engineering with an emphasis in geotechnical sciences, and
- c. Professional Engineer registration in the State of Maryland.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Geotechnical Engineer item specified in this proposal. Such payment shall include all profit, overhead, equipment, materials, transportation costs, and other incidentals necessary to satisfactorily complete the assigned projects.

9.14. Base Proposal Item A14: Project Inspector

Item A14 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of ten (10) years of experience in environmental site inspection and specialty type construction inspection.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit cost per hour specified for the Inspector pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.15. Base Proposal Item A15: GPS/GIS Technician

Item A15 shall cover all GPS or GIS services provided by the GPS/GIS Technician with the following minimum qualifications:

- a. A minimum of one (1) year of experience as a GPS/GIS Technician,
- b. A related college graduate background, and
- c. Passed the GIS Certification Institute Core Technical Exam for obtaining Professional Certification.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for a GPS/GIS Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.16. Base Proposal Item A16: CAD Technician

Item A16 shall cover all CAD series provided by the CAD Technician with the following minimum qualifications:

- a. A minimum of two (2) years of experience as a CAD Technician.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a CAD Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.17. Base Proposal Item A17: Administrative

Item A17 shall cover all specification typing, associated administrative support work (duplications, filing, etc.), and other clerical services for the team. The Consultant will use this position to generate special provisions, reports, etc. When submitting such items, i.e. special provisions, reports, etc. to the County, the Consultant shall provide the County with the following: original paper copy of the document and an electronic copy of item. All documents prepared shall be prepared utilizing the Microsoft Office suite of applications, and /or Adobe pdf format.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for the Administrative pay item in this proposal. This unit price shall include all profit, overhead, equipment, software, reproduction material, etc. needed for this individual to satisfactorily complete the assigned projects.

9.18. Base Proposal Item A18: Copies

Item A18 shall cover the expense of providing copies in the following sizes-

- a - 8-1/2" x 11" (B&W)
- b - 8-1/2" x 11" (Color)
- c - 24" x 36" (B&W as appropriate per the design)
- d - 24" x 36" (Color as appropriate per the design)
- e - Mylars

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit prices per sheet as specified for the copies pay items in this proposal for the applicable size and type.

9.19. Base Proposal Item A19: Mileage for Fieldwork

Item A19 shall cover the mileage expense associated with fieldwork only. Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA).

10. PROPOSAL SUBMITTALS

10.1. Provide the company formation date.*

A qualified Quoter, Bidder, or Offeror must be actively engaged as a legal entity in the field of work described in *Section 4.4* for a period of no less than ten (10) at the due date for quote/bid/proposal.

Month/Day/Year as ##/##/####

(e.g.: "11/08/2015")

*Response required

10.2. Certification of agreement to solicitation terms and providing legally binding response.*

I certify that I have read, understood and agree to all the terms and conditions in this solicitation, and that I am authorized to submit this legally binding response on behalf of my company.

☐ Please confirm

*Response required

10.3. Acknowledgement of addenda and supplements.*

Quoters, Bidders, Offerors shall acknowledge receipt of all addenda and supplements issued by the County in the **eProcurement Portal**. If it becomes necessary to revise any part of this solicitation, a supplement to the solicitation will be issued formally via an addendum posted on the County **eProcurement Portal**. Oral statements made by the County personnel shall not bind the County and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement. It is the responsibility of the Quoter, Bidder, Offeror to check the County **eProcurement Portal** as frequently as necessary to obtain all updates and addenda to the solicitation.

☐ Please confirm

*Response required

10.4. Certification of good standing.*

Quoter, Bidder, Offeror shall acknowledge compliance with the following:

In order to be eligible for award, Quoter, Bidder, Offeror shall meet the following conditions prior to contract award.:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

☐ Please confirm

*Response required

10.5. Specific terms and conditions certification.*

By submitting a quote, bid, proposal in response to this RFQ, ITB, RFP, the Quoter, Bidder, Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the RFQ, ITB, RFP or any Appendices is made part of this solicitation package. Specifically, the Quoter, Bidder, Offeror also acknowledges the following:

- A. The contact information provided shall be used by the County to communicate with Quoter, Bidder, Offeror.
- B. The Quoter, Bidder, Offeror is licensed or will be licensed to do business in the State of Maryland prior to contract award.
- C. The Quoter, Bidder, Offeror complies with and takes no exceptions to all requirements of the RFQ, ITB, RFP.

- D. The quote, bid, proposal is valid for a minimum of one hundred twenty (120) days from the final quote, bid, proposal due date.
- E. The quote, bid, proposal is submitted in accordance with the County's Notice to Quoters, Bidders, Offerors requesting quotes, bids, proposals to be received for the work outlined in the RFQ, ITB, RFP.
- F. The Quoter, Bidder, Offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- G. The Quoter, Bidder, Offeror agrees to furnish all services as outlined in the RFQ, ITB, RFP for the prices listed on the Quotation, Bid, Cost Proposal Form.
- H. The Quoter, Bidder, Offeror is cautioned and agrees that the dollar amount of a quote, bid, proposal is a business decision of the bidder and should take into consideration the costs of doing business, such as: resources required to perform, business risk, etc.
- I. The Quoter, Bidder, Offeror agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

☐ Please confirm

*Response required

10.6. Respondent Submission Package

10.6.1. Experience Forms - Five (5)*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, and upload.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

- [Experience Form - 5.docx](#)

*Response required

10.6.2. Vendor Disclosure Form*

Please download the below documents, complete, and upload.

- [Vendor Disclosure Form - Fi...](#)

*Response required

10.6.3. Intended Sub Contractors Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, and upload.

- [Intended Sub Contractors Fo...](#)

*Response required

10.6.4. Minority and Women-Owned Business Enterprise (MWBE) Compliance Plan Forms*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, sign where applicable, and upload.

- [MWBE Compliance Plan Forms ...](#)

*Response required

10.6.5. Non-Collusion Affidavit Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, notarize, and upload.

- [Non-Collusion Affidavit For...](#)

*Response required

10.6.6. Respondent Technical Proposal Package Submittal*

Upload your complete technical proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 3. - Technical Proposal Submission Content Section.

(Do not upload cost information)

*Response required

10.6.7. Respondent Redacted Proposal Package Submittal

Upload your complete redacted proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 6.13. - Public Information Act/Confidentiality Notice Section.

11. COST PROPOSAL FORM

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	GPS/GIS and Asset Management Technician	50	Hour		
A16	CAD Technician	50	Hour		
A17	Administrative	50	Hour		
A18.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18.b	8-1/2" x 11" Color Copies	200	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A18.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18.e	Mylars	50	Each		
A19	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

12. INSURANCE

12.1. INSURANCE REQUIREMENTS

1. The Contractor shall provide, at their expense with companies acceptable to the County, and pay premiums for the following insurance:

Applicable	Provision	Description
X	Commercial Automobile	Commercial automobile bodily injury and property damage insurance covering all vehicles whether owned, hired, or non-owned operated by/or on behalf of the Contractor in the performance of this contract with not less than the following units: i. Bodily Injury: \$1,000,000 per person \$2,000,000 per occurrence ii. Property Damage: \$500,000 per occurrence
X	Worker's Compensation	In compliance with Maryland Statutory Liability
X	Commercial General Liability	Minimum limits of: \$1,000,000 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000 aggregate.
X	Employers Liability Insurance	A. \$500,000 each accident for injury B. \$500,000 each employee, \$500,000 aggregate for disease
	Umbrella excess liability insurance or excess liability insurance	\$5,000,000 each occurrence/ \$5,000,000 aggregate
X	Professional Liability	Professional liability insurance to include Errors & Omissions coverage with a limit of not less than \$1,000,000 per occurrence subject to \$2,000,000 aggregate.
	Builder's Risk Insurance	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, property insurance written on a builders' risk "all risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until final completion and acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured on such builder's risk policy. This insurance shall be on an "all risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire and physical loss or damage including, without duplication of coverage, property in transit, property stored on or off site, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary building and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation of Architect's and Contractor's services and expenses required as a result of such insured loss.
	Pollution Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Marine Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.

	Environmental Insurance	Includes pollution and use of chemicals in an amount not less than \$2,000,000 per occurrence and \$3,000,000 annual aggregate.
	Cyber Insurance	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Installation Floater	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, installation floater insurance for the installation of machinery and/or equipment into an existing structure, written on an “all risk”, replacement cost and completed value form basis in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until after final completion and 10 days after acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured/loss payee on such installation floater policy. This insurance shall be on an “all risk” or equivalent policy form and shall include, without limitation, insurance coverage to protect the interest of the County, Contractor, subcontractor(s), architects and engineers including property in transit, property stored on or off site which shall be part of the project. The policy shall insure all work, labor and materials furnished by the Contractor and the Contractor’s subcontractors against loss occasioned by fire, lighting, windstorm, theft, vandalism, malicious mischief, collapse, earthquake, flood. Policy shall include coverage for debris removal and reasonable compensation of Architect’s and Contractor’s services and expenses required as a result of such insured loss.

2. Each such policy shall be from an insurance company licensed to do business in the State of Maryland and which has a policyholder’s rating of A or better and a financial size of X or larger from Best’s Key Rating Guide.

3. The Contractor shall provide the County with Certificates of Insurance and supported by endorsement evidencing the coverage required by this solicitation prior to award of a contract. All Certificates shall reference the solicitation name and number and have an ending date that covers the entire contract term or extension period. The following certificates shall name “The County Commissioners of Charles County” (or other name as directed by the County) as an additional named insured:

- A. Commercial automobile bodily injury and property damage insurance
- B. Commercial General Liability
- C. Builder’s Risk
- D. Excess Umbrella Liability

4. If the insurance obtained requires deductibles, the Contractor shall pay all costs not covered because of such deductibles. Providing insurance as required herein does not relieve the Contractor of any responsibility or obligations ensuing as a result of the contract award, or for which the Contractor may be liable by law or otherwise. Proof of Insurance will be required and must be submitted prior to final execution of the Contract by Charles County Government. The Contractor shall be solely responsible for all work performed by subcontractors related to any contract awarded as a result of this solicitation, including but not limited to errors, omissions, and neglect.

5. The providing of any insurance required herein does not relieve the successful Bidder of any of the responsibilities or obligations assumed by the Bidder in the Contract awarded or for which the Bidder may be liable by law or otherwise.

6. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the Contract and shall operate as an immediate termination thereof.

Charles County Commissioners



PREPARED BY:

**Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division
200 Baltimore Street • La Plata, Maryland 20646
MD Relay: 711 • Relay TDD: 1-800-735-2258**

www.CharlesCountyMD.gov



Mission Statement: The mission of the Charles County Government is to provide our citizens the highest quality of service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement: Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer: It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

CHARLES COUNTY GOVERNMENT

RESOLUTION 26-60

Attachment 2

*Department of Fiscal and Administrative Services - Purchasing Division**Telephone: 301-645-0656*

**RFP #26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING
SERVICES
ADDENDUM NUMBER ONE**

TO: All Offerors

Please be advised of the following modification(s) & information related to Request for Proposal (RFP) 26-009. These modifications, comments, and attachments are hereby made a part of the solicitation documents to the same extent as if bound therein.

1. Changes**A. Section 8.2 Basis for Services**

Delete strikethrough text:

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

~~The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding.~~ The maximum value for each awarded task shall be \$500,000.00.

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

B. Section 9.0 – Proposal Item Descriptions

Renumber original Items A15 – A19 to A17 – A21. Add Section 9.20 and 9.21:

9.20. Base Proposal Item A15: Construction Administrator

Item A20 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of five (5) years of construction administration experience with an emphasis toward sustainable construction practices and specifications for stormwater conveyance, stormwater management and water quality treatment, environmental restoration and permitting, grading, sediment and erosion control,
- b. Proficiency with project management software and strong written and verbal communication skills, and
- c. A Bachelor of Science degree in Civil Engineering or Construction Management.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment: The County will measure and pay for this item at the unit cost per hour specified for the Constructor Administrator pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.21. Base Proposal Item A16: GIS Specialist

Item A20 shall cover all GIS services provided by the GIS Specialist with the following minimum qualifications:

- a. A minimum of four (4) years of experience as a GIS Technician / Specialist / Analyst,
- b. Proficiency with asset management software,
- c. A GIS related college graduate background, and
- d. GISP Preferred, or Pre-GISP Certified, or actively seeking GISP with approved portfolio through GISCI.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a GIS Specialist. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

C. Section 11.0 – Cost Proposal Form

Delete the strikethrough text and add the green text:

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	Construction Administrator	50	Hour		
A16	GIS Specialist	50	Hour		
A17	GPS/GIS and Asset Management Technician	50	Hour		
A16 A18	CAD Technician	50	Hour		
A17 A19	Administrative	50	Hour		
A18 A20.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18 A20.b	8-1/2" x 11" Color Copies	200	Each		
A18 A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18 A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18 A20.e	Mylars	50	Each		
A18 A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

END OF ADDENDUM

AGREEMENT

THIS AGREEMENT, effective as of this ____ day of _____, 2026, by and between **THE TOWN OF LA PLATA, MARYLAND**, a municipal corporation of the State of Maryland (hereinafter referred to as “Town”), and **BayLand Consultants & Designers, Inc.**, 7455 New Ridge Road, Suite T • Hanover, MD 21076 (hereinafter referred to as “Consultant”).

WHEREAS, Charles County Government, a county agency of the State of Maryland, competitively awarded and entered into a Contract for Municipal Stormwater Permit Design and Consulting Services, Charles County RFP 26-009 (CC RFP), with the Consultant on November 18, 2025; and

WHEREAS, the Town, as a government entity, desires to procure the Services by means of intergovernmental cooperative purchasing in reliance on the rates, terms and conditions in the competitively awarded CC RFP, consistent with applicable Maryland law and the Town’s procurement authority in Chapter 43 in the Town’s Code of Ordinances ; and

WHEREAS, the Consultant has agreed to extend to the Town the same rates, terms, and conditions as those set forth in the CC RFP, as further provided in Section 1 of this Agreement; and

WHEREAS, Town requires a qualified Consultant who is able to provide professional general Consulting services, including municipal stormwater permit design and such additional Consulting services as the Town may require from time to time, on an as-needed basis (herein “Services” or “Project”).

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Cooperative Procurement; Piggyback. This Agreement is entered into pursuant to intergovernmental cooperative purchasing authority (commonly referred to as “piggybacking”), by which the Town adopts the rates, terms, and conditions of a contract competitively awarded by another public entity. The referenced contract is: (a) RFP Number: RFP 26-009; (b) RFP Name: Municipal Stormwater Permit Design and Consulting Services; and (c) Issuing Government Entity: Charles County Government, a county agency of the State of Maryland (the “Referenced Contract” or “CC RFP”). The Consultant agrees to extend to the Town the same rates, terms, and conditions as those set forth in the Referenced RFP, except as otherwise expressly provided in this Agreement. The rates constituting the list price for the Services are set forth in Exhibit B (Fee Schedule). The CC RFP is incorporated herein by reference to the extent not inconsistent with the express terms of this Agreement; in the event of a conflict between the Referenced Contract and this Agreement, the terms of this Agreement shall control. Both the Town and the Consultant expressly acknowledge that the Agreement is a fully enforceable independent contract, that the CC RFP is incorporated solely for the purpose of establishing the rates and terms under this Agreement, and that neither Party shall use the incorporation of the CC RFP as a basis to avoid its obligations, including any

payment obligations, under the Agreement. Either party may terminate the Agreement and this arrangement with sixty (60) days written notice to the other party.

2. Services to be Provided. The Consultant agrees to perform the Services in accordance with the Scope of Services more fully outlined in Exhibit A (Scope of Services), attached hereto and incorporated herein by reference.

3. Costs. The cost for Services to be provided by Consultant under this Agreement shall be based upon the rates and fees set forth in the Fee Schedule, attached hereto as Exhibit B (Fee Schedule), which reflect the rates established under the CC RFP. The total amount payable with respect to any Task Order shall not exceed the amount authorized in that Task Order, as accepted by the Town.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

BAYLAND CONSULTANTS & DESIGNERS, INC.

By: Sepehr Baharlou, PE
Title: President

THE TOWN OF LA PLATA, MARYLAND,

By: Noel C. Stevens
Title: Town Manager

EXHIBIT A

SCOPE OF SERVICES

The Consultant shall provide general Consulting services to the Town of La Plata on an as-needed basis, including, without limitation, Municipal Stormwater Permit Design and Consulting services, and such additional Consulting services as the Town may request and the parties may mutually agree upon. Specific assignments shall be defined through individual Task Orders authorized in writing by the Town. Each Task Order shall set forth the description of services, deliverables, schedule of performance, key personnel, and the not-to-exceed fee for the assignment.

Representative categories of Services may include, without limitation: stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

EXHIBIT B

FEE SCHEDULE

Compensation for Services authorized under each Task Order shall be based on the hourly billing rates and reimbursable expense provisions set forth in this Exhibit B, subject to the not-to-exceed amount established in the applicable Task Order. The hourly billing rates set forth below constitute the price for the Services and are the rates established under the CC RFP (CC RFP 26-009), which the Consultant has agreed to extend to the Town.

BayLand Consultants & Designers, Inc.
Cost Proposal

11. COST PROPOSAL FORM

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour	\$215.00	\$5,375.00
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A4	Landscape Architect (Licensed)	50	Hour	\$80.00	\$4,000.00
A5	Senior Environmental Scientist	50	Hour	\$130.00	\$6,500.00
A6	Junior Environmental Scientist	50	Hour	\$80.00	\$4,000.00
A7	Arborist (Certified)	10	Hour	\$80.00	\$800.00
A8	Soils Scientist	10	Hour	\$66.00	\$660.00
A9	Graphic Designer	10	Hour	\$62.00	\$620.00
A10	Surveyor (Licensed)	50	Hour	\$96.00	\$4,800.00
A11	Two Person Survey Crew	50	Hour	\$155.00	\$7,750.00
A12	One Additional Field Person	50	Hour	\$50.00	\$2,500.00
A13	Geotechnical Engineer	10	Hour	\$94.00	\$940.00
A14	Project Inspector	50	Hour	\$80.00	\$4,000.00
A15	Construction Administrator	50	Hour	\$130.00	\$6,500.00
A16	GIS Specialist	50	Hour	\$65.00	\$3,250.00
A17	GPS/GIS and Asset Management Technician	50	Hour	\$62.00	\$3,100.00
A18	CAD Technician	50	Hour	\$78.00	\$3,900.00
A19	Administrative	50	Hour	\$60.00	\$3,000.00
A20.a	8-1/2" x 11" B&W Copies	1,000	Each	\$0.01	\$10.00
A20.b	8-1/2" x 11" Color Copies	200	Each	\$0.01	\$2.00
A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each	\$0.01	\$1.25
A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each	\$0.01	\$1.25
A20.e	Mylars	50	Each	\$0.01	\$0.50
A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile	\$0.70	\$0.00
				TOTAL	\$73,410.00



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Melinda Adams, Stormwater Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: Municipal Stormwater Permit Design and Consulting Services
Contract - Century Engineering, A Kleinfelder Company

BACKGROUND:

The Town does not currently have an established stormwater services agreement with Century Engineering, A Kleinfelder Company, to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks, that may arise on an as-needed basis.

Public Works recommends that the Town enter into a piggyback agreement adopting the rates, terms, and conditions of the Charles County RFP 26-009 (CC RFP) existing contract for Municipal Stormwater Permit Design and Consulting Services. Charles County Government competitively awarded this contract on November 18, 2025, the County contract expires on September 30, 2028, or once the maximum contract ceiling has been reached, whichever occurs first, with an option for two (2) one-year renewals at the sole option of the County.

The County contract carries an aggregate not-to-exceed amount of \$5,000,000 across all County task orders; the Town's own use under its piggyback agreement would be authorized and limited on a task-order-by-task-order basis. A copy of the CC RFP 26-009, the Century Engineering, A Kleinfelder Company, , proposal (including price list and executed contract with the County), and the Town's proposed piggyback agreement are attached for Council's review.

FISCAL IMPACT:

Funding for stormwater permit design and consulting services performed under this contract would be included in the Public Works Department's Operations and Capital Budget within the Stormwater Enterprise Fund, as applicable to specific assignments. Execution of this agreement does not obligate the Town to utilize Century Engineering, A Kleinfelder Company for any specific project; rather, it establishes the hourly rate schedule

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set under the CC RFP 26-009 that would apply should the Town choose to engage Century Engineering, A Kleinfelder Company, for future general stormwater services. Individual assignments will be authorized through task orders issued within existing budget appropriations.

STRATEGIC PLAN ALIGNMENT:

Goal #2, Operational Excellence: Engaging a qualified firm with specialized stormwater engineering and permitting expertise provides staff with the tools and technical knowledge needed to maintain compliance and manage the Town's stormwater infrastructure and permit obligations.

Goal #5, Public Service Readiness: Access to experienced stormwater engineering professionals supports the Town's ability to plan for drainage, flooding, water quality, and climate resilience needs while protecting natural resources and meeting growing service demands.

SUSTAINABILITY CONSIDERATIONS:

Maintaining a partnership with a qualified firm supports sustainable, resilient decision-making for the Town's stormwater infrastructure. This collaboration helps ensure that stormwater investments are efficient, environmentally responsible, compliant with applicable regulations, and capable of managing current and future drainage, flooding, water-quality, and climate-resilience needs.

ADA CONSIDERATIONS:

Stormwater infrastructure projects performed under this contract will incorporate ADA compliance requirements, where applicable, when design elements affect sidewalks, curb ramps, drainage structures within pedestrian pathways, or other public access points, consistent with the Town's standard design and construction requirements.

RECOMMENDED ACTION:

Adopt Resolution 26-61, "Municipal Stormwater Permit Design and Consulting Services - Century Engineering, A Kleinfelder Company," authorizing the Town Manager to execute a piggyback agreement with Century Engineering, A Kleinfelder Company, for Municipal

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La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1237

Date of Meeting: September 08, 2026

Stormwater Permit Design and Consulting Services, under the rates, terms, and conditions of Charles County Government RFP 26-009.

ATTACHMENTS:

1. Charles County RFP 26-009
2. Addendum #1 to Charles County RFP 26-009
3. Century Engineering, A Kleinfelder Company Proposal, including price list and executed contract with the County
4. Draft Contract Agreement between the Town of La Plata and Century Engineering, A Kleinfelder Company

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COUNCIL OF THE TOWN OF LA PLATA

Resolution 26-61

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Municipal Stormwater Permit Design and Consulting Services**
4 **Contract - Century Engineering, A Kleinfelder Company**
5

6 **FOR** the purpose of authorizing the Town Manager to enter into a Contract Agreement with
7 Century Engineering, A Kleinfelder Company, to support general stormwater
8 assignments, including stormwater-related engineering, planning, monitoring, asset
9 management, and inspection tasks that may arise on an as-needed basis; and all
10 matters generally relating thereto.

11
12 * * * * *

13
14 **WHEREAS**, the Council of the Town of La Plata (“Town Council”) desires to promote
15 Operational Excellence through the enhancement of community programs and services by
16 strengthening services and programs with adequate staffing and technical expertise; and
17

18 **WHEREAS**, the Town Council desires to enhance Public Service Readiness through
19 the use of the Town’s guiding documents to plan and provide for current/future
20 infrastructure needs and by planning upgrades and enhancements to the Town’s
21 infrastructure to ensure the growth and development can be accommodated; and
22

23 **WHEREAS**, through the Stormwater Enterprise funds, the Public Works
24 Department’s Operations Budget provides for upgrades and enhancements to the Town’s
25 infrastructure to ensure adequate natural resource availability to meet current usage
26 demands and to ensure that growth and development can be accommodated; and
27

28 **WHEREAS**, the professional engineering services of Century Engineering, A
29 Kleinfelder Company, of Hunt Valley, Maryland, may be acquired utilizing Charles County
30 Government RFP 26-009; and
31

32 **WHEREAS**, the Town Manager, having reviewed the proposed services and the

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33 qualifications of Century Engineering, A Kleinfelder Company, recommends that the Town
34 Council authorize him to execute a contract with Century Engineering, A Kleinfelder
35 Company, to perform work and services as described in Attachment 1; and
36

37 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
38 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,
39 except for expenditures which the Town Council, by ordinance, has determined are not
40 subject to the sealed bid requirements; and
41

42 **WHEREAS**, Town Code, Chapter 43, Section 43-2 C., provides for provisions for
43 expenditures which are exempt from the sealed bid requirements of § C8-23 if “Items,
44 services, materials and goods purchased from a person who is supplying that same item,
45 service, material or good to another governmental entity, if the total price or price per unit,
46 as applicable, to be paid by the town is not more than the total price or price per unit to be
47 paid by the other governmental entity and if the price to be paid by the other governmental
48 entity has been established by a competitive bidding process conducted by the other
49 governmental entity or by a purchasing cooperative or alliance that bids procurements on a
50 volume basis for state and local governments”; and
51

52 **WHEREAS**, Town staff has identified the terms offered to Charles County RFP 26-
53 009, “Municipal Stormwater Permit Design Consulting Services” and in Addendum #1 to RFP
54 26-009, “Municipal Stormwater Permit Design Consulting Services,” as best serving the
55 Town’s interests.
56

57 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
58 **PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to enter into, on behalf of
59 the Town of La Plata, a Contract Agreement for Municipal Stormwater Permit Design and
60 Consulting Services with Century Engineering, A Kleinfelder Company, of Hunt Valley,
61 Maryland, as defined in Charles County RFP 26-009, “Municipal Stormwater Permit Design
62 Consulting Services,” attached hereto as Attachment 1, and Addendum #1 to RFP 26-009,
63 “Municipal Stormwater Permit Design Consulting Services,” attached hereto as Attachment
64 2, and under the terms defined in “Proposal to Provide: Municipal Stormwater Permit Design
65 and Consulting Services,” attached hereto as Attachment 3, and the Agreement between
66 the Town of La Plata, Maryland, and Century Engineering, A Kleinfelder Company, attached
67 hereto as Attachment 4.
68

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BE IT FURTHER RESOLVED, that Charles County RFP 26-009, “Municipal Stormwater Permit Design Consulting Services,” attached hereto as Attachment 1, and Addendum #1 to RFP 26-009, “Municipal Stormwater Permit Design Consulting Services,” attached hereto as Attachment 2, are hereby adopted and incorporated herein by reference.

AND BE IT FURTHER RESOLVED, that the proposal by Century Engineering, A Kleinfelder Company, to the Charles County Government entitled “Proposal to Provide: Municipal Stormwater Permit Design and Consulting Services,” attached hereto as Attachment 3, is hereby adopted and incorporated herein by reference.

AND BE IT FURTHER RESOLVED, that the Agreement between the Town of La Plata, Maryland, and Century Engineering, A Kleinfelder Company, attached hereto as Attachment 4, is hereby adopted and incorporated herein by reference.

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

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26-009

**MUNICIPAL STORMWATER PERMIT DESIGN AND
CONSULTING SERVICES**

Charles County Government

200 Baltimore Street

La Plata, MD 20646

RELEASE DATE: July 23, 2025

RESPONSE DEADLINE: August 27, 2025, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/charlescountymd>

Charles County Government
Municipal Stormwater Permit Design and Consulting Services

I. INTRODUCTION.....

II. PROPOSAL INSTRUCTIONS.....

III. TECHNICAL PROPOSAL SUBMISSION CONTENT.....

IV. ORIGINAL PROPOSAL SUBMISSION CONTENT

V. PROPOSAL EVALUATION PANEL AND CRITERIA

VI. AWARD AND CONTRACT FORMATION.....

VII. GENERAL PROVISIONS.....

VIII. SPECIAL PROVISIONS

IX. PROPOSAL ITEM DESCRIPTIONS.....

X. PROPOSAL SUBMITTALS

XI. COST PROPOSAL FORM.....

XII. INSURANCE

Attachments:

A - Sample Contract - Term & Renewals Specified

1. INTRODUCTION

1.1. Summary

The Commissioners of Charles County are seeking proposals from multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

1.2. Contact Information

The **Purchasing Representative** identified below is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between the Offeror and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified below, for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

Shanna Reese

Chief of Purchasing

200 Baltimore Street

N/A

La Plata, MD 20646

Email: reeses@charlescountymd.gov

Phone: [\(301\) 645-0656](tel:(301)645-0656)

Department:

PGM - Planning

1.3. Timeline

NOTE: Times and dates are subject to change due to extenuating circumstances, including inclement weather. Offerors may obtain County operating status by calling 301-645-0600 (meeting times cannot be verified at this number) or by referring to County operations status updates on the Charles County Government website at <http://www.CharlesCountyMD.gov>.

Release Project Date	July 23, 2025
Pre-Proposal Meeting Registration Deadline	August 4, 2025, 8:00am Firms must register in advance to attend the pre-proposal meeting via the County's eProcurement Portal RSVP Manager. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions. If multiple attendees from your firm will be attending the meeting, please have each individual complete the eProcurement Portal RSVP Manager process.

Pre-Proposal Meeting (Non-Mandatory)	August 4, 2025, 2:00pm Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that register timely and via the County's eProcurement Portal RSVP Manager will receive participation instructions. The attendance roster will be published on the County's eProcurement Portal.
Question Submission Deadline	August 13, 2025, 8:00am Questions shall be submitted via the eProcurement Portal Question & Answer feature prior to the due date and time specified. The County will not provide responses to questions received after the deadline.
Proposal Submission Deadline	August 27, 2025, 11:00am

2. PROPOSAL INSTRUCTIONS

2.1. Proposal Submission Conditions

Charles County Government is accepting electronic proposal submissions. Offerors shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, click on "Draft Response" and follow the instructions to submit the electronic proposal via the [County's eProcurement Portal](#).

Proposals shall be submitted by the date and time specified. Late proposals will not be accepted. Submission, modification, or withdrawal of proposals after the due date/time will not be considered.

It is the Offerors' sole responsibility to ensure that proposals are delivered via County's eProcurement Portal. Offerors shall give yourself adequate time to submit a response. Any technical difficulties or uncertainty with the submittal process will not be cause for accepting a response that was not submitted timely. The County is only accepting electronic submittals. Delivery methods by courier, in-person hand delivered, United States Postal Service, United Parcel Service or Federal Express, and other methods of delivery shall not be accepted. Any proposals not received timely will not be considered.

Proposals shall be valid and irrevocable for a minimum of one hundred twenty (120) days from the due date. An Offeror may submit only (1) proposal in response to this RFP. Offerors shall monitor the [County's eProcurement Portal](#) for schedule changes issued via addendum.

2.2. Solicitation Events

- A. Pre-Proposal Meeting Registration Deadline: Refer to the **Timeline** section for date, time, location, participation and registration requirements. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions.
- B. Pre-Proposal Meeting: Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that registered timely will receive participation instructions. Refer to the **Timeline** section for date, time, and location, participation, and registration requirements. The attendance roster will be published on the [County's eProcurement Portal](#).
- C. Last Day for Questions: The County will not provide responses to questions received after the deadline to submit questions specified in the **Timeline** section.
- D. Proposal Submission Deadline: Refer to the **Timeline** section for the date and time proposals must be received by. Offerors must have an account or create a FREE account with [OpenGov Procurement](#) to submit a proposal.

2.3. Offeror Certification of Acceptance

By submitting a proposal in response to this RFP, the Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the *RFP* or any *Appendices* is made part of this solicitation package.

2.4. Incurring Costs

The County is not liable for any costs incurred by the Offeror prior to full execution of the contract.

2.5. Additions/Modifications to Solicitation Forms

Modifications of or additions to the [Cost Proposal Form](#) or any other County form may be cause for rejection of the proposal, however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive. As a precondition to proposal acceptance, the County may, in its sole discretion, request that the Offeror withdraw or modify any such modifications or additions which do not affect quality, quantity, price, or delivery.

2.6. Alternate Offers

Offerors must bid only one (1) product and one (1) price per proposal item even though they feel they can offer more than one item that will meet the specifications. Offeror must determine for themselves which to offer. If an Offeror submits more than one (1) product and/or more than one (1) price for a given proposal item or items, it may be cause for the proposal items or items being bid upon to be considered non-responsive and rejected.

2.7. "Or Equal" Interpretations

Identification of an item by manufacturer's name, trade name, catalog number, or reference is intended to be descriptive but not restrictive in that it is used for the purpose of describing the type, style, quality, performance and minimum specifications of the product desired, and shall not be interpreted to mean the only acceptable product. Proposals on other makes and/or models will be considered provided in the [Cost Proposal Form](#) what is being proposed and forwards with the proposal complete descriptive literature indicating the character of the article being offered and addressing all specifications of this solicitation.

The County reserves the right to accept or reject, in its sole discretion, items offered as an "equal".

2.8. Offeror Investigation

Prior to submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the Offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Offeror.

2.9. Sole Point of Contact

The **Purchasing Representative** identified in the [Introduction section](#) is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between Offerors and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified on the [Introduction section](#), for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

2.10. Questions

All inquiries/questions concerning technical or bidding information shall be directed via OpenGov Procurement Question & Answer feature prior to the due date and time specified in the [Introduction section](#). In the event an Offeror has multiple questions, each question must be submitted individually. Please include the section number and title for each question, if applicable. All questions submitted and answers provided will be electronically distributed to offerors following this solicitation on the [County's eProcurement Portal](#). The County will not provide responses to questions submitted after the due date and time specified in the [Introduction section](#). The person submitting the request will be responsible for its prompt delivery. Questions and answers are provided for informational purposes only and are not part of any resulting contract from this solicitation.

2.11. Addenda and Supplements

In the event that it becomes necessary to revise any part of this solicitation, or if additional information is necessary to enable the Offeror to make an adequate interpretation of the provisions of this solicitation, a supplement to the solicitation will be issued. The Offeror shall acknowledge in their proposal, the receipt of all addenda, supplements, amendments, or changes to the solicitation that were issued by the County. Oral statements made by County personnel shall not bind the County in any manner whatsoever and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement.

Any interpretation, correction, changes to the solicitation will be made only by addendum duly issued and will be posted on the County's eProcurement Portal found at www.CharlesCountyMD.gov. Click on Any and all addenda issued prior to the proposal due date/time shall become a part of the contract documents and shall be covered in the Offeror's proposal prices, unless an alternate schedule is presented by addendum. It is the responsibility of the Offeror to check the [County's eProcurement Portal](#) as frequently as necessary to obtain all updates and addenda to the solicitation.

2.12. Ability to Perform

Offeror shall have the capability to perform classes of work contemplated, having sufficient capital to execute the work properly within the specified time. The County reserves the right to request any additional information, utilize references not provided by a Offeror, and validate any information provided by an Offeror by any means deemed necessary by the County for the purpose of determining the Offeror's ability to perform the services described herein.

2.13. Errors

Any errors in computations may be corrected during the County's review of the proposal. The County shall not be responsible for Offeror computation errors contained on the [Cost Proposal Form](#). All values contained on the [Cost Proposal Form](#) remain the responsibility of the Offeror. Where the unit price and the extension price are at variance, the unit price will prevail. In the event that the unit price is not provided, the unit price shall be the extended price divided by the quantity. Errors on any forms submitted remain the sole responsibility of the Offeror.

2.14. County Rights/Disclaimers

The County exclusively reserves the right, but is not limited to the following actions:

- A. Reject any or all proposal submissions;
- B. Issue a new RFP;
- C. Cancel, modify, or withdraw the RFP;
- D. Issue addenda, supplements, and modifications to this RFP;
- E. Modify the RFP process (with appropriate notice to offerors as described herein);
- F. Appoint an Evaluation Committee and evaluation teams to review proposal submissions;
- G. Approve or disapprove the use of particular subcontractors and/or substitutions and/or changes in proposal submissions;
- H. Revise and modify, at any time before the Proposal Due to County date, the factors it will consider in evaluating proposal submissions and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the County will publish an addendum. The County may extend the RFP due date if such changes are deemed by the County, in its sole discretion, to be material and substantive;
- I. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the RFPs;
- J. Disqualify any team that changes its Proposal Submission without County written approval;
- K. Retain ownership of all materials submitted in hard-copy and/or electronic format.

2.15. Rejection of Quotes/Bids/Proposals

The County exclusively reserves the right, but is not limited to the following actions:

- A. Evidence of collusion among offerors.
- B. Lack of competency revealed by financial statements, experience, equipment statements, or other factors.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted or from previous experience with the offeror.
- D. Default on a previous similar contract for failure to perform.
- E. Being delinquent in payments due to Charles County Government.
- F. Exceptions or exclusions to the requirements of the solicitation.
- G. Failure to be in "Good Standing" with the State of Maryland.
- H. Previous substandard performance on a County contract.
- I. Failure to perform properly or to complete, in a timely manner, contracts of a similar or comparable nature, or if investigation shows the offeror unable or unlikely to perform the requirements.
- J. Failure to furnish information requested by the County.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

2.16. Good Standing Requirements

In order to be eligible for award, Offerors shall meet the following conditions prior to contract award:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

2.17. Notifications

Legal notice given by the County to the Offeror shall be sent to the Offeror's contact information provided in the [County's eProcurement Portal](#). Notice given by the County by any of the following:

- A. A communication delivered by MAIL shall be deemed as having been received by the addressee three (3) business days after the date of mailing.
 - 1. UPS or FedEx or other delivery service; or
 - 2. USPS first class postage mail; or
 - 3. USPS certified, or
 - 4. USPS registered mail.
- B. A communication delivered by email shall be deemed as having received by the addressee the same day the email was sent.

2.18. Negotiations

The County may negotiate contract terms, price, statement of work, or other conditions that results in the most advantageous outcome for the County. In the event an agreement satisfactory to the County cannot be negotiated, the County may terminate negotiation and move to another Offeror.

2.19. Prohibition of Discrimination in County Procurement

Charles County is committed to ensuring that Minority and Women-Owned Business Enterprises are provided equal opportunity to participate in the County's procurement and contracting processes. Any instances of overt or perceived discrimination should immediately be reported to the MWBE/DBE Compliance Manager.

Per Resolution 2023-13, Section 8, Item 4.1, the SLMBE Programs Division is authorized to investigate such complaint. An investigation may also be initiated based solely on a finding of a significant statistical disparity from the Annual Aspirational Goal or contract/project goal(s), as detailed herein. The details of any investigation, including findings, shall be recorded and maintained by the SLMBE Programs Division.

All Contractors must cooperate with any investigations or audits conducted by authorized entities to assess compliance with anti-discrimination laws and policies. Non-compliance may result in sanctions, including but not limited to contract termination, suspension, or debarment from future contracts.

Certification of Compliance

By submitting a response to this solicitation, the Contractor agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

Reporting Discrimination

Discrimination in any form is strictly prohibited in Charles County. Charles County staff, prime contractors, subcontractors, or any individuals otherwise engaged in the procurement process are strictly prohibited from discriminating against any business or individual based on, but not limited to the following: race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, political affiliation, veteran status, or any other characteristic protected by applicable law. Legitimate denial of a bid or not being selected for a procurement opportunity is not considered discrimination.

If anyone is a victim of discrimination, in any form, a request must be submitted to the MWBE/DBE Compliance Manager. Anyone submitting a discrimination complaint must submit a complaint using the “MWBE Discrimination Reporting Form”. You can request a form from the MWBE/DBE Compliance Manager. Any individual or firm discriminating against another could face any of the following penalties including, but not limited to: sanctions, contract termination, suspension, and/or debarment from future contracts. If necessary, the case can also be referred to the County Attorney and/or the County Administrator for further action.

Notification of Accusation and/or Finding of Discrimination

Once a discrimination complaint is received by the Purchasing Division and the MWBE/DBE Compliance Manager, the accused will be notified in writing that they; a) have been accused of discrimination, b) will have an opportunity to provide a defense against the accusation; c) must comply with all requests from investigators; d) are prohibited from taking any adverse actions against an accuser; and e) have a right to appeal a finding of discrimination.

3. TECHNICAL PROPOSAL SUBMISSION CONTENT

Cost information shall not be included in the Technical Proposal.

3.1. Technical Proposal Instructions

At a minimum, each technical proposal shall include the following items in the stated order; all pages shall be numbered; using font size of eleven (11) point or larger, printable one sided on 8.5" x 11" size paper and all the listed components must be included. Do not provide references to other section/tabs, documents or websites for the information required; information should be specifically included in the RFP response. Technical proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

Provide a Table of Contents with the specified tabs, page numbers, and content below for each tab.

3.2. Tab 1 - Executive Summary

Provide the following information:

- A. Name, address, and phone of the firm and subcontractors.
- B. Brief background history of the firm.
- C. Principals of the firm.
- D. Location of office from which this contract will be administered.
- E. The name of the principal in charge of this contract.
- F. Summary of the Offeror's understanding of the requested services.

3.3. Tab 2 - Standard Form (SF) 330

Complete and submit a **Standard Form (SF) 330 "Architect/Engineer Related Services for Specific Project"** (template available on Charles County's Purchasing Division webpage). All applicable spaces of the form shall be completed. Offerors shall demonstrate at least ten (10) years of experience and provide project summaries for ten (10) representative projects over the past ten (10) years. Experience of subcontractors may not be used as experience of the prime.

Firms shall demonstrate their history and expertise in the municipal stormwater permit services for which they are qualified.

3.4. Tab 3 - Additional Items

Provide the following:

- a. An organizational chart of your proposed team(s). Explain how you have structured your team(s). Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.
- b. Detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.
- c. Detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.
- d. Detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.
- e. Detailed history of watershed monitoring, assessments, evaluations, modeling, and planning.
- f. Detailed experience with asset management tools.
- g. Other information you think is important for consideration in the evaluation of proposals.

4. ORIGINAL PROPOSAL SUBMISSION CONTENT

Any information identified as “Confidential” shall be noted by reference and appended to the **Proposal Submission**. Each item identified as “Confidential” shall be accompanied by an explanation. Refer to **Public Information Act/Confidentiality Notice** section.

A complete original proposal package shall include all information and forms identified on the **County’s eProcurement Portal**, including but not limited to:

4.1. Original Proposal Instructions

The original proposal shall be considered the items listed in this Section. All forms must be completed, signed, and submitted. Indicate "NA" on the form if it is "Not Applicable" and sign and date it. Original proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

4.2. Cost Proposal Form

Proposal pricing shall be submitted on the [Cost Proposal Form](#). All cost columns of the table shall be fully completed to be able to submit a proposal response. All pricing shall be rounded to the nearest whole cent (e.g. \$.01). There shall be no hidden costs. Prices shall include all profit, overhead, equipment, transportation cost, etc. An Offeror may only submit one (1) [Cost Proposal Form](#) in response to this solicitation. Each item on the form shall contain only one value. “Or Equal” items, if applicable, shall be noted on the [Cost Proposal Form](#).

4.3. Vendor Disclosure Form

This form shall be completed in legible ink or typewritten and signed.

4.4. Experience Form

Offeror shall be required to complete and submit the County provided *Experience Form*. A qualified Offeror must have requisite experience for the work as described in the **Special Provisions** and must be actively engaged as a legal entity in this field for a period of no less than ten (10) years at the due date for quote/bid/proposal. Offerors shall demonstrate their experience on the *Experience Form*. Offerors shall provide no less than ten (10) projects completed within the past ten (10) years of equal or greater magnitude, as deemed acceptable by the County at its sole discretion, as specified in *Item A* below. All blank spaces of the form shall be fully completed in legible ink or typewritten. The projects may be the same as those used in the SF-330.

Experience shall be that of the prime contractor unless otherwise specified. Experience of subcontractors may not be used as experience of the prime. The County shall accept experience of subcontractor only in those areas specified otherwise, if applicable.

As applicable: On-going service contracts for the services specified may be considered a “Completed” project if the base term of the contract has been fully completed, purchase orders issued and tasks fully completed during the contract term, and the contract renewed by the issuing agency. Each Offeror is solely responsible for providing any and/or all information/documents demonstrating completion and/or requested by the County in order to confirm the validity of references provided.

- A. A minimum of ten (10) completed representative projects that demonstrate the Offeror's experience in all of the following areas:
 1. Maryland Municipal Stormwater (MS4) permit Phase 1 requirements
 2. stormwater conveyance systems
 3. stormwater management retrofits
 4. innovative water quality treatment practices
 5. ecological restoration
 6. environmental assessment and planning
 7. pollutant load modeling, watershed management
 8. water quality monitoring and modeling

9. municipal stormwater related asset management
10. education and outreach to reduce stormwater pollution and flooding
11. illicit discharge

4.5. Minority and Women- Owned Business Enterprise (MWBE) Program - MWBE Compliance Plan Forms

This form shall be completed in legible ink or typewritten and signed. Proposals submitted without a MWBE compliance form may be rejected as non-responsive by the County. Th Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202 for questions related to the County's MWBE program.

4.6. Small Local Business Enterprise (SLBE) Program – SLBE Certification Form and SLBE Letter of Intent

Charles County Government has established a Small Local Business Enterprise (SLBE) Program, which registered Charles County SLBE firms responding to this solicitation may receive a preference in accordance with the provisions of the Program that may apply to a formal solicitation resulting in an award of less than \$500,000.00. **This solicitation is exempt from the SLBE Program.**

4.7. Intended Sub-Contractors Form

This form shall be completed in legible ink or typewritten and signed. “NA” shall be noted on the form if it is Not Applicable.

4.8. Non-Collusion Affidavit Form

This form shall be completed in legible ink or typewritten, signed, and notarized.

4.9. Addendum Certification

Offerors shall be required to acknowledge the addenda when responding to this request for proposals.

5. PROPOSAL EVALUATION PANEL AND CRITERIA

All materials, conferences, proposals, and other matters related to this project shall remain confidential until the contract is executed with the selected firm. The County may use any appropriate technical resources to assist during any part of the evaluation process.

5.1. Responsiveness Review

The County will review the proposal for minimum responsiveness criteria. Proposals that do not meet the minimum responsiveness criteria may be rejected as non-responsive, at the sole option of the County. Any deficiencies will be reviewed and determined by the Chief of Purchasing.

5.2. Evaluation Criteria

Proposal evaluation will include, but is not limited to, the following:

Item #	Evaluation Criteria Description	Points
1	Project understanding, approach, and capability	15
2	Experience of key staff and project team proposed. • Project Management • Technical expertise • Organizational structure • Key personnel qualifications	20
3	Firm representative projects and depth	20
4	Examples of innovative watershed solutions	5
5	Price	40
6	Total	100

5.3. Evaluation

Offerors' proposals will be evaluated by an evaluation committee who will evaluate and score the proposals in accordance with the criteria specified above. The County reserves the right to conduct the evaluation in any manner considered in the best interest of the County. The County may utilize any information obtained as a result of reference checks, proposal clarification or additional information requests, offeror negotiations or any other means deemed necessary at the sole discretion of the County to identify the proposal that best meets the County's needs.

6. AWARD AND CONTRACT FORMATION

The County reserves the right to award a contract by individual items, in the aggregate, or in any combination thereof, or to reject any or all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of the County. Any contract awarded is contingent upon completion of the protest period.

6.1. Award of Contract

The County intends to award this solicitation on the basis of a combination of the evaluation of the Offerors' experience and qualifications, as well as the proposed price. Award will not be based upon cost alone, and this solicitation does not commit the County to award a contract or to award to that firm which has submitted the lowest fee. The evaluation criteria may include: the Offeror's demonstration of their understanding of the work to be performed, past experience, technical ability, other resources, qualifications of personnel, results of reference checks, and record of similar work performed satisfactorily. In addition, the County reserves the right to accept any proposal either in part or in its entirety.

At any time, the County may request an offeror to provide additional items such as: additional information, clarification, references, interviews/presentations, and any other documentation needed to assist the County in the award selection process. Failure of an offeror to furnish requested information may constitute grounds for determining an offeror as non-responsive at the sole option of the County. Any contract awarded is contingent upon completion of the protest period.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

6.2. Term of Contract

The Contractor(s) selected shall provide the services and all requirements contained herein for a base period commencing on the date of contract execution, after expiration of the award protest period, unless notified otherwise by the County in writing by the County and end September 30, 2028, with two (2) optional 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

This contract shall be automatically renewed unless notice of nonrenewal shall be made to the Contractor by Charles County Government or to Charles County Government by the Contractor at least forty-five (45) calendar days prior to the contract anniversary date which is the date in the Notice to Proceed, contract begin date, or otherwise indicated by Charles County Government.

6.3. Pricing Adjustment for Extension Years

Unit prices under the resulting Contract shall remain firm through the base term. Thereafter, pricing shall be adjusted at the beginning of each succeeding year and/or Contract renewal period at the written request of the Contractor to the Chief of Purchasing. Pricing shall be adjusted by the percentage change in the Consumer Price Index (CPI) from the previous year. For purposes of this agreement, the CPI is defined as the Consumer Price Index for All Urban Consumers, All Items, as published by the United States Department of Labor, Bureau of Labor Statistics. For purposes of adjustment, the CPI used for each subsequent year of the Contract shall be the last published percentage change in the CPI (for the previous 12 months) either on, or prior to, the anniversary date of the Contract. Price adjustments shall take effect upon written approval by the County.

6.4. Quantity Contracts Awarded

The County may make award to more than one firm. The County may award to one or multiple offeror(s). The contract(s) entered into with the successful offeror(s) shall meet all standard provisions required by the County.

The County intends to contract with a single firm and not with multiple firms doing business as a joint venture. Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

6.5. Contract Execution

The successful Offeror to whom the contract shall have been awarded shall be required to execute the County contract (or as authorized by the County) and shall furnish all requirements due at contract execution, which may include, but is not limited to performance bonds and/or payment bonds, insurance certificates, equipment inspections, licenses, etc., as specified herein.

6.6. Contract Documents

All work under this project shall be in accordance with the contract documents. The Contract documents for this project includes, but is not necessarily limited to, this solicitation package, project plans and specifications as shown in ***RFP and other referenced ordinances, manuals and specifications***. Contract Documents shall also include:

- A. All written modifications, amendments and change orders to this Agreement issued in accordance with the ***General Provisions***.
- B. Contractor's proposal and accompanying exhibits submitted in response to the County's Project Criteria and Solicitation; and any solicited and/or unsolicited Alternates to the Solicitation accepted by the County in writing.

The Contract Documents are intended to permit the parties to complete the work and all obligations required by the Contract Documents within the specified time(s) for the proposal price. The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event of any inconsistency, conflict, or ambiguity between or among the Contract Documents, the County will make a determination on which item of discrepancy shall take precedence. Within listed documents or group of documents, the later dated shall have precedence over the earlier requirements, and specific requirements shall have precedence over the general requirements.

6.7. Default and Suspension

If an Offeror who has been selected for award and offered a contract refuses or fails to execute the contract and/or fully comply with all requirements of this solicitation within fourteen (14) consecutive calendar days after receipt of formal notice of intent to award or an alternate date specified by the Chief of Purchasing, the Offeror may be considered to have defaulted with respect to execution of the contract, and to have abandoned all rights and interests in the contract. In such instance the bid security, if any, may be declared forfeited to the County without further notice to the Offeror. In the event of such default, award may then be made to another Offeror determined to be in the best interest of the County, or the solicitation may be cancelled and/or re-advertised for proposals as deemed if deemed in the best interests of the County.

A Contractor, who has executed a contract with the County, may be considered to have defaulted in the performance of the Contract, by: failure to comply with the requirements of the contract, sub-standard performance, failing to complete the contract, and/or by other significant errors and omissions as determined by the Project Manager and the Chief of Purchasing. In such instance, the Contractor's performance and/or payments bonds, if any, may be exercised, and the Contract terminated and awarded to another Offeror if determined to be in the best interest of the County.

An Offeror/Contractor, who has defaulted as discussed above, may be declared by the Chief of Purchasing to be ineligible to bid on future County solicitations for a period of up to two (2) years from the date the County determined the Offeror/Contractor to have defaulted. This determination by the Chief of Purchasing shall be final, and not subject to appeal.

6.8. Offeror/Award Protests

- A. All protests made pursuant to solicitations must be in writing and delivered to the Chief of Purchasing within the timeframes specified:
 - 1. Protests must be delivered to the Chief of Purchasing no later than seven (7) consecutive calendar days after the basis for the protest (i.e. notification of rejection of Offeror's proposal, notification of removal of Offeror from consideration, etc.) is known or should have been known, whichever is earlier.
 - 2. If protesting contract award, the protest must be delivered to the Chief of Purchasing within seven (7) consecutive calendar days after the Purchasing Division has publicly posted the proposed contract award. This provision shall only apply to "aggrieved" Offerors.
 - 3. If Offeror seeks as a remedy the cancellation or amendment of the solicitation, the protest must be delivered to the Chief of Purchasing before the submission date for quotes/bids/proposals.
 - 4. If the County is closed for business at the due date and time, for whatever reasons, protests will be accepted on the next business day of the County prior to 12:00 p.m. (Eastern Time). Protests shall be considered timely only if received in the Purchasing Division office prior to close of business within the timeframes specified above.

- B. All protests made pursuant to solicitations shall be delivered to the Chief of Purchasing:
Charles County Government
ATTN: Chief of Purchasing, Purchasing Division (Room B130)
200 Baltimore Street,
La Plata, Maryland 20646
- C. Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Charles County Government". The Chief of Purchasing, may, at his sole election, return the filing fee to the protesting Offeror, if the protest is sustained. Filing fees for unsustained protests shall not be returned. The Chief of Purchasing must dismiss any protest not timely received.
- D. Only an Offeror that is "aggrieved" is eligible to file a protest. Aggrieved means that the Offeror who is filing the protest is susceptible for an award of the contract if the protest is sustained (e.g., a fourth ranked Offeror is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked Offerors or would require that the solicitation be reissued). Each protest must contain the following: identification of the solicitation; the name, address and telephone number of the protesting Offeror; a statement supporting that the Offeror is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the Offeror contends supports the protest. The burden of production of all relevant evidence, data and documents, and the burden of persuasive argument to support the protest is on the Offeror making the protest.
- E. The Chief of Purchasing shall forward to the County Attorney, all protests timely received and appropriate information addressing the circumstances of the protest. The Chief of Purchasing shall also forward for the County Attorney's information, all protests not timely received and/or otherwise ineligible, that was dismissed by the Chief of Purchasing.
- F. The Chief of Purchasing, after consultation with the County Attorney, shall determine whether to sustain or reject the protest, and shall provide written notice of his determination to the Offeror making the protest, and to the County Attorney. In the case of a sustained protest, the Chief of Purchasing, after consultation with the County Attorney, shall determine what remedy shall be taken to redress the protest. Decisions shall be final, and not subject to appeal.

6.9. Performance Evaluations

The County shall perform periodic performance evaluations, at the County's discretion, on all work performed by the Contractor under this Contract. The Contractor shall have the opportunity to review performance evaluations upon request. Performance evaluations shall be maintained in the County's contract files.

6.10. Assignment of Contract

The Contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the County, Chief of Purchasing.

6.11. Subcontractors

Subcontractors may not be used in the conduct of this contract without express written approval of the County. The County reserves the right to reject any subcontracted relationship if changes or additions of subcontractors are necessary during the life of the contract. Subcontracts for any portion of this contract must be clearly identified in the Offeror's proposal. Subcontracts are subject to Minority and Women Business Enterprise (MBE) Program and Small Local Business Enterprise (SLBE) requirements detailed herein. Prime contractor shall perform a minimum of fifty percent (50%) of the work.

6.12. News Release

No news releases pertaining to this proposal request or the service, study, or project to which it relates will be made without County approval.

6.13. Public Information Act/Confidentiality Notice

Offeror should give specific attention and identification of those specific portions of their proposals which they deem to contain confidential and/or proprietary information. Such information must be individually noted as being confidential or proprietary, either at that location, or in a separate consolidated listing contained within the bid/proposal/quote and provide justification of why the

material should not be subject to disclosure by the County upon request under the Maryland Public Information Act. Offerors may not declare their entire bid/proposal/quote package to be confidential or proprietary. Failure to provide specific identification and justification may result in the County releasing the information if requested to do so.

6.14. Campaign Finance Reform Act of 2013

The Maryland Campaign Finance Reform Act of 2013 dictates that vendors with single contracts of \$200,000 or more shall file certain campaign finance-related disclosures with the Maryland State Board of Elections. Vendors shall certify that they have filed the requisite disclosure, and if the vendor fails to provide this certification, the County must notify the State. In the event of Contract award, the Contractor shall certify that campaign finance-related disclosures are filed with the Maryland State Board of Elections as applicable.

6.15. Holiday Schedule

The following holidays are observed by the County:

- New Year's Break (Close at 12:00pm New Year's Eve, New Year's Day, Day after New Years)
- Martin Luther King Jr's Birthday
- Super Bowl Monday
- Washington's Birthday
- Eid al Fitr
- Good Friday
- Easter Monday
- Memorial Day
- Eid al Adha
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Election Day (When Applicable)
- Thanksgiving Closure (Wed, Thur, Fri of Thanksgiving)
- Christmas Break (Close at 12:00pm Christmas Eve, Christmas Day, Day after Christmas)

6.16. Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, governmental entities that are not Customers may make purchases under the terms and conditions contained herein, if agreed to by the Contractor. Such purchases are independent of the Contract between the Department and the Contractor, and the Department is not a party to these transactions. The Mid-Atlantic Purchasing Team Cooperative Ride Clause is hereby incorporated into this solicitation. Refer to the County's Website at: <https://www.charlescountymd.gov/home/showpublisheddocument/15127/638182853727870000>

7. GENERAL PROVISIONS

7.1. Definitions

The term COUNTY, as used herein, refers to the COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, hereinafter called the COUNTY, represented by the CONTRACTING OFFICER, the Director of the Using Department, or their designated representative who is authorized to act for the COUNTY.

7.2. Indemnification Clause

The Contractor shall protect, hold free and harmless, defend and indemnify Charles County, including its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. This agreement shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County, its officers, agents, and employees.

7.3. Governing Law

This Contract shall be governed by and construed only in accordance with the laws of the State of Maryland.

7.4. Responsibility of the Consultant

A. The CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in their design, drawings, specifications, and other services.

B. Neither the COUNTY'S review, approval or acceptance of, nor payment for, any of the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the COUNTY in accordance with applicable law for all damages to the COUNTY caused by the CONSULTANT'S negligent performance of any of the services furnished under this contract.

C. The rights and remedies of the COUNTY provided for under this contract are in addition to any other rights and remedies provided by law.

7.5. Changes

A. The COUNTY may, at any time, by written order, make changes within the general scope of the contract in the services to be performed. If such changes cause an increase or decrease in the CONSULTANT'S cost of, or time required for, performance of any services under this contract, whether or not changed by any order, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. Any claim of the CONSULTANT for adjustment under this Article must be asserted in writing within thirty (30) days from the date of receipt by the CONSULTANT of the notification of change unless the COUNTY grants a further period of time before the date of final payment under this contract.

B. The CONSULTANT shall provide no services for which an additional cost or fee will be charged without prior written authorization by the COUNTY.

C. Additional Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in an increase in the contract price will be determined by one or the other of the following methods, at the election of the CONTRACTING OFFICER.

(1) On the basis of a stated lump sum price, or other consideration fixed and agreed upon by negotiation between the CONTRACTING OFFICER and the CONSULTANT in advance, or if this procedure is impractical because of the nature of the work or for any reason,

(2) On the basis of the actual necessary cost as determined by the CONTRACTING OFFICER, plus a fixed fee to cover general supervisory and office expense and profit. The fixed fee shall not exceed fifteen percent (15%) of the actual necessary costs. The

actual necessary cost will include all reasonable expenditures for material, labor, and supplies furnished by the CONSULTANT and a reasonable allowance for the use of their plant and equipment where required but will in no case include any allowance for general superintendent, office expense, or other general expense not directly attributable to the extra work. In addition to the foregoing, the following will be allowed: the actual payment by the CONSULTANT for workmen's compensation and public liability insurance; performance and payment bonds (if any); and all unemployment and other social security contributions (if any) made by the CONSULTANT pursuant to Federal or State statutes, when such additional payments are necessitated by such extra work. An appropriate extension of the working time, if such be necessary, also will be fixed and agreed upon, and stated in the written order.

D. Reduced Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in a decrease in the contract price will be determined in a manner conformable with paragraph C.2 under Additional Costs.

7.6. Termination

A. The COUNTY may, by written notice to the CONSULTANT, terminate this contract in whole or in part at any time, either for the COUNTY'S convenience or because of the failure of the CONSULTANT to fulfill their obligations under this contract.

Upon receipt of such notice, the CONSULTANT shall:

(1) Immediately discontinue all services affected (unless the notice directs otherwise), and

(2) Deliver to the COUNTY the originals of all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing under this contract, whether completed or in process.

B. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price shall be made but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of the CONSULTANT to fulfill their obligations under this contract, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT shall be liable to the COUNTY for any additional cost occasioned to the COUNTY.

D. If, after notice of termination for failure to fulfill obligations, it is determined that the CONSULTANT had not so failed, the termination shall be deemed to have been affected for the convenience of the COUNTY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Article.

E. The rights and remedies of the COUNTY provided in this Article are in addition to any other rights and remedies provided by law or under this contract.

7.7. Disputes

A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising hereunder which is not disposed of by agreement shall be decided by the COUNTY, who shall reduce their decision to writing and mail or otherwise furnish a copy thereof to the CONSULTANT. The decision of the COUNTY shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the CONSULTANT executes and furnishes a written appeal to the COUNTY COMMISSIONERS OF CHARLES COUNTY. The decision of the COUNTY COMMISSIONERS for the determination of such appeals shall be final and conclusive.

B. The provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or their representative is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of their appeal. Pending final decision of a dispute hereunder, the CONSULTANT shall proceed diligently with the performance of the contract and in accordance with the COUNTY'S decision.

C. This Disputes Article does not preclude consideration of questions of law in connection with decision provided in paragraph (A) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative on a question of law.

7.8. County Rights

All designs, drawings, specifications, notes, computations, and other work developed in the performance of this contract shall be and remain the sole property of the COUNTY and may be used on any other work without additional compensation to the CONSULTANT. With respect thereto, the CONSULTANT agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The CONSULTANT, for a period of three (3) years after final payment under this contract, agrees to furnish and provide access to all retained materials on the request of the COUNTY. Unless otherwise provided in this contract, the CONSULTANT shall have the right to retain copies of all such materials beyond such period.

In the event that the COUNTY uses any of the above-mentioned materials for purposes other than those covered under this contract or other than for which it was provided, the CONSULTANT shall not be held liable for any personal or property damage arising from such use.

7.9. Examination of Records

A. The CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. The foregoing constitutes "records" for the purposes of this Article.

B. The CONSULTANT'S office, or such part thereof as may be engaged in the performance of this contract, and their records shall be subject at all reasonable times to inspection and audit by the COUNTY or their authorized representative(s). In addition, the COUNTY, or their authorized representative(s), shall, until the expiration of three (3) years from the date of final payment under this contract, or of the time periods for the particular records specified, have the right to examine those books, records, documents, papers, and other supporting data which involve transactions related to this contract along with the computations and projections used therein.

C. The CONSULTANT shall include in each subcontract, a provision that includes paragraphs A and B of this Article, binding each subcontractor to the requirements outlined in the above-mentioned paragraphs.

7.10. Covenant Against Contingent Fees

The CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon a contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

7.11. Accident Reports

The CONSULTANT shall promptly investigate and maintain a complete record of accidents resulting in personal injury, death, or property damage incident to performance of work under this contract. Loss of or damage to COUNTY equipment or property in the custody of the CONSULTANT shall be reported to the COUNTY within twenty-four (24) hours after the occurrence of the accident, together with full details relating to the incident.

7.12. Consultant's Organization

The CONSULTANT shall furnish to the COUNTY within two weeks after executing this contract, and thereafter prior to any annual renewal date, a chart showing the overall organization provided for the performance of this work and the names and titles of personnel employed in connection with the work, and shall furnish from time to time, revised organization charts reflecting any substantive changes therein. The CONSULTANT agrees to retain the listed key employees assigned to the performance of the work under this contract and shall not reassign or remove any of them without the consent of the COUNTY. Whenever, for any reason, one or more of the aforementioned employees is unavailable for assignment for work under this contract, the CONSULTANT shall, with the approval of the COUNTY replace such employee with an employee of substantially equal abilities and qualifications.

The CONSULTANT shall be responsible for maintaining satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

The CONSULTANT shall require in each subcontract, a provision that requires each subcontractor to advise the CONSULTANT promptly of any significant changes in the organization of such subcontractor, and the CONSULTANT shall promptly advise the COUNTY of any such changes reported to the CONSULTANT or otherwise discovered by the CONSULTANT.

7.13. Employment Discrimination by Consultants Prohibited

During the performance of any contract awarded pursuant to this RFQ, ITB, or RFP, the CONSULTANT agrees as follows:

A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the CONSULTANT. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination Article.

B. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, will state such CONSULTANT is an equal opportunity employer.

C. Notices advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

7.14. Certification of Drawings and Other Documents

All original drawings and the first page of all specifications, estimates, or similar documents shall have affixed or contain the seal of a duly qualified and authorized professional CONSULTANT certifying to the completeness and accuracy of the work performed.

7.15. Composition

If the CONSULTANT hereunder is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

7.16. Conflicts

It is the spirit and intent of these General Provisions, and the Special Provisions to provide that the services and all parts thereof shall be fully completed and suitable in every way for the purpose for which the project was intended. The CONSULTANT shall supply all materials and perform all services, which reasonably may be implied as being incidental to the work of this contract. In the event of a conflict between the **General and Special Provisions**, the **Special Provisions** will govern.

7.17. Delivery Point, Inspection, and Approval

All items required to be furnished by the CONSULTANT under this contract shall be delivered at the CONSULTANT'S expense to the attention of the County's authorized representative located at:

Project Manager identified in the written Notice of Intent to Award letter or Contract Execution Letter issued by the Purchasing Representative.

The CONSULTANT will be notified if the submittal, or any portion thereof, is rejected. In this event, the CONSULTANT will be required to resubmit those rejected materials so that they fully comply with the requirements of this contract. The decision of the COUNTY as to acceptance or rejection of the required submittals shall be final.

7.18. Designation of County's Representative

The CONSULTANT'S Day to day activities and work production will be monitored by a person designated by the COUNTY to act as the authorized representative to administer this contract in whole or in part.

No oral statement of any person and no written statement of anyone other than the CONTRACTING OFFICER, or the authorized representative, shall modify or otherwise effect any provision of this contract.

Designation and termination of the COUNTY'S representative shall be done in writing.

7.19. Document Standards

1. A. Plan format and contents shall be consistent with the County's plan preparation manual.
2. Specifications, Reports, and other narrative statements in final form for submission to the COUNTY shall be prepared on 8 1/2" X 11" white bond paper. Specifications shall follow the "Master Format" developed by the Construction Specifications Institute (CSI).

3. Bibliographies. If the preparation of reports and other narrative statements involves the use of reference and research materials, the CONSULTANT shall prepare a bibliography of such material and include it in the final document. Each bibliography shall include the following information:
 1. Books
 1. Name of author or authors, editors, or institution responsible for writing the book.
 2. Full title of book (including subtitle if there is one).
 3. Series name and number (if applicable).
 4. Volume number (if any).
 5. Edition (if not the original).
 6. City of publication.
 7. Publisher's name.
 8. Date of publication.
 2. Articles of Periodicals.
 1. Name of author.
 2. Title of article.
 3. Name of periodical.
 4. Volume number.
 5. Date of article.
 6. Pages occupied by article.

7.20. Inspection

The COUNTY, through any authorized representative, may at all reasonable times inspect or otherwise evaluate the work being performed hereunder and the premises on which it is being performed. If any inspection or evaluation is made by the COUNTY on the premises of the CONSULTANT or subcontractor, the CONSULTANT shall provide and shall require the subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the COUNTY representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7.21. Investigation of Field Conditions

The CONSULTANT shall visit the areas where work is to be performed and by their own investigation satisfy themselves as to the existing conditions affecting the work to be done. If the CONSULTANT, including subcontractor, does not visit the area, they will nevertheless be charged with knowledge of conditions, which a reasonable inspection would have disclosed. The CONSULTANT shall assume all responsibility for deductions and conclusion as to the difficulties in performing the work under this contract.

7.22. One Year Guarantee

In the event the COUNTY requires a construction contract resulting from the prepared work of the CONSULTANT hereunder, to make repairs, replacement, reconstruction or similar adjustments under the provisions of the construction contract, the CONSULTANT shall provide such professional services as may be required at no additional cost to the COUNTY where it is determined that the repairs, replacement, reconstruction or similar adjustment is attributed to a design deficiency for which the CONSULTANT is responsible.

The period of this guarantee shall commence on the date that the COUNTY formally accepts the facilities and extends for a period of one year thereafter.

The rights provided under this provision are in addition to any other rights the COUNTY may have arising out of a design deficiency for which the CONSULTANT is responsible.

7.23. Patents

The CONSULTANT shall hold and save the COUNTY, and all officers and agents thereof harmless from and against all and every demand of any nature and kind for or on account of the use of any patented or copyrighted inventions, article, or process employed by the CONSULTANT in the performance of the work.

7.24. Permits

Without additional cost to the COUNTY, the CONSULTANT shall obtain all applicable permits, licenses, and insurance; shall pay all charges and fees; and shall give all notices necessary and incidental to the due and lawful performance of the services under this contract.

7.25. Publicity

Except with the prior approval of the COUNTY, the CONSULTANT shall not release for publication any drawing, rendering, perspective sketch, photograph, report, specification, cost estimate, or other material of any nature pertaining to the facilities, for which services are performed under the terms of this contract.

The provisions of this Article shall extend also to the release of any such materials to any person not so authorized by the COUNTY.

7.26. Responsibility for Materials and Related Data

Except as otherwise provided in this contract,

A. The CONSULTANT shall be responsible for any materials and related data covered by this contract until they are delivered to the COUNTY at the designated delivery point.

B. After delivery to the COUNTY at the designated point and prior to acceptance by the COUNTY or rejection and giving notice thereof by the COUNTY, the COUNTY shall be responsible for the loss or destruction of or damage resulting from the negligence of officer, agents, or employees of the COUNTY acting within the scope of their employment.

C. The CONSULTANT shall bear all risks as to rejected materials and related data after notice of rejection, except that the COUNTY shall be responsible for the loss, destruction, or damage resulting from the gross negligence of officers, agents, or employees of the COUNTY acting within the scope of their employment.

D. After delivery to, and acceptance of, the COUNTY shall be responsible for the loss or destruction of or damage to the materials and related data so delivered and accepted.

7.27. Right of Entry

Where rights-of-entry have not been obtained by the COUNTY, the CONSULTANT with assistance from the COUNTY will be required to obtain from landowners the necessary rights-of-entry for making any investigations required, including geotechnical and survey work under this contract. The CONSULTANT will be advised as to arrangements previously made with landowners. The CONSULTANT shall assume all responsibility for and take all precautions to prevent damage to property entered.

7.28. Risk, Damages

The CONSULTANT shall assume all risks of injury to persons or property arising out of CONSULTANT'S sole negligent acts, errors or omissions in CONSULTANT'S performance of work under this contract and shall indemnify and save harmless the COUNTY against all claims, causes of action (cost and expense) on account of bodily injuries to, and death of persons, and damages to property arising from the sole negligent acts, errors or omissions of the CONSULTANT in connection with the prosecution of the work under this contract.

7.29. Fee and Payment

For the furnishing of all services as specified herein, the CONSULTANT shall be paid the total fee specified. After completion of work as requested and prior to final payment, the CONSULTANT shall furnish to the Contracting Officer, a release of claims/liens against the COUNTY arising out of the contract, other than claims specifically accepted from the operation of the release.

Progress payments to the CONSULTANT shall be made on the basis of monthly itemized invoices submitted for the actual percentage of physical work completed by the CONSULTANT and accepted by the COUNTY. Invoices shall include a description of the work, the percentage completed during the month, and the cost to date for each item of services performed; with the invoice, the CONSULTANT shall submit progress copies of plans, reports, specifications, details, etc. labeled as "PROGRESS PRINTS FOR INVOICE #__" and dated. The total of the progress payments shall not exceed ninety (90) percent of the total contract amount. The remaining ten (10) percent shall be paid upon completion of the contract.

Progress payments to the CONSULTANT will be due and payable thirty (30) calendar days after the COUNTY receives an acceptable invoice. In accepting payment of the fee represented by this invoice, the CONSULTANT acknowledges that they have no unsatisfied claim against the COUNTY arising out of this Contract and the CONSULTANT forever releases and discharges the COUNTY and its officers, agents, and employees from any past or future claim or demand whatsoever arising out of the direct or indirect operations of the CONSULTANT under this Contract.

7.30. Travel

All travel required to be performed in connections with the services including all meetings with COUNTY or any Government or Quasi-Government agencies, departments, hearings, discussions, explanations to be rendered under this contract shall be included in the fee and be at no additional expense to the COUNTY, unless authorized in writing by COUNTY prior to travel.

7.31. Related Cost

The cost of all direct and indirect services, related services, surveys, photographs, aerial surveys, aerial photographs, tax maps, planning maps, traffic studies, supplies, testing of any land if required, compliance with regulations, laws, ordinances in effect, cost of interim documents and their reproduction as and when requested by COUNTY, shall be included in the fees and be at no additional cost to the COUNTY.

7.32. Conflict of Interest

The CONSULTANT is hereby specifically prohibited from engaging in any activities which are, might be construed to be, or may give the appearance of a conflict of interest in the performance of this contract.

7.33. Fair Treatment of Subcontractors and Vendors

A. The CONSULTANT must make payment to any subcontractor or vendor within 15 business days of receiving payment from the County for a CONSULTANT invoice submitted to the County that billed for services or commodities provided by that subcontractor or vendor.

B. CONSULTANTS may not impose retainage rates upon sub-contractors that are higher than those rates imposed upon the CONSULTANT by the County.

7.34. Compliance with Federal Employment Regulations

A. Federal law requires that employers must verify that an individual whom they plan to employ or continue to employ in the United States is authorized to accept employment in the United States.

B. By submitting a quote/bid/proposal in response to this solicitation, the quoter/bidder/offeror/consultant certifies that no person will be employed on this project in any manner, including sub-CONSULTANT's and suppliers, that is not eligible to work in the United States, or whose employment is in violation of State or federal law. The CONSULTANT has sole responsible for compliance with this requirement.

C. Violation of this requirement may result in termination of the Contract, a penalty of \$1,000 per day or occurrence, whichever is higher, and/or reporting of the violation to the appropriate authorities.

7.35. Superseding Provisions

Any provision specified elsewhere shall supersede the provisions contained in these **General Provisions**.

8. SPECIAL PROVISIONS

8.1. General

This is a "Task Order Contract" with no lump sum contract price, where Charles County Government intends to enter into a contract(s) with multiple multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks. Professional services are described in the following Scope of Services. The projects anticipated under this Task Order are part of a program focused on complying with the requirements of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System Discharge permit in the following categories:

- Stormwater, shoreline, stream, urban soil restoration, and tree planting best management practices design and engineering for improving water quality, natural habitat and climate resiliency
- Monitoring, assessments, evaluations, modeling and planning related to waterways, watersheds and restoration projects
- Illicit discharge detection and elimination inspections, surveys and training
- Property management and maintenance plans, inspections, technical support and training
- Stormwater facilities and restoration practices maintenance inspections and verification
- Asset management using Cartegraph and other tools
- Education and outreach to reduce stormwater pollution and flooding
- Municipal stormwater permit geodatabase reporting
- Construction bidding, administration and surveillance

The County reserves the right to reject any subcontractor working on behalf of the Consultant. Acceptance of all subcontractors must be obtained by the County in writing prior to initiation of work on behalf of the Consultant. The County may use its sole discretion in reserving the right to make such determination.

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding. **The maximum value for each awarded task shall be \$500,000.00.**

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

8.2.1 Task Order Value Thresholds

1. Task order thresholds are all inclusive of all services to be performed for an awarded task. Below are the task order request value thresholds:

- a. The County shall request task order proposals from one (1) or more Contractors awarded under this Contract for tasks orders valued at less than \$250,000.00.
- b. The County shall request task order proposals from three (3) or more Contractors awarded under this contract for task orders valued at \$250,000.00 to \$500,000.00.

2. Task order threshold exceptions/modifications:

- a. The Chief of Purchasing, at their sole discretion, may revise this procedure as desired to best met the County needs. Such revision will not require a modification of the Contract.
- b. An exception may be made for projects that are applicable to County Code, Chapter 203-1, Article E.

8.3. Minimum Requirements

Selected consultant(s) must be a Professional Engineering firm with experience in stormwater design projects that meet the following minimum requirements:

- 1. Providing civil and environmental engineering services must be the firm's primary core business. The firm must employ registered Professional Engineers, properly licensed in the State of Maryland, to provide contracted services as specified in this RFP.
- 2. The firm must employ a Senior Environmental Scientist with at least 7 years Maryland NPDES municipal stormwater permit experience and a related 4-year college graduate background on its full-time staff.
- 3. Other services not listed in the core service capabilities above, which may be required (e.g. land surveying, geotechnical, environmental, planning, etc.) to complete a task that the Engineer cannot provide, may be performed under a subcontractor type relationship to the Engineer. Proper business and professional licensing, as required by the State of Maryland, is required.

8.4. Qualified Signatures

The Consultant assures that the member of his or firm who initiates and signs correspondence and attends meetings with County officials are technically qualified to carry out these duties. It is expected that all work submitted to the County for review, decision, or other action, be reviewed by a responsible Professional Engineer employed by, and in a position to speak and make decisions for the firm.

8.5. Open Market Procurement

Charles County Government reserves the right to obtain service from firms other than those awarded any contract that results from this RFP if the estimated cost of the services appears unreasonable or on any emergency basis. Using other firms shall not void the conditions of this Contract, nor shall it hold the Consultant liable for any additional costs assumed by Charles County Government by procuring on the open market.

8.6. Scope of Services

The County proposes to utilize the services of the selected Consultant(s) on specific tasks to be designated by the County. Services which may be required on an indeterminate number of individual project assignments to include, but are not necessarily limited to, the following:

- A. Stormwater conveyance and management retrofit design and permitting, and/or problem investigation and development of concept solutions
- B. Environmental investigations and services including wetland and forest stand delineation and permitting CAD services
- C. Design and permitting of sediment and erosion control measures

- D. Design of drainage infrastructure
- E. Floodplain studies and flood control assessments
- F. Design of ecological/habitat restoration
- G. Environmental planning services including watershed assessments, field data collections, pollutant load analysis, and NPDES permit support
- H. Property management planning and asset management
- I. Education and outreach services, and training
- J. General civil site design
- K. Geotechnical engineering services.
- L. Surveying services including field surveys, deed and easement research, and plat preparations
- M. Waterway improvements design including boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies
- N. Monitoring, assessments, evaluations, modeling and planning related to waterways, trees/forests, watersheds, and restoration projects
- O. Municipal stormwater permit geodatabase reporting
- P. GPS/GIS services
- Q. Preparation of Right of Way and easement plat documents.
- R. Permitting with all agencies through all stages of design, concept through as-builts
- S. Preparation of construction bid documents and assisting with pre-bid meetings and questions during the procurement process
- T. Preparation of plans and specifications
- U. Review and evaluation of designs by other consultants
- V. Preparation of Grant requests
- W. Inspection services including illicit discharge detection and elimination inspection, upland survey, construction inspection, and maintenance inspection
- X. Construction administration including review and approval of materials and equipment submittals, managing requests for information (RFI's), attendance at on-site pre-construction, progress and warranty walk-through meetings, providing meeting recordings as requested, reviewing drawings for compliance with County Ordinances and County Standards and Specifications for Construction, preparing punch-lists, technical advisory consultation for addressing unforeseen conditions and issues, and assistance with project extensions and close-out.

8.7. Method of Assignment

The County will provide in writing an outline of the required services for an individual work effort to be assigned to the firm. The firm will, within a reasonable time but not in excess of fourteen (14) consecutive calendar days, provide a written proposal which shall include a description of the services to be provided, proposed time for completion, personnel to be employed on the assignment and a detailed derivation of the proposed price to complete the task. The price shall be based upon the accepted hourly rate multiplied by the design consultant's proposed number of hours for each appropriate category or discipline plus any reproduction costs. Upon agreement of a total or "not-to-exceed" cost, the scope of services required, and the time for completion of the project, the parties will execute a contract reflecting all terms agreed upon. If a total (lump sum) contract is negotiated, the consultant shall be paid the negotiated amount irrespective of the number of man hours required to complete the project. If a "not to exceed" amount is not negotiated, the consultant will be compensated for actual hours worked, not to exceed the negotiated total (maximum) amount. For any given project, the County reserves the right to enter into either form of compensation agreement, and to cancel any contract should a project be canceled or otherwise placed on hold for any reason.

- A. Task Orders will be assigned to a selected firm as long as the County is satisfied with the services provided by the firm, that the firm has adequate, qualified staff to perform the services required; and that the fee for the services proposed is fair, competitive, and reasonable
- B. The County reserves the right to reject any task order proposal for a project assignment and to have the services performed by others
- C. Each written request for a proposal requires the design consultant to propose a total or "not-to-exceed" price with the understanding that the design consultant shall perform all tasks and work necessary and incidental to bring the work to the appropriate level of completion as mutually agreed upon
- D. Amendatory agreements to the price for changes in scope of work assigned will be in writing and an amendment to the contract provided for authorization
- E. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Consultants.

8.8. Capacity

The Consultant shall maintain an adequate staff to provide the services required herein in the professional quality and timeliness mutually agreed upon. Failure to maintain adequate, or sufficiently trained, staff will be cause for not awarding additional assignments, for terminating current task orders awarded, or for not renewing the Contract.

8.9. Task Order Request Acceptance

The County may award tasks based upon price, experience, capacity, key personnel, availability, approach or past performance.

Purchase Orders will be issued for each task order under the same terms of the original contract and any addition or special terms and conditions as specified in the task order request. All Purchase Orders are contingent upon appropriation and encumbrance of fiscal funding. Any other form of authorization of the start of work on each task does not constitute approval by the County. Costs shall be inclusive of all associated incidental expenses and therefore included in the task order proposal. Services may begin once the Consultant has received a written Notice-to-Proceed and Purchase Order from the County for the specific request.

8.10. County Rights

The County reserves the right to:

- A. Delete or insert tasks in the scope with appropriate changes in cost,
- B. Suspend or terminate active projects for budgetary purposes or other reasons,
- C. Award and reject task order submission at its sole discretion,
- D. Negotiate, and
- E. Request additional information at any time.

8.11. Schedule

The County and the Consultant will mutually agree upon the schedule for design completion on each work effort. The failure of the Consultant to satisfactorily complete work assignments within the time specified wherein the County has given notice that the completion date is critical to the County will be cause for not awarding additional assignments, for terminating current task order projects, or for not renewing the Contract.

8.12. County Furnished Data

All information, data, reports, records and maps as are existing and identified by the design consultant, available to the County without significant cost, and necessary for the carrying out of the work, shall be furnished to the design consultant without charge by the County and the County shall cooperate with the design consultant in every way possible in the carrying out of the planning work, providing, however, that the needs of the design consultant for each support are made known to the County within a reasonable time.

The County will not provide clerical assistance to the Consultant for this project and County personnel will not be asked to undertake surveys, analyses, tabulations, summaries, etc., of consultant produced data or documentation. However, County employees are free to participate in Consultant conducted surveys as questionnaire recipients in design consultant conducted surveys, providing information and opinions.

8.13. Engineering Drawing Reviews

The County will conduct reviews and provide comments on drawings, calculations, and specifications at the normal and customary review times (i.e., schematic, design development, 30% construction documents, 60% construction documents, 95% construction documents, and 100% construction documents, etc.) through the County's Department of Planning and Growth Management EnerGov portal at <https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>. Upon approval of 100% documents the Engineer shall provide Four (4) sets drawing and Two (2) flash drives or CD's to Project Manager for final submission to the County's Division of Infrastructure Management for an official review, and two (2) sets shall be retained by the County Project Manager. The Engineer shall also provide a separate copy of all applicable plans, reports, and specifications to the Charles Soil Conservation District for their review, comment, and approval.

8.14. Engineering Drawing Reproductions

Following final approval of an assigned design task, the design consultant will deliver to the County the approved originals of the drawings, plans and specifications complete and ready for reproduction. Reproduction of bidding sets will be by the County and at its expense. All final drawing sets once approved shall be provided in paper format (8 sets), mylar cover page, and electronic format on flash drives or CD (both PDF and CADD).

8.15. Defective Work

The performance of services and County acceptance of required services shall not relieve the Consultant from the obligation to correct any defective work, whether previously or subsequently noted, and all incomplete, inaccurate or defective work shall be remedied by the design consultant on demand and at no cost to the County. Defective work may be defined but not limited to such matters as erroneous tabulations, incomplete surveys, maps or reports and incorrectly assembled reports, plans, specifications, etc., which is caused by error or omission.

8.16. Completed Deliverables

All deliverables shall become the sole property of the County and shall be delivered to the County upon termination or completion of the project. The County shall have the right to use same without restriction or limitation and without notice or compensation to the design consultant.

8.17. Additional Services Not Specified

If a need for an engineering service not specified in the schedule of prices is requested by the County, the Consultant shall solicit bids on behalf of the County, review the bids with the County for scope compliance, and make a recommendation along with County oversight. If approved by the County, the Consultant shall provide the services in a subcontractor relationship. Payment of said services shall be at the rate of the sub consultant fee, plus 15% for overhead and profit.

Work may include services including:

- A. Laboratory Sample Processing - Laboratory services may include:
 - 1. Benthic Laboratory Analysis
 - 2. Water Quality Laboratory Analysis
 - 3. Ethanol Preservative
 - 4. Soil Sample Analysis for bulk density and nutrient concentration using undisturbed soil sampling methods
 - 5. Miscellaneous Field Supplies
 - 6. MD Department of Natural Resources Collection Permit
- B. Test Pits - Test pit services may include: performance of vacuum method test pits to determine the exact horizontal and vertical location of utilities in the affected work area. A written report shall be provided for all test pits performed, providing the exact horizontal coordinates, vertical elevation, and a photograph of the located utility. All surveying services required, and all coordination required with Miss Utility or the utility company owning the utility, as well as all restoration services shall be included in the per test pit cost.

- C. Soil Borings - Soil boring services may include: the clearing of an area needed to perform the borings, the actual borings, the record keeping associated with the work, and the cleaning up and restoration of the affected area upon completion of the boring work. The soil borings will be measured per vertical feet and include the daily rig mobilization fee along with a summary report.
- D. Soil Hand Augers - Services may include: the clearing of an area needed to perform hand augers the actual hand auger, the record keeping associated with documenting the results of the hand auger, and the cleaning up and restoration of the affected area upon completion of the auger work.

8.18. County's General Provisions

This RFP contains a set of **General Provisions** which shall apply to each and every task order awarded by the County.

9. PROPOSAL ITEM DESCRIPTIONS

9.1. Base Proposal Item A1: Principal/Director

Item A1 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of fifteen (15) years of engineering design and management experience with an emphasis on stormwater water quality facility design and environmental restoration design,
- B. Senior Project management experience, and Professional Engineer registration in the State of Maryland.

This individual will be the County's point of contact with the firm for all services rendered and shall be qualified to oversee all aspects of an assigned project and possess an understanding of all implications of a proposed design, and contract management. The individual shall present evidence of their valid Professional Engineer registration in the State of Maryland upon request.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Principal/Director pay item. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.2. Base Proposal Item A2: Project Manager

Item A2 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of ten (10) years of project management experience with an emphasis toward stormwater conveyance, stormwater management and water quality treatment, environmental restoration, grading, sediment and erosion control, environmental science, evaluation services, permitting through all applicable review agencies, and construction bidding, administration and surveillance, and
- B. Professional Engineer registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Project Manager pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.3. Base Proposal Item A3: Civil Engineer

Item A3 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of three to seven years of civil engineering design experience with an emphasis on the analysis and design of stormwater conveyance and stormwater management systems, environmental restoration, grading and sediment erosion control, and construction administration, and
- B. A four-year college graduate with at least an Engineer-in-Training certification.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Civil Engineer pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.4. Base Proposal Item A4: Landscape Architect

Item A4 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of seven to ten years of landscape architectural design experience with an emphasis toward environmental restoration, aesthetic condition, plant knowledge, project management experience, and

B. Professional Landscape Architecture registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Landscape Architect pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.5. Base Proposal Item A5: Senior Environmental Scientist

Item A5 shall cover the services provided by an individual with the following minimum qualifications:

1. A minimum of seven to ten years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration, and
2. A related 4-year college graduate background and environmental certifications and training.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Senior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.6. Base Proposal Item A6: Junior Environmental Scientist

Item A6 shall cover the services provided by an individual with the following minimum qualifications:

1. Three to five years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration,
2. Three (3) years of technical experience with Maryland forest stand delineations and forest conservation plan preparation and be a Qualified Professional per COMAR 08.19.06B (1)-(4),
3. Three (3) years of technical experience with wetland delineation and mitigation, Federal and State wetland permitting processes, Environmental Assessments and Environmental Impact Statements, and
4. A related 4-year college graduate background and environmental certifications and training.
5. Knowledge and experience with State of Maryland and Charles County forest conservation ordinances.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Junior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.7. Base Proposal Item A7: Arborist (Certified)

Item A7 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience in the professional tree care industry, and
- b. Certification by the International Society of Arboriculture.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Arborist pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.8. Base Proposal Item A8: Soils Scientist

Item A8 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience with soil science investigations and classifications,
- b. A related college graduate background and certifications and training, and
- c. Knowledge of Charles County soil formations and their suitability and limitations for stormwater management facilities and other types of environmental restoration practices.

This individual will assist the Principal/Director in completing assigned projects.

All investigations performed by the soils scientist shall only be those in addition to the customary costs attributed to the performance of Soil Hand Augers (Item D2, below) and Soil Borings (Item D3, below), and the results of their services shall be summarized in a report, which shall clearly describe all concerns and any suggested corrective actions to allow the anticipated project to be successfully completed.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Soils Scientist bid item specified in this proposal. Such payment shall include all work outlined under this special provision as well as all costs for labor, equipment, materials, and other incidentals necessary to satisfactorily complete the assigned projects.

9.9. Base Proposal Item A9: Graphic Designer

Item A9 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of graphic design experience,
- b. A related college graduate background and certifications and training, and
- c. Mastery of industry-standard design software.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Graphic Designer pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.10. Base Proposal Item A10: Licensed Surveyor

Item A10 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of seven to ten years of surveying experience, and
- b. Valid registration with the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects. The work to be performed under this item shall be limited to the direct professional services required by law for a Registered Property Line, Professional Land Surveyor, or Registered Land Surveyor in the State of Maryland.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Licensed Surveyor pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.11. Base Proposal Item A11: Two Person Survey Crew

Item A11 shall cover all survey services provided by a two-person survey crew and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Two Person Survey Crew pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.12. Base Proposal Item A12: One Additional Field Person

Item A12 shall cover all additional survey services provided by one additional survey crew person and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the One Additional Field Person pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.13. Base Proposal Item A13: Geotechnical Engineer

Item A13 shall cover services provided by a Registered Professional Engineer with expertise in the geotechnical sciences with the following minimum qualifications:

- a. A minimum of five (5) years of progressive experience in the State of Maryland with an emphasis on evaluating sites for future construction of stormwater management/water quality facilities,
- b. A Bachelor of Science Degree in Civil Engineering with an emphasis in geotechnical sciences, and
- c. Professional Engineer registration in the State of Maryland.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Geotechnical Engineer item specified in this proposal. Such payment shall include all profit, overhead, equipment, materials, transportation costs, and other incidentals necessary to satisfactorily complete the assigned projects.

9.14. Base Proposal Item A14: Project Inspector

Item A14 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of ten (10) years of experience in environmental site inspection and specialty type construction inspection.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit cost per hour specified for the Inspector pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.15. Base Proposal Item A15: GPS/GIS Technician

Item A15 shall cover all GPS or GIS services provided by the GPS/GIS Technician with the following minimum qualifications:

- a. A minimum of one (1) year of experience as a GPS/GIS Technician,
- b. A related college graduate background, and
- c. Passed the GIS Certification Institute Core Technical Exam for obtaining Professional Certification.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for a GPS/GIS Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.16. Base Proposal Item A16: CAD Technician

Item A16 shall cover all CAD series provided by the CAD Technician with the following minimum qualifications:

- a. A minimum of two (2) years of experience as a CAD Technician.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a CAD Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.17. Base Proposal Item A17: Administrative

Item A17 shall cover all specification typing, associated administrative support work (duplications, filing, etc.), and other clerical services for the team. The Consultant will use this position to generate special provisions, reports, etc. When submitting such items, i.e. special provisions, reports, etc. to the County, the Consultant shall provide the County with the following: original paper copy of the document and an electronic copy of item. All documents prepared shall be prepared utilizing the Microsoft Office suite of applications, and /or Adobe pdf format.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for the Administrative pay item in this proposal. This unit price shall include all profit, overhead, equipment, software, reproduction material, etc. needed for this individual to satisfactorily complete the assigned projects.

9.18. Base Proposal Item A18: Copies

Item A18 shall cover the expense of providing copies in the following sizes-

- a - 8-1/2" x 11" (B&W)
- b - 8-1/2" x 11" (Color)
- c - 24" x 36" (B&W as appropriate per the design)
- d - 24" x 36" (Color as appropriate per the design)
- e - Mylars

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit prices per sheet as specified for the copies pay items in this proposal for the applicable size and type.

9.19. Base Proposal Item A19: Mileage for Fieldwork

Item A19 shall cover the mileage expense associated with fieldwork only. Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA).

10. PROPOSAL SUBMITTALS

10.1. Provide the company formation date.*

A qualified Quoter, Bidder, or Offeror must be actively engaged as a legal entity in the field of work described in *Section 4.4* for a period of no less than ten (10) at the due date for quote/bid/proposal.

Month/Day/Year as ##/##/####

(e.g.: "11/08/2015")

*Response required

10.2. Certification of agreement to solicitation terms and providing legally binding response.*

I certify that I have read, understood and agree to all the terms and conditions in this solicitation, and that I am authorized to submit this legally binding response on behalf of my company.

☐ Please confirm

*Response required

10.3. Acknowledgement of addenda and supplements.*

Quoters, Bidders, Offerors shall acknowledge receipt of all addenda and supplements issued by the County in the **eProcurement Portal**. If it becomes necessary to revise any part of this solicitation, a supplement to the solicitation will be issued formally via an addendum posted on the County **eProcurement Portal**. Oral statements made by the County personnel shall not bind the County and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement. It is the responsibility of the Quoter, Bidder, Offeror to check the County **eProcurement Portal** as frequently as necessary to obtain all updates and addenda to the solicitation.

☐ Please confirm

*Response required

10.4. Certification of good standing.*

Quoter, Bidder, Offeror shall acknowledge compliance with the following:

In order to be eligible for award, Quoter, Bidder, Offeror shall meet the following conditions prior to contract award.:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

☐ Please confirm

*Response required

10.5. Specific terms and conditions certification.*

By submitting a quote, bid, proposal in response to this RFQ, ITB, RFP, the Quoter, Bidder, Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the RFQ, ITB, RFP or any Appendices is made part of this solicitation package. Specifically, the Quoter, Bidder, Offeror also acknowledges the following:

- A. The contact information provided shall be used by the County to communicate with Quoter, Bidder, Offeror.
- B. The Quoter, Bidder, Offeror is licensed or will be licensed to do business in the State of Maryland prior to contract award.
- C. The Quoter, Bidder, Offeror complies with and takes no exceptions to all requirements of the RFQ, ITB, RFP.

- D. The quote, bid, proposal is valid for a minimum of one hundred twenty (120) days from the final quote, bid, proposal due date.
- E. The quote, bid, proposal is submitted in accordance with the County's Notice to Quoters, Bidders, Offerors requesting quotes, bids, proposals to be received for the work outlined in the RFQ, ITB, RFP.
- F. The Quoter, Bidder, Offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- G. The Quoter, Bidder, Offeror agrees to furnish all services as outlined in the RFQ, ITB, RFP for the prices listed on the Quotation, Bid, Cost Proposal Form.
- H. The Quoter, Bidder, Offeror is cautioned and agrees that the dollar amount of a quote, bid, proposal is a business decision of the bidder and should take into consideration the costs of doing business, such as: resources required to perform, business risk, etc.
- I. The Quoter, Bidder, Offeror agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

☐ Please confirm

*Response required

10.6. Respondent Submission Package

10.6.1. Experience Forms - Five (5)*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, and upload.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

- [Experience Form - 5.docx](#)

*Response required

10.6.2. Vendor Disclosure Form*

Please download the below documents, complete, and upload.

- [Vendor Disclosure Form - Fi...](#)

*Response required

10.6.3. Intended Sub Contractors Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, and upload.

- [Intended Sub Contractors Fo...](#)

*Response required

10.6.4. Minority and Women-Owned Business Enterprise (MWBE) Compliance Plan Forms*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, sign where applicable, and upload.

- [MWBE Compliance Plan Forms ...](#)

*Response required

10.6.5. Non-Collusion Affidavit Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, notarize, and upload.

- [Non-Collusion Affidavit For...](#)

*Response required

10.6.6. Respondent Technical Proposal Package Submittal*

Upload your complete technical proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 3. - Technical Proposal Submission Content Section.

(Do not upload cost information)

*Response required

10.6.7. Respondent Redacted Proposal Package Submittal

Upload your complete redacted proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 6.13. - Public Information Act/Confidentiality Notice Section.

11. COST PROPOSAL FORM

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	GPS/GIS and Asset Management Technician	50	Hour		
A16	CAD Technician	50	Hour		
A17	Administrative	50	Hour		
A18.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18.b	8-1/2" x 11" Color Copies	200	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A18.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18.e	Mylars	50	Each		
A19	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

12. INSURANCE

12.1. INSURANCE REQUIREMENTS

1. The Contractor shall provide, at their expense with companies acceptable to the County, and pay premiums for the following insurance:

Applicable	Provision	Description
X	Commercial Automobile	Commercial automobile bodily injury and property damage insurance covering all vehicles whether owned, hired, or non-owned operated by/or on behalf of the Contractor in the performance of this contract with not less than the following units: i. Bodily Injury: \$1,000,000 per person \$2,000,000 per occurrence ii. Property Damage: \$500,000 per occurrence
X	Worker's Compensation	In compliance with Maryland Statutory Liability
X	Commercial General Liability	Minimum limits of: \$1,000,000 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000 aggregate.
X	Employers Liability Insurance	A. \$500,000 each accident for injury B. \$500,000 each employee, \$500,000 aggregate for disease
	Umbrella excess liability insurance or excess liability insurance	\$5,000,000 each occurrence/ \$5,000,000 aggregate
X	Professional Liability	Professional liability insurance to include Errors & Omissions coverage with a limit of not less than \$1,000,000 per occurrence subject to \$2,000,000 aggregate.
	Builder's Risk Insurance	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, property insurance written on a builders' risk "all risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until final completion and acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured on such builder's risk policy. This insurance shall be on an "all risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire and physical loss or damage including, without duplication of coverage, property in transit, property stored on or off site, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary building and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation of Architect's and Contractor's services and expenses required as a result of such insured loss.
	Pollution Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Marine Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.

	Environmental Insurance	Includes pollution and use of chemicals in an amount not less than \$2,000,000 per occurrence and \$3,000,000 annual aggregate.
	Cyber Insurance	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Installation Floater	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, installation floater insurance for the installation of machinery and/or equipment into an existing structure, written on an “all risk”, replacement cost and completed value form basis in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until after final completion and 10 days after acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured/loss payee on such installation floater policy. This insurance shall be on an “all risk” or equivalent policy form and shall include, without limitation, insurance coverage to protect the interest of the County, Contractor, subcontractor(s), architects and engineers including property in transit, property stored on or off site which shall be part of the project. The policy shall insure all work, labor and materials furnished by the Contractor and the Contractor’s subcontractors against loss occasioned by fire, lighting, windstorm, theft, vandalism, malicious mischief, collapse, earthquake, flood. Policy shall include coverage for debris removal and reasonable compensation of Architect’s and Contractor’s services and expenses required as a result of such insured loss.

2. Each such policy shall be from an insurance company licensed to do business in the State of Maryland and which has a policyholder’s rating of A or better and a financial size of X or larger from Best’s Key Rating Guide.

3. The Contractor shall provide the County with Certificates of Insurance and supported by endorsement evidencing the coverage required by this solicitation prior to award of a contract. All Certificates shall reference the solicitation name and number and have an ending date that covers the entire contract term or extension period. The following certificates shall name “The County Commissioners of Charles County” (or other name as directed by the County) as an additional named insured:

- A. Commercial automobile bodily injury and property damage insurance
- B. Commercial General Liability
- C. Builder’s Risk
- D. Excess Umbrella Liability

4. If the insurance obtained requires deductibles, the Contractor shall pay all costs not covered because of such deductibles. Providing insurance as required herein does not relieve the Contractor of any responsibility or obligations ensuing as a result of the contract award, or for which the Contractor may be liable by law or otherwise. Proof of Insurance will be required and must be submitted prior to final execution of the Contract by Charles County Government. The Contractor shall be solely responsible for all work performed by subcontractors related to any contract awarded as a result of this solicitation, including but not limited to errors, omissions, and neglect.

5. The providing of any insurance required herein does not relieve the successful Bidder of any of the responsibilities or obligations assumed by the Bidder in the Contract awarded or for which the Bidder may be liable by law or otherwise.

6. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the Contract and shall operate as an immediate termination thereof.

Charles County Commissioners



PREPARED BY:

**Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division**
200 Baltimore Street • La Plata, Maryland 20646
MD Relay: 711 • Relay TDD: 1-800-735-2258

www.CharlesCountyMD.gov



Mission Statement: The mission of the Charles County Government is to provide our citizens the highest quality of service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement: Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer: It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

CHARLES COUNTY GOVERNMENT

RESOLUTION 26-61

Attachment 2

*Department of Fiscal and Administrative Services - Purchasing Division**Telephone: 301-645-0656*

**RFP #26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING
SERVICES
ADDENDUM NUMBER ONE**

TO: All Offerors

Please be advised of the following modification(s) & information related to Request for Proposal (RFP) 26-009. These modifications, comments, and attachments are hereby made a part of the solicitation documents to the same extent as if bound therein.

1. Changes**A. Section 8.2 Basis for Services**

Delete strikethrough text:

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

~~The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding.~~ The maximum value for each awarded task shall be \$500,000.00.

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

B. Section 9.0 – Proposal Item Descriptions

Renumber original Items A15 – A19 to A17 – A21. Add Section 9.20 and 9.21:

9.20. Base Proposal Item A15: Construction Administrator

Item A20 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of five (5) years of construction administration experience with an emphasis toward sustainable construction practices and specifications for stormwater conveyance, stormwater management and water quality treatment, environmental restoration and permitting, grading, sediment and erosion control,
- b. Proficiency with project management software and strong written and verbal communication skills, and
- c. A Bachelor of Science degree in Civil Engineering or Construction Management.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment: The County will measure and pay for this item at the unit cost per hour specified for the Constructor Administrator pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.21. Base Proposal Item A16: GIS Specialist

Item A20 shall cover all GIS services provided by the GIS Specialist with the following minimum qualifications:

- a. A minimum of four (4) years of experience as a GIS Technician / Specialist / Analyst,
- b. Proficiency with asset management software,
- c. A GIS related college graduate background, and
- d. GISP Preferred, or Pre-GISP Certified, or actively seeking GISP with approved portfolio through GISCI.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a GIS Specialist. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

C. Section 11.0 – Cost Proposal Form

Delete the strikethrough text and add the green text:

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	Construction Administrator	50	Hour		
A16	GIS Specialist	50	Hour		
A17	GPS/GIS and Asset Management Technician	50	Hour		
A16 A18	CAD Technician	50	Hour		
A17 A19	Administrative	50	Hour		
A18 A20.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18 A20.b	8-1/2" x 11" Color Copies	200	Each		
A18 A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18 A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18 A20.e	Mylars	50	Each		
A18 A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

END OF ADDENDUM

CHARLES COUNTY GOVERNMENT

Proposal to Provide:

**Municipal Stormwater
Permit Design and
Consulting Services**



RFP NO. 26-009 | AUGUST 27, 2025

August 27, 2025

Shanna Reese, Chief of Purchasing
Charles County Government
200 Baltimore Street
La Plata, MD 20646

Subject: RFP 26-009 Municipal Stormwater Permit Design and Consulting Services

Dear Shanna Reese:

Century Engineering, LLC, a Kleinfelder Company (Century), is pleased to submit an electronic submission for this Request for Proposals. The Century team has abundant technical staff to perform the services for Municipal Stormwater Permit Design and Consulting Services for the Charles County (County) and will be responsive to the requirements of the contract. Century acknowledges receipt of Addendum #1, dated 8/14/25 and Preproposal Minutes, dated 8/4/25, and the Questions & Answers posted with the OpenGov platform.

Team Composition

As an incumbent to this contract with Charles County, we are proud to supply the same cohesive team including the same two MWBE consultants: **Kim Engineering, Inc. (KEI)** MDOT MBE (94-054) and **Environmental Systems Analysis, Inc. (ESA)** MDOT WBWBE (18-094) for this contract. KEI may provide services including surveys/ plats, utility designation/ locating, geotechnical, materials testing/ inspections, and civil engineering. ESA may provide services including natural resources assessment, watershed assessment, permitting, ecological/ habitat restoration, shoreline restoration, stormwater management, drainage, MS4 permit support services, IDDE, and construction management/ inspection.

Contract Delivery Method

We certify that we have read and understand the RFP's structure as a Municipal Stormwater Permit Design and Consulting Services contract, and verify we have the capacity to perform simultaneous assignments utilizing our team's personnel. Century will assign the appropriate supervisory, engineering and support staff, including our subconsultant staff as necessary, to complete each assignment on schedule. If a unique service is needed for tasks requiring supplemental support, we will coordinate with the County and add a specialty subconsultant. We promote a total team management approach from start to finish of each assignment.

Quality

Our quality control and assurance practices will verify our work meets the project scope of work and the County's intent according to plans, specifications, computations, and estimates. We are confident that our knowledge and experience will enable us to successfully complete projects assigned in a timely and cost-effective manner.

Key Contacts

Our Contract Manager and Primary Liaison for this contract will be Ryan Thomas, PE (rythomas@kleinfelder.com; 443.589.2400). Ms. Anna Wagner, PE will serve as the Assistant Contract Manager and Secondary Liaison (awagner@kleinfelder.com; 443.689.2400). Mr. Craig Lynch, PE will serve as the QA/QC Manager and will assist with overall contract management (clynch@kleinfelder.com; 443.589.2400). Daniel Cornelius, Jr., Finance Manager, is Century's designated liaison to the County's Minority & Women-Owned Business Enterprise Program (MWBE) (dcornelius@kleinfelder.com; 919.755.5011).

Summary

We submit that the Century team is the right choice for this contract based on:

- Proven organizational structure with a responsive management system, support of experienced professionals and comprehensive support services
- Experienced water resource engineers and environmental scientists with specialized expertise in the types of services required for this contract
- Flexibility and capacity to meet resource requirements for this contract based on availability of qualified personnel and full-service capability
- Commitment to providing quality services confirmed by completion of successful projects with local and state governments, good annual ratings, and a high degree of repeat clients
- Prior experience working with Charles County under the NPDES Municipal Stormwater Permit Consulting Services Contract No. 20-21.

We appreciate the opportunity to present our qualifications and understanding of this contract. If you have any questions or would like to discuss any portion of this proposal, please contact Ryan Thomas, PE (rythomas@kleinfelder.com).

Sincerely,

Century Engineering, LLC, a Kleinfelder Company



Ryan Thomas, PE
Contract Manager



Jeffrey Hill
Executive Vice President/Director
East Division

TABLE OF

CONTENTS

Tab	01	Executive Summary.....	1
	02	SF 330	4
	03	Additional Information	71
Appendix	A	Required Forms	



TAB 1:
Executive Summary

A. TEAM COMPOSITION

Prime Firm

Century Engineering, LLC, A Kleinfelder Company

10710 Gilroy Road
Hunt Valley, MD 21031
443.589.2400

Contract Manager/ Director and Primary Liaison

Ryan Thomas, PE (rythomas@kleinfelder.com)

Partnering Subconsultants

Kim Engineering, Inc.

6100 Chevy Chase Drive, No. 105
Laurel, MD 20707
240.542.4238

Contact

Sunny Kim (sunnykim@kimengineering.com)

Environmental Systems Analysis, Inc.

2141 Priest Bridge Drive, Suite 1
Crofton, MD 21114

Contact

Mark Burchick (mburchick@esatoday.com)

B. HISTORY OF FIRM

Century Engineering, LLC was formerly Century Engineering, Inc. prior to the acquisition by the Kleinfelder Group, Inc. in November 2021. Century has the same office locations and people, but now as part of Kleinfelder, can provide clients with an expanded range of specialty services. Century's Hunt Valley office provides comprehensive, full-service engineering and environmental services comprised of planning, design, permitting and construction phase services including water and environmental resources, geotechnical, surveys/plats, structures, utilities, transportation planning and design, traffic, site development, mechanical/ electrical/ plumbing, GIS, highway and roadway engineering, landscape architecture, CADD, and construction management and inspection.

C. PRINCIPALS OF THE FIRM

Century is managed on a daily basis by Area and Program Managers allocated within representative geographical divisions. Century falls geographically within

Kleinfelder's East Division segment. Kleinfelder is directed under the leadership of Louis Armstrong, President & CEO, and by Executive Vice President (Area Manager), Jeffrey Hill. Our overarching corporate structure includes Chief Operating Officer, Chief Financial Officer, Health & Safety Director, and a variety of Administrative Support Departments. We represent a national firm, with a local level focus. We strategically align our personnel with local leadership to help guide and mentor the larger business aspects, while continuing to work and live among our local clients.

D. OFFICE LOCATION

Century Engineering, LLC, A Kleinfelder Company

10710 Gilroy Road
Hunt Valley, MD 21031
443.589.2400

E. CONTRACT MANAGER

Century Engineering, LLC, A Kleinfelder Company

Contract Manager/ Director and Primary Liaison

Ryan Thomas, PE (rythomas@kleinfelder.com)

F. UNDERSTANDING OF THE REQUESTED SERVICES

Century Engineering, LLC, a Kleinfelder Company (Century), will provide the wide range of services required for the **Municipal Stormwater Permit Design and Consulting Services RFP 26-009** from our office located in Hunt Valley, Maryland. Century's Water and Environmental Resources (WER) Department provides comprehensive technical capabilities, applied experience, and depth of staff to perform multiple concurrent assignments for all the types of projects that may be required under this contract. WER will coordinate with other departments in the Hunt Valley office, other Century offices as needed, and with our MBE subconsultant **Kim Engineering, Inc. (KEI)** MDOT MBE (94-054) and **Environmental Systems Analysis, Inc. (ESA)** MDOT WBWBE (18-094) for this contract. **KEI** may provide services including: surveys/ plats, utility designation/ locating, geotechnical, materials testing/ inspections, and civil engineering. **ESA** may provide services including: natural resources assessment, watershed assessment, permitting, ecological/ habitat

restoration, shoreline restoration, stormwater management, drainage, MS4 permit support services, IDDE, and construction management/ inspection.

Our consistent project success and client satisfaction are a result of our technical proficiency, experience, and our focus on proactively communicating with clients, review agencies, and other design disciplines to provide cost-effective and responsive service.

Century and our subconsultant partners have thoroughly read the RFP. We understand and are capable of providing the requested services described in Section 8.6 Scope of Services of the RFP for 2026-009. We are prepared to provide the required professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks

The Century Team understands the multiple goals for the regulations (NPDES MS4, Bay WIP, TMDLs) affecting the Charles County NPDES programs for SWM, stream restoration, erosion control, and pollutant load reduction. Our Team provides experience in stormwater management, stream restoration, shoreline stabilization, site searches, natural resources/ habitat assessment, wetlands, Forest Conservation ordinance/ requirements, related environmental permitting, and construction phase services to assist the County with meeting present and future program and regulatory requirements. Century understands the importance of evaluating all available information, site constraints, and preparing realistic cost estimates, (e.g., utilities, property boundaries, access/ traffic control, natural resource impacts, permitting, community concerns, aesthetics, long-term maintenance), for use in evaluating/ ranking and selecting sites that will progress through design and construction and provide 'good value' to the County.

Scope of Services

Century provides all aspects of water resources engineering including stormwater conveyance and management retrofit design, drainage infrastructure including storm drain design (inlets, storm drain pipes, culverts and outfall design), open channel design, and stormwater BMP outlet controls (riser structures/weir walls). Our team has provided drainage complaint investigations and prepared remediation plans for the Maryland State Highway Administration (SHA), the

Maryland Transportation Authority (MDTA), Baltimore and Charles County, among others. Our team is experienced with preparing erosion and sediment control (ESC) plans including maintenance of stream flow for a variety of highway, bridge, and ecological restoration projects (stream/wetland restoration, shoreline restoration). We have an approved MDE expedited reviewer and staff that provide review of stormwater management and ESC for both SHA Highway Hydraulic Division (HHD) and SHA Project Review Division (PRD). We have experience obtaining grading plan approvals from local Soil Conservation Districts for all types of projects including stormwater retrofits and ecological/habitat restoration projects.

We have extensive experience supporting state and local clients with all aspects of NPDES permit support including planning and addressing their Chesapeake Bay Restoration Goals for impervious area treatment and the 6 Minimum Control Measures (MCMs). Our water resources engineers will work with our GIS specialist to develop and maintain geodatabases and reporting for Charles County if requested. We also will provide Illicit Discharge Detection and Elimination (IDDE) inspection services (upland survey, outfall dry weather testing, dye tracing/source investigations, construction and maintenance inspections, etc.)

Century has water resource engineers experienced with hydrologic and hydraulic (H&H) modeling using HEC-RAS (1-D and 2-D) to assess stream restoration projects for shear stresses/velocities and changes to water surface elevations for various storm recurrence intervals. We have experience with floodplain studies and control assessments and coordination with FEMA and local County floodplain managers for CLOMR/LOMRs.

Our team has experienced environmental scientists, including Professional Wetland Scientists, Chesapeake Bay Landscape Professionals, DNR Qualified Professionals QPs, and Certified Arborists, who regularly provide environmental investigations including waters of the US/wetland (tidal and non-tidal), and forest stand delineations. During the delineations, they collect field data using GPS equipment and enter data into handheld tablets pre-loaded with GIS mapping and standard custom field data collection forms. When they return to the office, they post-process all collected data and prepare natural

resource mapping and impact plates using both GIS and CADD (AutoCAD or MicroStation). For stream restoration projects they will collect soils samples at numerous strata of stream banks that are sent to the lab for bulk density testing and nutrient content analysis to estimate pollutant load reduction. They also provide post construction services for stream, wetland, and forest restoration projects.

The Century Hunt Valley office has a site/civil engineering department with extensive experience with general civil site design for both public and private clients. There is also a geotechnical department backed by Kleinfelder's extensive geotechnical resources throughout the nation. Our subconsultant partner, Kim Engineering, Inc. also provides geotechnical services.

Our team is also capable of providing waterway improvement designs (boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies).

We have a survey department in our Hunt Valley office with several survey crews and office staff that provide field surveys (existing topographic, boundary, metes and bounds, construction stake out, as-built), deed and easement research, and plat (Right of Way/Easement) preparation.

Any property management planning, Industrial NPDES permit requirements, audits, and asset management needs will be handled by our environmental compliance staff with support from our site/civil and water resources engineers as needed.

We also have a dedicated GIS department in Hunt Valley that along with our water resource engineers and environmental scientists will provide the County with all requested GPS/GIS services.

For all design projects, our Team will prepare plans, specifications, and construction cost estimates at various milestones (e.g. 30%, 65%, 90%, Final) and assist the County with bidding phase services (pre-bid meeting, addendum preparation, responding to bidder questions, bid analysis/justification, recommendation of award).

Our Team has extensive experience providing third party review of and value engineering for other consultant's work for SHA, MDTA, MDE, Carroll and Harford

Counties. We will provide the County with the same services as needed.

We will provide the County with education and outreach services and training as we have done for various State and County clients (SHA, Howard County, Prince George's County).

Our Team will prepare grant funding and support the County in grant administration/reporting as needed.

Century has a large Construction Management Department in Hunt Valley who, along with our engineers and environmental scientists, will provide CM/CI services (review material and equipment submittals, managing RFIs, attend on-site pre-construction, progress and warranty (including landscape) walk through meetings, provide meeting minutes, review drawings for County Ordinance and Standards compliance, preparation of punch lists, technical advisory consultation for addressing unforeseen conditions and issues and assistance with project extensions and close outs.



TAB 2:
SF 330

ARCHITECT - ENGINEERING QUALIFICATIONS

RESOLUTION 26-61
Attachment 3

PART I - CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City & State)

Municipal Stormwater Permit Design and Consulting Services (Charles County, Maryland)

2. PUBLIC NOTICE DATE

July 23, 2025

3. SOLICITATION OR PROJECT NUMBER

26-009

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Ryan Thomas, PE, Contract Manager/ Director, Primary Liaison

5. NAME OF FIRM

Century Engineering, LLC

6. TELEPHONE NUMBER

443.589.2400

7. FAX NUMBER

N/A

8. E-MAIL ADDRESS

rythomas@kleinfelder.com

C. PROPOSED TEAM

(complete this section for the prime contractor and all key subcontractors)

	check			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	SUBCON-TRACTOR			
a.	☒			Century Engineering, LLC ☒ check if branch office	10710 Gilroy Road Hunt Valley, MD 21031	Prime Consultant Services: Contract Management, MBE Utilization, Municipal Stormwater Permit Design and Consulting Services
b.			☒	Kim Engineering, Inc. ☐ check if branch office	6100 Chevy Chase Drive Suite 105 Laurel, MD 20707	Subconsultant Services: may provide services including: surveys/ plats, utility designation/ locating, geotechnical, materials testing/ inspections, and civil engineering. MDOT MBE No. 94-054 MBE 15%
c.			☒	Environmental Systems Analysis, Inc. ☐ check if branch office	2141 Priest Bridge Drive Suite 1 Crofton, MD 21114	Subconsultant Services: may provide services including: natural resources assessment, watershed assessment, permitting, ecological/ habitat restoration, shoreline restoration, stormwater management, drainage, MS4 permit support services, IDDE, and construction management/ inspection. MDOT MBE/WBE No. 18-094 MBE/WBE 10%

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ Attached

ORGANIZATIONAL CHART

RFP 26-009 Charles County Municipal
Stormwater Permit Design and
Consulting Services



12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
RYAN THOMAS, PE	CONTRACT MANAGER, DIRECTOR, PRIMARY LIAISON, PROJECT MANAGER	a. TOTAL 21	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State)			
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)			
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION	
BS / Environmental Analysis and Planning, Frostburg State University, 2004		Maryland PE #43520	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Mr. Thomas has extensive experience in design of stormwater management (SWM) facilities, drainage systems, H/H analyses, flood studies, MS4/TMDL, pollutant load reduction (impervious area credits, nutrient- N, P, TSS), outfalls, erosion and sediment control, and permitting for a wide range of projects. He has performed reviews, designs, and analyses including water quality and quantity SWM, environmental site design (ESD), dam safety/ breach analyses, Emergency Action Plans, drainage systems, and erosion and sediment control (ESC) measures for roadway/bridge construction, site development, and SWM retrofit projects. He has experience in NPDES projects such as SWM inventory/ inspections, watershed site searches, and BMP retrofits. Mr. Thomas has served as project manager, responsible for designs, preparation of contract documents, procurement of environmental permits, quality control review, and construction oversight/ inspections including Engineer In Charge for significant and high hazard embankments. He is familiar with Maryland Counties, SHA, and MDE policies and criteria; MicroStation, AutoCAD Civil 3D; TR-55, TR-20, HEC-RAS, HEC-1, HY-8, GISHydroWEB, and other H/H design software and procedures. He is a consultant reviewer for SHA Highway Hydraulics Division. Certifications: MDE Responsible Personnel, Erosion and Sediment Control (ESC), 2016; SHA ESC Certification, 2016; SHA Project Review Division Workshop, 2015; MDTA SWM BMP Inspection/Rating Workshop, 2014; HEC-RAS advanced modeling training, 2017-2019; Dam Safety and Hazard Assessment workshop 2018; ASDSO Filters and Drainage Systems for Dams 2019; ASDSO Grouting for Dams 2020; ASDSO Fundamentals of Concrete Construction Inspections for Dams 2021, ASDSO Inspection and Assessments of Dams 2023, ASDSO Stability Analysis of Dams 2024, ASDSO HEC-HMS 2025			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Howard County Stormwater and Watershed Management, Evaluation and Design Services, Howard County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
a.	Assistant Contract Manager – responsible for managing projects involving SWM designs (inspection, new, retrofits); water quality credits (impervious area credits, N, P, TSS); erosion/ sediment control; wetland/forest assessments; environmental clearance (RTE, historic, archeological); drainage improvements; outfall stabilization; flooding complaints; floodplain analyses; stream restoration; hydrology/hydraulic analyses; dam safety breach/ hazard analyses (HEC-1, HEC-RAS 1-D, 2-D, sunny day, brim-full, ½ PMF, PMF); emergency action plans; permitting; landscape plans; community meetings; aesthetic elements; safety features; maintenance of flow/ permanent pool; wetland creation/ enhancement; benefit/cost analyses; preparation of contract documents (plans, specifications, estimates); structural design (risers, headwall, retaining walls); geotechnical, surveys/ plats; utilities (designation, locating, relocation); traffic control; client and subconsultant coordination; construction inspection services (on-site inspections, RFIs, shop drawing reviews, final inspections, close out); design/ inspection as Engineer-in-Charge for significant/ high hazard embankments; as-builts; and post construction monitoring. Contract Design Fee: \$4,961,722		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
TMDL SWM Site Searches and Design in Antietam Creek Watershed, NPDES Services, Statewide, BCS 2010-12B, Statewide, MD		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) Various
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
b.	Assistant Project Manager - responsible for preparing SWM BMP searches, site ranking, concept and final designs within the Antietam Creek watershed in Washington County. Project included: desktop evaluations utilizing GIS to identify and prioritize 100 potential BMP locations based on area treated and pollutant removal anticipated per proposed BMP type; field investigations for 60 locations to determine feasibility of BMP design/ construction based on topography, right-of-way, utilities, environmental resources, and accessibility; sites were ranked and prioritized with the top sites proceeding to conceptual design. Prepared concept designs for 20 BMPs that treat existing impervious surfaces that are not currently being treated (legacy pavement). BMP type and size were based on the Expert Panel to Define Removal Rates for Urban Stormwater Retrofits and MDE's Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated. Prepared final designs for 15 BMPs including: construction documents (plans, specifications, estimates), SWM reports, hydrology/ hydraulic analyses, water quality credits, erosion/sediment control, access controls, landscaping, natural resources investigations, floodplain analyses, permitting, community meetings, surveys/ plats, geotechnical, and utility coordination. Contract Design Fee: \$1,922,200.		

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
ANNA WAGNER, PE	ASSISTANT CONTRACT MANAGER, SECOND LIAISON, PROJECT MANAGER	a. TOTAL 11	b. WITH CURRENT FIRM 11
15. FIRM NAME AND LOCATION (City and State)			
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)			
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION	
BS / Environmental Engineering, University of Delaware, 2014		Maryland PE #53588	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Ms. Wagner has experience in a wide range of project types and water resources services including: drainage design, inspection, remediation, CIPP lining; stormwater management (SWM) design, retrofit, inspection, remediation; MS4/TMDL pollutant load reduction (impervious area reduction credits, N, P, TSS); outfall rehabilitation; erosion/sediment control (ESC); hydrologic and hydraulic (H/H) analyses; dam safety/breach analyses; 2-D hydraulic modeling; floodplain analyses; stormwater and drainage Asset Management; watershed site searches; preparation of construction documents (plans, specifications, estimates); on-site program/project management services; quality control reviews; technical reviews for drainage, SWM, ESC; permit coordination and tracking; stakeholder/community meetings; project coordination for surveys/plats, geotechnical, structures, MOT, utilities; construction inspection and as-builts. Ms. Wagner provides coordination with clients, subconsultants, and prepares invoicing and progress reports. She is familiar with Maryland Counties, SHA, MDTA, MDE policies and criteria; MicroStation, AutoCAD, GIS, TR-20, HydroCAD, HY-8, HEC-RAS, and PCSWMM. Certifications/Training: Erosion Sediment Control Certified (Green and Yellow Card); HEC-RAS River Analysis System Workshop, 2021; MDE Dam Safety Workshop, 2025.			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Charles County NPDES Municipal Stormwater Permit Consulting Services (20-21), Charles County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) TBD
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager – responsible for designing five drainage improvement projects for Charles County DPGM's Residential Drainage Improvement Program to improve and repair drainage and stormwater issues located on privately-owned property. Ms. Wagner performed site evaluations, H/H analyses, drainage designs, stakeholder meetings, ESC, preparation of construction documents (plans, estimates), design reports, coordination for permitting, easements, and ongoing construction management services. Ms. Wagner will also manage eight new/issued drainage projects. Contract Fee: \$2,000,000		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Drainage Remediation Program Services, MDTA OEC Environmental Division, Statewide, MD		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) Various
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Engineer/Program Manager – responsible for providing on-site services for the MDTA Drainage Remediation Program focused on maintaining, repairing, remediating drainage infrastructure including storm drains, outfalls, slopes, and swales. Provided program management including: multiple design consultants, program budget, technical reviews, direction for remediation designs, permitting, discipline coordination, prioritization, oversight/tracking for two construction contracts, construction coordination, database updates and asset management coordination. Designed five drainage remediation projects including site assessments, recommendation reports, remediation work orders, H/H analyses, preparation of contract documents. Developed drainage inspection protocols and provided GIS support. Contract Fee: \$1,617,500		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
MDOT SHA Planning, Preliminary and Final Engineering Design and Construction Management Services, Statewide, MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) Various
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Engineer. US 1 from College Avenue to MD 193 (University Boulevard): Ms. Wagner performed designs of proposed storm drain systems and stormwater BMPs for advertisement of a 1.4-mile-long roadway improvement project. The proposed storm drain improvements accommodated roadway widening, replaced existing deficient capacity/condition storm drains, and extended systems to improve runoff interception and reduce roadway flooding. She designed SWM BMPs including micro-bioretenment, grass swale, bio-swales, and underground SWM vaults. She performed H/H analysis for the project, prepared the SWM report, and provided permitting support. Ms. Wagner prepared contract documents including drainage and stormwater plans, profiles, details, and schedules; specifications; and construction cost estimate. BMP Maintenance Work Orders: Ms. Wagner developed documents for construction and permitting for BMP remediation for SHA compliance with the NPDES/MS4 permit. She performed field inspections for 85 BMPs to evaluate functional/structural deficiencies, required remedial actions, and site constraints. She prepared maintenance work orders for approximately 55 BMPs including: field inspection report, remediation action items, ESC, maintenance-of-traffic (MOT) requirements, annotated record drawings, construction quantities, and permitting support. Ms. Wagner oversaw and reviewed the preparation of additional maintenance work orders by sub-consultants. Contract Fee: \$20,000,000		

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
CRAIG LYNCH, PE		QA/QC MANAGER, DIRECTOR		a. TOTAL 32	b. WITH CURRENT FIRM 14
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Civil Engineering, Virginia Polytechnic Institute and State University, 1992			Maryland PE #28371		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Lynch has experience in all aspects of water resources and permitting for federal/state/local clients, including watershed assessment; stream geomorphic assessment/restoration using natural channel design; regenerative stormwater conveyance; step-pool stormwater conveyance; legacy sediment removal; floodplain restoration; zero order valleys; outfall and headwater stabilization; sediment transport and competence; BANCS (NBS/BEHI) erosion potential; wetland restoration/monitoring; hydrologic/hydraulic analyses; erosion and sediment control design and construction compliance; BMP assessment/retrofit design for NPDES compliance; BMP cost analysis; IDDE outfall screening, sampling, and source tracking; water quality testing; stormwater asset inventory, inspection and site searches using GIS; drainage complaint remediation; environmental site design; water budgets; FEMA floodplain analysis; bio-engineering; environmental permits (PRD, CBCAC, JPA, MDSPGP, NRI, FSD, FCP, RTP, RTE, MAA, MHT); AMMR/alternatives analysis; public outreach; cost/benefit analysis; construction oversight; plans, specifications, and cost estimates, bid phase and construction phase services; peer reviews; NPDES/TMDL crediting protocols, MDE wasteload allocation; stream/wetland/nutrient mitigation banking; and pre/post-construction monitoring.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services, Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various		
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Contract Manager: Mr. Lynch is responsible for contract/project management, of various watershed assessment/site search, stream/outfall restoration, new stormwater management, and stormwater management retrofit projects to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Select assignments include: Patuxent River Watershed Assessment, Henson Creek Watershed Study, University Boulevard NPDES SWM Retrofits, Bear Branch Stream Restoration, Tributary 3 to Henson Creek Stream Restoration, Unnamed Tributary to Henson Creek, Camelot Park Outfall Restoration, Unnamed Tributary to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration, and Patuxent River Park Stream Restoration. Fee \$2,897,491				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
MDOT SHA BCS 2011-09B, Planning, Preliminary and Final Engineering Design Services, and Construction Management Statewide, MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) Various		
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager: MD 97 (Georgia Avenue) Brookville Bypass: Provided QA/QC and oversaw drainage, SWM (ESD), ESC design, and environmental permitting for new construction bypass. Providing construction phase services under a separate contract. Broad Creek Assessment and Design: Oversaw final design plans, environmental permitting, and construction oversight for the restoration and stabilization of an unnamed tributary of Broad Creek. US 50 Pond Retrofits: Oversaw final design, permitting, contract document preparation, environmental permitting and construction phase services for repair/retrofit of 3 SWM Facilities. Fee: \$20M				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Carroll County Environmental Compliance Engineering Services Carroll County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A		
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Contract/Project Manager: Providing QA/QC, contract/project management, watershed studies, stormwater management, and stream restoration projects to support meeting NDPEs MS4 permit requirements. Typical activities include SWM Facility assessment, and retrofit/rehab design, stream restoration assessment and design, environmental permitting, dam breach analysis, permitting, and construction oversight. Projects include Woodville Watershed Study, Carroll County Outfall Study, Woodsyde SWM Retrofit, Locust Wetland New SWM BMP, Brynwood Stream Restoration and Storm Drain Improvements, South Carroll WWTP Outfall, Stone Manor Pump Station Stream Stabilization, and Oklahoma Interceptor Stream Stabilization. Fee: \$1,085,700				

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT		RESOLUTION 26-61	
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
JONATHAN STAMM, PE	PROJECT MANAGER	a. TOTAL 16	b. WITH CURRENT FIRM <1
15. FIRM NAME AND LOCATION (City and State)			
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)			
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION	
BS / Civil Engineering (Specialization: Environmental and Water Resources), Virginia Tech, 2007 MS/ Environmental Engineering and Science, Johns Hopkins University, 2016		Maryland PE #42423	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Mr. Stamm has experience in a wide range of water resources services including: stormwater management (SWM) design, retrofit, inspection and remediation; MS4/TMDL pollutant load reduction (impervious area credits, N, P, TSS); drainage design; erosion and sediment control (ESC); hydrologic and hydraulic (H/H) analysis; flood studies; bridge scour analysis; scour assessments; preparation of construction documents (plans, specifications, estimates); permitting support; SWM and ESC reviews; and SWM as-built inspection. He has experience with MicroStation, AutoCAD, TR-20, TR-55, HY-8, and HEC-RAS, among other H/H software and procedures. Mr. Stamm has extensive experience working with various Maryland counties, MDOT SHA and MDTA including multiple divisions and offices within SHA. He is well-versed in the procedures and requirements of the SHA Plan Review Division (PRD) and is an MDE approved SWM and ESC Reviewer. Certifications: MDE Erosion and Sediment Control Certification (Responsible Person, Certification No. RPC002922), 2015, SHA Erosion and Sediment Control Certification (Yellow Card, Certification No. 78729938), 2015			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	SHA Hydrology and Hydraulics Division (HHD) Special Projects Reviews - SHA Planning, Preliminary, Final Engineering Design and Construction Management Services, Statewide, MD.	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
	Project Manager/ HHD Liaison: Mr. Stamm is providing support to SHA HHD as an HHD liaison. His responsibilities included reviews for SWM, ESC, and drainage components of milestone and PRD submittals. Mr. Stamm has prepared hydraulic recommendations to assist with the scoping of new SHA projects, attended milestone, partnering, and progress meetings, and performed independent reviews of consultant hour estimates. Contract Fee: \$20,000,000		
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	SWM BMP Inspections - SHA Planning, Preliminary, Final Engineering Design and Construction Management Services, Statewide, MD.	PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
	Project Engineer: Mr. Stamm performed SWM best management practice (BMP) inspections for SHA in various counties. Inspections included detailed assessments of vegetation, erosion, ponding, outfall conditions, functional/ structural evaluations, and other facility elements, rankings, and remediation recommendations. Contract Fee: \$20,000,000		
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	SWM As-Built Reviews - SHA Planning, Preliminary, Final Engineering Design and Construction Management Services, Statewide, MD.	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
	Project Manager: Mr. Stamm is performing reviews for SWM as-built submittal packages including as-built plans, inspection logs, construction photos, material tickets, and material testing results. Reviews include checking for acceptable construction tolerances against applicable specifications and special provisions. Contract Fee: \$20,000,000		
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Cromwell Bridge Road Drainage Alternatives Analysis – Storm Drain Design Build Services, Baltimore County, MD	PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
	Project Manager: Mr. Stamm was responsible for the development of three drainage and SWM alternative concepts to address residential drainage/ flooding complaints associated with storm drain overflows. Alternatives included an upstream weir control structure, SWM facility, and storm drain system upgrades. Developed concept plans, H/H computations, report, cost estimates and schedules for each alternative. Fee: \$35,000		

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
THOMAS TURNER, PE		PROJECT MANAGER, QA/QC MANAGER		a. TOTAL 41	b. WITH CURRENT FIRM 31
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
MS / Civil and Environmental Engineering, University of Wisconsin, 1984 BS / Civil Engineering, Lafayette College, 1981			Maryland PE #16997		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Turner has experience in a wide range of water and environmental resources design and permitting for various federal, state, local, and private clients. His experience includes stormwater management design, retrofits, inspection, erosion and sediment control, drainage, NPDES/TMDL projects, pollutant load reduction, watershed studies, site searches, field investigations, drainage, bridge/culvert hydraulics, scour analyses, hydrologic/hydraulic modeling, flood studies, dam breach/hazard classification, stream assessment and restoration design, shoreline restoration, environmental impact assessments, wetland mitigation, permitting, transportation planning, highway design, public involvement, cost estimates, preparation of construction documents, as-builts, and construction phase services. He is familiar with Maryland Counties, SHA, and MDE policies and criteria, MicroStation, GIS, HY-8, TR-20, GISHydro, HEC-RAS, ABSCOUR, HEC-1, 18, 20, 23. Certifications/ Training: Rosgen Assessment/ Restoration (Levels 1, 2, 3, 4), Erosion/Sediment Control certified, Mid-Atlantic Stream Restoration conferences, MAST workshop, SHA BMP inspection workshop, Fish Passage workshop, GISHydro workshop, ABSCOUR workshop, ASCE Work Zone Traffic Control.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Stormwater and Watershed Management Evaluation and Design Services Howard County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Contract Manager: Responsible for projects that focused on implementation of MS4 program and capital improvements, including stormwater management (SWM) retrofits and major maintenance, stream restoration, and flood reduction/mitigation. Projects included evaluation of existing BMPs; retrofit design to upgrade facility to meet design/safety criteria; natural resources investigations; permitting; public involvement; erosion and sediment control (ESC); drainage; planting plans; H/H modeling; dam breach/hazard analyses; impervious area credits and pollutant load reductions; surveys/plats; geotechnical; utility coordination; preparation of reports, plans, specifications, and estimates; construction inspection; as-builts; and post-construction monitoring. The five stream restoration projects included stream assessment and restoration designs using a range of approaches, wetland creation, planting plans, H/H analyses, permitting, ESC, pollutant load reduction credits, public involvement, construction oversight, and post-construction monitoring. Fee: \$4,961,722				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA BCS 2012-03G, Environmental Design and Permitting Statewide, MD		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) Various	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Q/C Manager: Responsible for a wide range of water resources/NPDES services. Select projects included TMDL outfall and stream rehabilitation design for 12 outfalls in Prince George's County; TMDL SWM retrofit concept design in Frederick County with desktop search (120 sites), field evaluations (60 sites), and concept SWM design (11 sites); TMDL SWM retrofit design in Frederick County with final design (plans, specifications, estimates), H/H analyses, SWM reports, impervious area/pollutant reduction computations, permitting, and maintenance of traffic (MOT) for 12 new BMPs; and TMDL program support services including on-site staffing, permit coordination for TMDL projects, site searches/evaluations, and pre-construction sediment monitoring. Fee: \$2.7M				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services, Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☐ Check if project performed with current firm		
	Q/C Manager: Responsible for contract management and QC of various watershed assessment/site search, stream/outfall restoration, new stormwater management, and stormwater management retrofit projects to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Select assignments include: Patuxent River Watershed Assessment, Henson Creek Watershed Study, University Boulevard NPDES SWM Retrofits, Bear Branch Stream Restoration, Tributary 3 to Henson Creek Stream Restoration, Unnamed Tributary to Henson Creek, Camelot Park Outfall Restoration, Unnamed Tributary to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration, and Patuxent River Park Stream Restoration. Fee \$2,897,491				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
SHUNAN LU, PHD, PE		PROJECT MANAGER		a. TOTAL 36	b. WITH CURRENT FIRM 27
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
PhD / Civil Engineering, Clarkson University, 1998 MS / Civil Engineering, Tsinghua University, 1988 BS / Civil Engineering, Wuhan University, 1982			Maryland PE #25839		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Dr. Lu has experience in all aspects of stormwater management, drainage, hydrology and hydraulic (H/H) analyses for stream restoration and transportation projects. His experience includes bridge/culvert hydraulics and scour analyses; H/H modeling (2-D, unsteady flow), dam safety/ breach analyses; stormwater management designs; MS4/TMDL pollutant load reduction (impervious area credits, N, P, TSS); erosion and sediment control (ESC); roadway/site drainage; geomorphic assessments; stream restoration; sediment transport analyses; shoreline restoration; field investigations; permitting; and preparation of construction documents. Dr. Lu is familiar with MDE, MDOT SHA, and local county policies and criteria. He has extensive experience with GISHydro, TR-20, TR-55, HEC-RAS, HEC-HMS, TuFLOW, SMS-SRH, ABSCOUR, HY-8, HEC-18, 20, 23, GIS and MicroStation. Certifications: TUFLOW 2D Hydraulic Modeling Workshop, 2015; MAST Workshop, 2013; MD SHA NPDES BMP Inspection Workshop, 2009; MDOT Erosion/ Sediment Control Certified, (Green and Yellow Card); MDOT SHA Geomorphic Assessment workshop, 2007; MDOT SHA GISHYDRO Workshop, 2005; Rosgen Stream Assessment/ Restoration (Levels 1-4), 2002; SHA Erosion/ Sediment Control Certified; Stream Stability at Highway Structures, and Evaluating Scour at Bridges by FHWA, 2002.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services, Prince George's County, MD.		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Water Resources Engineer: Dr. Lu Provided hydrologic/hydraulic analysis and design for various watershed assessment/site search, stream/outfall restoration, new stormwater management, and stormwater management retrofit projects to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Select assignments include: University Boulevard NPDES SWM Retrofits, Bear Branch Stream Restoration, UNT to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, and Barak Obama Elementary School Outfall Restoration. Fee \$2,897,491				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	On-Call Watershed and Stream Restoration Assessment, Design and Monitoring, Baltimore County, MD.		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Water Resources Engineer: Kelly Branch Stream Restoration Phase I and II - Duties included providing H/H analyses. Utilized GISHydro to develop discharge estimates based on regression equations, analyzed gage data, TR-20 modeling/calibration applying MD Hydrology Panel recommendations. Developed existing and proposed HEC-RAS models for stream restoration. Roland Run Stream Project - Duties included providing H/H modeling for stream restoration project including hydrology using GISHYDRO and TR-20; and hydraulic modeling using HEC-RAS modeling for the proposed restoration. Bens Run Stream Restoration - Duties included providing H/H modeling stream restoration project including hydrology using GISHYDRO and TR-20; and hydraulic modeling using HEC-RAS modeling for the proposed restoration. Miller Branch Stream Restoration - Duties included providing H/H modeling stream restoration project including hydrology using GISHYDRO and TR-20; and hydraulic modeling using HEC-RAS modeling for the proposed restoration. Fee: \$665,155				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Anne Arundel County Stormwater Pond and Outfall Retrofit Design Services, Anne Arundel County, MD		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Water Resources Engineer: Glebe Branch Stream restoration - Dr. Lu was responsible for addressing H/H modeling for this 4,000 LF stream restoration project including: hydrology using GISHYDRO and TR-20; and hydraulic modeling using HEC-RAS and TuFLOW (two dimensional hydraulic) modeling for the proposed restoration. Broad Creek Outfall Restoration - Dr. Lu was responsible for addressing H/H modeling for this 1640 LF stream restoration project. Also designed culvert replacement to reduce occurrences of pressure flow. Fee: \$1,495,670.				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
ELLEN MCCANN, PE		WATER RESOURCES PROJECT ENGINEER		a. TOTAL 11	b. WITH CURRENT FIRM 11
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Environmental Engineering, University of Delaware, 2015			Maryland PE #52677		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. McCann has experience in a wide range of project types and water resources services including: field investigations; drainage design; stormwater management (SWM) design, retrofit, inspection, remediation; MS4/ TMDL pollutant load reduction (N, P, TSS, ;impervious area credit); erosion and sediment control (ESC); hydrologic and hydraulic (H/H) analysis; watershed site searches; preparation of construction documents (plans, specifications, estimates); technical reviews for drainage, SWM, ESC; permit coordination and tracking; community/ stakeholder meetings; project coordination for surveys/plats, geotechnical, structures, MOT, utilities; construction inspection and as-builts. She is a consultant reviewer for MDOT SHA Plan Review Division (PRD). She is familiar with Maryland Counties, SHA, and MDE policies and criteria, MicroStation, AutoCAD, GIS, TR-55, TR-20, HY-8, GISHydroWEB, and other H/H computer software and procedures. Certifications/ Training: Maryland Erosion & Sediment Control Responsible Personnel and MDOT SHA Yellow Card, and MDQI conferences.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Drainage Remediation Program Services, MDTA OEC Environmental Division, Statewide, MD.		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm Project/ Program Manager. Ms. McCann is responsible for providing on-site services for the MDTA Environmental Division as part of the Drainage Remediation Program with a focus on maintaining, repairing and remediation of existing drainage infrastructure including storm drain systems, outfalls, slopes, and swales. Ms. McCann provides: program management including multiple design consultants; program budget; technical reviews; direction for drainage remediation design; permitting; coordination; prioritization of work; oversight/ tracking for two on-call construction contracts; design and construction coordination meetings; database updates and asset management coordination. Contract Fee: \$1,617,500		
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services for Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm Water Resources Project Engineer: Ms. McCann provided hydrologic/hydraulic analyses for various watershed assessment/site search, stream/outfall restoration, new stormwater management, and stormwater management retrofit projects to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Select assignments included: Patuxent River Watershed Assessment, University Boulevard NPDES SWM Retrofits, Bear Branch Stream Restoration, Unnamed Tributary to Piscataway Stream Restoration. Contract Fee \$2,897,491		
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA Planning, Preliminary and Final Engineering Design and Construction Management Services, Statewide, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm Project Engineer/ Manager: Ms. McCann provided on-site support for the MDOT SHA PRD including review and tracking of all SWM and ESC exemption requests, tracking of construction permit expiration dates, issuing of permit extensions, review construction plans for various MDOT SHA projects for SWM/ESC compliance, and reconciliation of the Water Quality Bank statewide for MDOT SHA. She also provided designs for H/H, drainage, SWM, ESC; stormwater asset inventory and inspection, NPDES/TMDL program support, environmental permitting for numerous projects including: US 1 in Overlea Urban Reconstruction, MD 97 Brookeville Bypass, MD 355/Jones Bridge Road, Contract Fee: \$20,000,000		
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Stormwater and Watershed Management Evaluation Design Services, Howard County, MD.		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) Various	
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm Project Engineer: Ms. McCann provided designs for SWM facility retrofit and repair projects as part of capital improvements program and for NPDES/TMDL credits. Project activities included inspection and analyses of existing facilities, H/H analyses, retrofit/upgrade designs to meet current design criteria and NPDES/TMDL credits, permitting, drainage systems, utility coordination, public involvement, construction inspections/ oversight, as-built certification. Select projects include Cherrytree Farm SWM retrofit and stream restoration, Ellicott City H-4 new SWM facility and stream relocation, Sewell's Orchard SWM retrofit, Contract Fee: \$20,000,000		

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
JILLIAN ALLEN, PE		WATER RESOURCES PROJECT ENGINEER		a. TOTAL 9	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
MS / Civil Engineering, University of Delaware, 2016 BS / Environmental Engineering, University of Delaware, 2015			Maryland PE # 55404		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Allen has experience in a range of water resources services including: stormwater management (SWM) design, retrofit, inspection and remediation; drainage design, inspection, and remediation; erosion and sediment control (ESC); hydrology and hydraulic (H/H) analyses; dam breach safety breach/ hazard analyses (HEC-RAS 2-D, unsteady flow), floodplain studies; drainage and SWM asset management; watershed site searches; MS4/TMDL pollutant load reduction (impervious area credits, N, P, TSS); preparation of construction documents (plans, specifications, estimates); permitting support; technical reviews for drainage, SWM, ESC; construction inspection; as-builts. She has provided on-site H/H modeling for SHA Structures Hydrology and Hydraulics Division. She is familiar with Maryland Counties, SHA and MDE policies and criteria; TR-20, HEC-RAS (1D, 2D), HY-8, HEC-1, GISHydroWEB, MicroStation, AutoCAD, and GIS. Certifications/ Training: State of Maryland Erosion & Sediment Control Responsible Personnel and MDOT SHA Yellow Card.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Howard County Stormwater and Watershed Management Evaluation Design Services, Howard County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Project Engineer: Responsible for design of over ten SWM facility retrofit and repair projects as part of ongoing capital improvements program and for NPDES/TMDL credits. Project activities include inspection and analysis of existing facility, H/H analyses, retrofit/upgrade designs to meet current design and safety criteria and achieve NPDES/TMDL credits, ESC, permitting, drainage systems, utility coordination, construction and maintenance access, public involvement, construction oversight, documentation and as-builts. Dam safety and breach analyses included HEC-1 and HEC-RAS 2D modeling for sunny day, brim-full, 100-year, ½ PMF, and PMF events; flooding impact extents; population at risk evaluations; hazard recommendation; report preparation; coordination with the County and MDE Dam Safety Division. Assisted for preparation of Emergency Action Plans for several SWM facilities. Select projects include Cherrytree Farm SWM retrofit and stream restoration, Calvert Ridge SWM retrofit, Blue River Court SWM retrofit, Ellicott City H-4 new SWM facility and stream relocation, H-7 new SWM facility and stream relocation, Junction Industrial Park SWM retrofit, Sewell's Orchard SWM retrofit, Strawberry Fields SWM retrofit and stream restoration, Scottswood Court SWM retrofit, Montgomery Run Pond 3 retrofit, Whiskey Bottom West SWM retrofit, and Valley Road drainage improvements to address local flooding issues. Contract Fee: \$4,961,722				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services, Prince George's County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Allen provided hydrologic/hydraulic analysis for various watershed assessment/site search, stream/outfall restoration, new stormwater management, and stormwater management retrofit projects to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Select assignments include: Bear Branch Stream Restoration, and Unnamed Tributary to Piscataway Stream Restoration. Contract Fee \$2,897,491				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Environmental Compliance Engineering Services Carroll County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Allen provided hydrologic/hydraulic analysis for various watershed assessment/site search, stream/outfall restoration, new stormwater management, and stormwater management retrofit projects to support compliance with Carroll County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Select assignments include Locust Wetland New SWM Facility, Woodsyde Stream Restoration and Pond Retrofit, Brynwood Stream Restoration and Storm Drian Improvements, Stone Manor Pump Station Stream Stabilization, and South Carroll WWTP Outfall Stabilization. Contract Fee: \$1,085,700				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
MICHAEL JAWORSKI, PE, QP		WATER RESOURCES PROJECT ENGINEER		a. TOTAL 20	b. WITH CURRENT FIRM 20
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Environmental Analysis and Planning, Frostburg State University, 2005			Maryland PE #55423		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Jaworski has experience in a wide range of water resources and environmental assessment/permitting services. His experience includes: drainage design; hydrologic/ hydraulic analyses; stormwater management (SWM) designs, retrofits, inspections; MS4/ TMDL pollutant load reduction (impervious area credits, N, P, TSS); BMP inspections and maintenance work orders; erosion and sediment control (ESC); wetland delineation; forest delineation/conservation plans; permitting. Is familiar with Maryland Counties, MDOT SHA, and MDE policies and criteria, TR-20, HEC-RAS, HY-8, MicroStation, InRoads, and GIS. Certifications: Erosion Sediment Control Certified (Green and Yellow Card); 2011, QP, Maryland DNR Qualified Forestry Professional.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
a.	Howard County Stormwater and Watershed Management Evaluation Design Services, Cherrytree Farm SWM Pond Repair Howard County, MD		2020	2020	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Water Resources Engineer: Mr. Jaworski's duties included drainage analysis, hydrologic and hydraulic computations, ESC design, retrofit design, coordination with client, preparation of contract documents, overseeing the work of junior staff. Project involved the retrofit/repair of an existing dry extended-detention pond. The purpose of this project was to make safety and maintenance upgrades to the facility and restore the functionality of the facility to the original SWM design intent. The repair included: the replacement of the deteriorated principal spillway barrel and riser structure, regrading and relocated the pond embankment to provide the required storage, the addition of a filter diaphragm and clay core/cutoff trench within the embankment, and the addition of a forebay to allow easier pond maintenance. A dam breach analysis was also performed. Fee: \$116,715				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Carroll County Environmental Compliance Engineering Services, Woodsyde SWM Retrofit and Stream Restoration Carroll County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2020	2020	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Water Resources Engineer: Mr. Jaworski was responsible for the proposed stormwater management retrofit designs for the project. Duties included drainage analysis, hydrologic and hydraulic computations, pollutant load reduction and impervious acre treatment computations, erosion & sediment control design, coordination with client, preparation of contract documents, and overseeing the work of junior staff. The design involved the retrofit of an existing shallow marsh facility into a surface sand filter to assist the County with meeting its MS4 and NPDES permit requirements, helping ensure the proposed facility complies with County and NRCS Maryland Pond Code No. 378 criteria, and reducing downstream erosion. Design included a dam breach analysis to determine the impact a dam failure of the pond would have on an existing cross culvert and roadway located downstream of the facility. Project also included the expansion/retrofit of an existing non-MD 378 surface sand filter to increase water quality storage and improve facility function. Fee: \$229,500				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA Planning, Preliminary and Final Engineering Design and Construction Management Services, MD 185 at Jones Road Montgomery County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2019	Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Water Resources Engineer: Mr. Jaworski was responsible for the proposed SWM design of a roadway reconstruction project. His duties included drainage analysis, hydrologic and hydraulic computations, preparation of contract documents, overseeing the work of junior staff, and overseeing work of subconsultants. Project involved roadway widening/reconstruction, sidewalk construction and reconstruction, utility relocation, storm drain and drainage modifications/improvements, and landscape work. SWM design included the analysis of existing and proposed conditions of seven Points of Investigation (POIs) to determine SWM requirements. Two micro-bioretenion facilities and permeable pavement were proposed to meet water quality and channel protection requirements. Project also included the design of an underground SWM vault to provide peak management and channel protection storage at a POI with limited opportunities for surface stormwater management practices. Services also included reviewing the work of drainage and ESC design. Fee: \$450,500				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
LINDSAY JOHNSTON, EIT		WATER RESOURCES ENGINEER		a. TOTAL 3	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
MS/ Civil Engineering, University of Delaware, 2022			Delaware EIT #6415		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Johnston has experience in a range of water resources engineering services including drainage design and inspection; stormwater management (SWM) design, retrofits, inspections; erosion and sediment control (ESC) design; hydrologic and hydraulic analyses (H/H); stormwater and drainage asset management and database updates; MS4/ TMDL pollutant load reduction (impervious area credits, N, P, TSS); preparation of construction documents (plans, specifications, estimates); permitting support; and construction inspection. She has experience with AutoCAD, MicroStation, ArcGIS, TR-55, TR-20, HY-8, and HEC-RAS. Certifications: Erosion Sediment Control Certified (Green and Yellow Card)					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	SWM Asset Inventory and Inspections, MDOT SHA, Anne Arundel, Calvert, Charles, St. Mary's and Wicomico Counties, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2023	Varies	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Johnston was responsible for assisting with SWM, storm drain and outfall inventory, inspection, and GIS updates for 972 SWM best management practices (BMPs), 683 conveyances, and 318 drainage structures/outfalls. Involved in field work mapping existing infrastructure using GPS, performing condition inspections, and utilizing ArcGIS Online field applications (Collector and Survey123). She documented deficiencies and ratings, recommended remedial activities, assisted with data processing following National Pollutant Discharge Elimination System (NPDES) Standard Procedure Manual protocols, and updated information in the State Highway Administration (SHA) geodatabase. Fee: \$320,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Drainage System Improvements, Charles County NPDES Municipal Stormwater Permit Consulting Service (20-21). Charles County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2025	Varies	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Johnston was responsible for drainage system assessment and design to address local flooding issues and degraded drainage systems. Her role included conducting field inspections, collecting site information, and defining site constraints such as right-of-way, access, natural resources, floodplain, wetlands and waters of the U.S., and forested areas. Ms. Johnston performed H/H analyses, coordinated with stakeholders, and supported utility coordination, surveys, and pipe video inspections. She developed alternatives for drainage system repairs and upgrades, including storm drains, outfall protection, swale and stream channels, and culverts. She also provided ESC support, assisted with permitting, and prepared construction documents including plans, specifications, and estimates. Fee: \$220,800				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Stormwater and Watershed Management Evaluation Design Services Howard County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Varies	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Johnston assisted with designs for SWM facility retrofit and repair projects as part of the Capital Improvements Program and in support of National Pollutant Discharge Elimination System (NPDES) and Total Maximum Daily Load (TMDL) credits. Her project activities included inspection and analysis of existing SWM facilities, H/H analyses, and retrofit/upgrade designs to meet current design and safety criteria while supporting NPDES and TMDL pollutant load reduction goals. She also assisted with permitting, drainage systems, ESC, utility coordination, public involvement, construction oversight inspections and documentation, and preparation of as-builts. Contract Fee: \$4,961,000				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
EMMA LUKSIC, EIT		WATER RESOURCES ENGINEER		a. TOTAL 2	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS/ Biological Engineering, Pennsylvania State University, 2023			Pennsylvania EIT #23-328-30		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Luksic has experience in a range of water resources engineering services including: drainage design and inspection; stormwater management (SWM) design, retrofits, and inspections; erosion and sediment control (ESC) design; hydrologic and hydraulic (H/H) analyses; stormwater and drainage asset management and database updates; MS4/ TMDL pollutant load reduction (impervious area credits, N, P, TSS); preparation of construction documents (plans, specifications, and estimates); permitting support; construction inspection and as-builts. She has experience with AutoCAD, MicroStation, ArcGIS, TR-55, TR-20, HY-8, HEC-RAS, and PCSWMM. Certifications: Erosion Sediment Control Certified (Green and Yellow Card)					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	SWM Asset Inventory and Inspections, MDOT SHA, Anne Arundel, Calvert, Charles, St. Mary's and Wicomico Counties, MD.		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2023	Varies	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Luksic was responsible for assisting with SWM, storm drain and outfall inventory, inspection, and GIS updates for 972 SWM best management practices (BMPs), 683 conveyances, and 318 drainage structures/outfalls. She was involved in field work mapping existing infrastructure using GPS, performing condition inspections, and utilizing ArcGIS Online field applications (Collector and Survey123). Ms. Luksic documented deficiencies and ratings, recommended remedial activities, assisted with data processing following National Pollutant Discharge Elimination System (NPDES) Standard Procedure Manual protocols, and updated information in the State Highway Administration (SHA) geodatabase. Fee: \$320,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Stormwater and Watershed Management Evaluation Design Services, Howard County, MD.		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Varies	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Luksic was responsible for assisting with designs for SWM facility retrofit and repair projects as part of the Capital Improvements Program and for NPDES and Total Maximum Daily Load (TMDL) credits. Project activities included inspection and analysis of existing SWM facilities, H/H analyses, and retrofit and upgrade designs to meet current design and safety criteria and to support NPDES/TMDL pollutant load reduction credits. Additional responsibilities included permitting, drainage systems, ESC, utility coordination, public involvement, construction oversight inspections and documentation, and preparation of as-builts. Fee: \$4,961,000				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Oliver Beach - Storm Drain Asset Management (SDAM), Baltimore County, MD.		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2025	Varies	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Water Resources Engineer: Ms. Luksic performed inspections, assessments, and evaluations for this Baltimore County DPWT, Green Infrastructure Design Section, SDAM project using established protocols and database tools for the Oliver Beach study area which covers approximately 200 acres. Project services included: drainage system inventories using County protocol tools (Cityworks); field investigations to verify and locate assets (electronic data forms on tablets and GPS units); drainage complaint investigations; modeling drainage system performance for various storm events using PCSWMM (complex 2-D, runoff, capacity, overflow conditions); assessed likelihood and consequences of failure for drainage system assets; and developed recommendations and costs for drainage system improvement alternatives. Century is currently performing two additional SDAM projects for Baltimore County. Fee: \$387,500				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
SCOTT HEALY		SENIOR ECOLOGICAL RESTORATION SPECIALIST		a. TOTAL 13	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Environmental Biology, Towson University, 2011			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Healy has experience in all aspects of stream and wetland assessment, design, and permitting. His extensive knowledge includes geomorphic assessments, TMDL nutrient analysis (BANCS), watershed assessments, sediment transport analysis, hydraulic modeling (2-D), water quality sampling, monitoring, functional assessments, mitigation, and shoreline restoration. He has served as the project manager for restoration projects in both the public and private sector including floodplain restoration, utility/asset protection, legacy sediment removal, natural channel design, wetland creation/mitigation, step-pool and RSC/SPSC design. Mr. Healy has been responsible for restoration design and construction document preparation including design plans, ESC plans, design justification reports, engineer's estimates, special provisions, construction oversight and inspection, bidding phase services, monitoring, and quality control during all phases of restoration. He is familiar with State, Federal, and Maryland County regulations including recent TMDL/NPDES requirements and reduction guidance, and is proficient in AutoCAD Civil 3D, HEC-RAS, Arc Map, HY-8, TR-20, TR-55, and MicroStation. Certifications: Rosgen Stream Assessment/Restoration Levels I-IV, 2015-2018; USACE Wetland Delineation Certification, Environmental Concern, 2013					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Howard County Stormwater and Watershed Management, Evaluation and Design Services, Howard County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager/Stream Restoration Designer: <i>Cherrytree Farm SWM Pond Repair and Stream Restoration:</i> Responsible for construction oversight, as-built certification, and post-construction monitoring for the stream restoration project which he designed under a separate contract involving assessment, permitting, and design of 1,200 LF of an unnamed tributary to Rocky Gorge Reservoir. <i>Park Drive Stream Restoration:</i> Responsible for construction oversight, as-built certification, and post-construction monitoring for the stream restoration project which he designed under a separate contract involving assessment and design of 350 LF of Sucker Branch and 1,700 LF of an unnamed tributary for MS4/TMDL credit. Contract Fee: \$4,961,722				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Baltimore County Watershed and Stream Restoration, Assessment, Design, and Monitoring Services Project No, 2014-04, Baltimore County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2024	Various	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager/Stream Restoration Designer: <i>Kelly Branch at Dulaney Valley Road Phases I and II:</i> He is responsible for restoration design, construction documents, hydraulic analysis, nutrient credit calculations, and geomorphic assessment reports, specifications, cost estimate, construction oversight, as-built certification, and monitoring for restoration of 4,466 linear feet of Kelly Branch and associated receiving channels. The project utilized a combination of Natural Channel Design (Phase I) and floodplain restoration (Phase II) to restore floodplain connectivity, create adjacent wetlands, and provide stable tie in at reservoir. Contract Fee: \$665,155.				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering and Construction Management and Inspection Services, Prince George's County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager/Stream Restoration Designer: <i>Bear Branch Stream Restoration:</i> He was responsible for the assessment, permitting, and restoration design of approximately 3,438 feet of Bear Branch and associated tributaries. The project consisted of detailed field investigations, soil sampling, and geomorphic assessments to inform the design. Duties included leading the restoration design, construction document and specification preparation, hydraulic analysis, ESC design, construction oversight, and monitoring. He was also involved in Patuxent River Watershed Assessment, Henson Creek Watershed Study, Bear Branch Stream Restoration, Unnamed Tributary to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration. Contract Design Fee: \$2,650,000				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
IAN TURNER, PG		SENIOR ENVIRONMENTAL SCIENTIST		Attachment 3 a. TOTAL 13 b. WITH CURRENT FIRM 8	
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
MS / Soil Science, Auburn University, 2013 BS / Environmental Studies, Sewanee: The University of the South, 2008			Kentucky Licensed Professional Geologist #240178		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Turner's experience is in the fields of stream restoration, stream and wetland assessment, and mitigation construction oversight. He has extensive knowledge of restoration design and fluvial processes, including serving as the project manager for restoration projects in both the public and private sectors. His experience includes stream geomorphic assessments, preparation of design plans and associated construction documents, bidding phase services, construction oversight, field surveying, and quality control during all phases of restoration. He is familiar with State, Federal, and Maryland County regulations including recent TMDL/NPDES requirements and reduction guidance; he is proficient in AutoCAD Civil 3D and HEC-RAS. Certifications: Rosgen Stream Assessment/Restoration Levels I-IV (2014-2016); HEC-RAS Training, Rutgers University (2021)					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Prince George's County Civil Engineering, Environmental Engineering and Construction Management Prince George's County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager/Stream Restoration Designer: Unnamed Tributary to Henson Creek: Responsible for 800 LF of restoration involving a detailed geomorphic assessment, nutrient credit calculations, preparation of construction documents, and construction oversight. Patuxent River Watershed Study, Stream and Outfall Restoration Site Search: Assisted in the desktop evaluation, field assessments, and stream restoration concept development for 25 stream/outfall sites. Cost-benefit and prioritization were evaluated. Century is currently designing top five sites. Mr. Turner was also involved with Camelot Park Outfall Restoration, Henson Creek Watershed Study, Bear Branch Stream Restoration, Tributary 3 to Henson Creek Stream Restoration, Unnamed Tributary to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration, and Patuxent River Park Stream Restoration. Fee \$2,650,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Howard County Stormwater and Watershed Management Evaluation Design Services Howard County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager/Stream Restoration Designer: Park Drive Stream Stabilization: Mr. Turner's duties included construction quality assurance, daily construction progress reports utilizing Century's custom electronic inspection report form, review of source and supply submittals, responses to RFIs, and as-built certification for restoration of approximately 350 LF of Sucker Branch and 1,700 LF of an unnamed tributary. Tributaries 2 and 5 to Sucker Branch: His duties included development of stream restoration design plans, cost estimates, nutrient credit calculations, and preparation of geomorphic assessment reports, assisting in securing grant funding, construction oversight, and as-built review and coordination for approximately 1,300 LF of stream and outfall channel restoration. Unnamed Tributary to Rockburn Branch Stream Restoration: Mr. Turner's duties included development of stream restoration design plans, cost estimates, nutrient credit calculations, geomorphic assessment reports, assisting in securing grant funding, construction oversight, and as-built review and coordination for 260 LF of stream restoration associated with upgrades to a high-hazard dam. Fee: \$4,961,722				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Carroll County Environmental Compliance Engineering Services, Outfall Study Carroll County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2018	2018	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager/Stream Restoration Designer: Mr. Turner was responsible for the assessment of 41 outfalls. His duties included field and desktop evaluations to identify remediation solutions (BMP, stream restoration, outfall restoration); development of site reports and evaluation/prioritization ranking of each outfall location and to identify sites with the greatest potential for restoration considering property impacts, cost/impervious acre, cost/ linear foot of restoration, and potential credit. Contract Fee: \$1,085,700				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
PATRICK BALTZER		JUNIOR ENVIRONMENTAL SCIENTIST, CAD TECHNICIAN, CONSTRUCTION ADMINISTRATION		a. TOTAL 7	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State) CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Biology, Salisbury University, 2014 MS / Environmental Science, Towson University, 2019			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Baltzer has experience in stream and wetland assessment, design, and permitting. His knowledge includes geomorphic assessments, TMDL nutrient analysis (BANCS), watershed assessments, sediment transport analysis, water quality sampling, monitoring, functional assessments, and mitigation. He has served as designer for restoration projects including floodplain restoration, utility/asset protection, legacy sediment removal, natural channel design, wetland creation/mitigation, step-pool and RSC/SPSC design. Mr. Baltzer has assisted in restoration design and construction document preparation including design plans, ESC plans, design justification reports, engineer's estimates, special provisions, construction oversight and inspection, bidding phase services, monitoring, and quality control during all phases of restoration. He is familiar with State, Federal, and Maryland County regulations including recent TMDL/NPDES requirements and reduction guidance, and is proficient in AutoCAD Civil 3D, HEC-RAS, Arc Map, HY-8, TR-20, TR-55, and MicroStation. Certifications: Rosgen Stream Assessment/Restoration Level I					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Howard County Stormwater and Watershed Management, Evaluation and Design Services, Howard County, MD		PROFESSIONAL SERVICES Ongoing		CONSTRUCTION (If Applicable) Various	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
a.	Environmental Scientist/Stream Restoration Designer: Cherrytree Farm SWM Pond Repair and Stream Restoration: Responsible for construction oversight, as-built certification, and post-construction monitoring for the stream restoration project which he designed under a separate contract involving assessment, permitting, and design of 1,200 LF of an unnamed tributary to Rocky Gorge Reservoir. Park Drive Stream Restoration: Responsible for construction oversight, as-built certification, and post-construction monitoring for the stream restoration project which he designed under a separate contract involving assessment and design of 350 LF of Sucker Branch and 1,700 LF of an unnamed tributary for MS4/TMDL credit. Contract Fee: \$4,961,722				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Baltimore County Watershed and Stream Restoration, Assessment, Design, and Monitoring Services Project No, 2014-04 Baltimore County, MD		PROFESSIONAL SERVICES Ongoing		CONSTRUCTION (If Applicable) Various	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
b.	Environmental Scientist/Stream Restoration Designer: Kelly Branch at Dulaney Valley Road Phases I and II: He is responsible for restoration design, construction documents, hydraulic analysis, nutrient credit calculations, and geomorphic assessment reports, specifications, cost estimate, construction oversight, as-built certification, and monitoring for restoration of 4,466 linear feet of Kelly Branch and associated receiving channels. The project utilized a combination of Natural Channel Design (Phase I) and floodplain restoration (Phase II) to restore floodplain connectivity, create adjacent wetlands, and provide stable tie in at reservoir. Contract Fee: \$665,155				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Civil Engineering, Environmental Engineering and Construction Management and Inspection Services Prince George's County, MD		PROFESSIONAL SERVICES Ongoing		CONSTRUCTION (If Applicable) Various	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
c.	Environmental Scientist/Stream Restoration Designer: Bear Branch Stream Restoration: He assisted in assessment, permitting, and restoration design of approximately 3,438 feet of Bear Branch and associated tributaries. The project consisted of detailed field investigations, soil sampling, and geomorphic assessments to inform the design. Duties included assisting with restoration design, construction document preparation, hydraulic analysis, ESC design, construction oversight, and monitoring. He was also involved in Patuxent River Watershed Assessment, Henson Creek Watershed Study, Bear Branch Stream Restoration, Tributary 3 to Henson Creek Stream Restoration, UNT to Henson Creek, UNT to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration, and Patuxent River Park Stream Restoration. Fee \$2,650,000				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
CARISSA BYERS, PWS, CBLP		SENIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 13	b. WITH CURRENT FIRM 12
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Biology, Gwynedd Mercy College, 2012			Professional Wetland Scientist (PWS #3206) Chesapeake Bay Landscape Professional (CBLP #3-00125)		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Byers is an environmental scientist with extensive experience conducting wetland and forest stand delineations; preparing planting plans and forest conservations plans; wetland/waterway permitting; mitigation site searches; GPS surveying; benthic sampling; water and soil sampling; landscape design, material inspections and oversight; and pre- and post-construction mitigation monitoring. Ms. Byers is proficient in using ArcGIS, AutoCAD, MicroStation, and various data collection apps. Certifications: Maryland Biological Stream Survey BMI Sampling Certified (2019); Certified Chesapeake Bay Landscape Professional (2019).					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT Environmental Programs Division Project Manager, Maryland State Highway Administration (SHA), SHA Districts 4-6, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Environmental Scientist/Project Manager: Consultant project manager for various SHA capital highway and structural remedial projects across central, southern, and western Maryland. Responsibilities include but are not limited to conducting natural resource assessments and reporting, wetland delineations, attending partnering and project milestone meetings, reviewing plans and providing comments, pre-application and agency coordination, preparation and submittal of permit packages to USACE and MDE through eCollaboration, responding to 45-day comments, and screening of projects for permitting needs through Salesforce (MAPEL). Also responsible for ad schedule updates including the use of WorkLoad to document significant project updates to be published on the monthly ad schedule, preparing aquatic resource geodatabases for SHA's master wetland viewer application, attending milestone review meetings and providing comments supporting local, state, and federal requirements regarding regulated resources; arranging, preparing for and attending pre-application and interagency review meetings; identifying and executing tidal and nontidal wetland and waterway mitigation needs early in the design process to maintain project schedules; preparing, submitting and tracking permits through issuance. Relevant projects include multiple bridge replacements and geometric improvements along MD 5. Fee: \$514,621				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Thomas Point Park Living Shoreline Project, Anne Arundel County, Maryland		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) Various	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Environmental Scientist/Project Manager: Lead Environmental Scientist (2017-2021) and Project Manager (2022-2024) and that led the site assessment, landscape design, permitting, and post construction monitoring of a Kleinfelder-designed living shoreline site that protects the entrance road at Thomas Point Park in Annapolis, Maryland. Monitoring included five (5) years of post-construction monitoring to satisfy MDE Tidal Wetland License #15-0343(R) requirements. This effort also included two (2) years of Critical Area vegetation monitoring and correspondence with the Chesapeake Bay Critical Area (CBCA) Commission (CAC). Management duties included client check-in meetings, staff management, report review, and contractor and state park coordination. Site monitoring was successfully closed out in December 2024. Fee: \$2,650,000.				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Stormwater Design Services for Neighborhoods, NPDES Stormwater Permit Consulting, No. 20-21, Charles County, MD		PROFESSIONAL SERVICES 2023-2024	CONSTRUCTION (If Applicable) Various	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Environmental Scientist: Lead environmental scientist responsible for the review of natural resource data collected at various drainage remediation sites for subsequent local and state permitting/approvals. Specific tasks included preparing for Declaration of Intent, coordination of Tier II watershed review, preparation of a CBCA Buffer Management Plans, and responding to County comments. Fee: \$2,897,491				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
DANIEL YEAGER, PWS, QP		SENIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 20	b. WITH CURRENT FIRM 11
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Geography and Planning, Salisbury University, 2006			Professional Wetland Scientist (PWS #3938) Forest Conservation Act Qualified Professional, MD DNR, 2015		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Yeager is experienced in conducting ecological resource assessments, permitting, and mitigation site selection/design for both public and private clients. His experience includes leading wetland/forest delineations; GIS data/literature review analysis; FCP/CAC coordination; environmental documentation/ agency coordination/permit preparation for federal, state, and local agencies; RTE/Historical/Archeological resource review/permitting coordination; site selection and development of mitigation plans (forest/wetland/stream); mitigation monitoring; coordination of public meetings/outreach; landscape plans/specifications/estimates; and construction oversight/inspection/compliance monitoring (wetlands, forest, living shoreline). He has extensive knowledge of MDE, DNREC, ACOE, State SHPO including MHT, DNR, County/State Maryland FCP and CAC Policies and Criteria. Certifications: Annual Wetlands and Watersheds Workshop (2008); Mid-Atlantic Association of Professional Soil Scientists (MAPSS) Hydric Soils Indicators Workshop for the Atlantic and Gulf Coastal Plain Region (2009); MAPSS Hydric Soils Indicators Workshop for the Eastern Mountains and Piedmont Region (2010); Pennsylvania Association of Professional Soil Scientists (PAPSS) Classroom and Field Seminar-Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (2014)					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services, Prince George's County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Environmental Scientist: Mr. Yeager oversaw efforts for Natural Resource Inventory/Forest Stand Delineation, environmental permitting, reporting and monitoring, and landscape design for numerous proposed stream and outfall restoration and SWM pond retrofit projects including: Patuxent River Watershed Assessment, Bear Branch Stream Restoration, Tributary 3 to Henson Creek Stream Restoration, Unnamed Tributary to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration, and Patuxent River Park Stream Restoration. Fee: \$2,650,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	BGE/FGGM MPO Southwest Region Electrical System Upgrade Fort Meade, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2018	2018	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Environmental Scientist: Mr. Yeager assisted BGE with engineering services associated with the design/construction of two substations, two terminal stations, and 6 mi. of 115-230 kV electrical transmission duct bank within the Little Patuxent Watershed. He performed wetland/forest delineations 135 AC, GPS data collection, reporting, JPA/DNR Roadside Tree Permit/FCP permitting, RTE and Heron Rookery BMP coordination, agency/stake holder coordination, wetland/floodplain remediation and landscape design, and permit compliance/ construction inspection. Design & Construction Fee: \$250,000				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Howard County Stormwater and Watershed Management Evaluation and Design Services Howard County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Environmental Scientist: Mr. Yeager was the Environmental Scientist for multiple stormwater management facility retrofit and stream restoration projects. Typical projects included environmental field investigations (wetland and stream delineations, forest stand delineations, tree identification), preparation of environmental reports, MHT/RTE coordination, obtaining MDE and USACE Authorization permits, and coordinating with Howard County DPZ for Alternative Compliance approval. In addition, technical services included preparation of planting and landscape plans to enhance aesthetic appeal, comply with regulatory requirements Fee: \$4,961,722				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
KINCADE STIREK, PWS		ENVIRONMENTAL SCIENTIST, SOILS SCIENTIST		a. TOTAL 7	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Biology, University of Nevada, Reno, 2016 MS / Environmental Science, Towson University, 2020			Professional Wetland Scientist (PWS #4017)		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Stirek is an environmental scientist / engineering technician / CADD operator / draftsman with experience in conducting wetland and forest stand delineations; preparing planting plans and forest conservations plans; wetland/waterway permitting; mitigation site searches; GPS surveying; benthic sampling; water and soil sampling; soil amendments; landscape inspections; and pre- and post-construction mitigation monitoring. Mr. Stirek is proficient in using ArcGIS, AutoCAD, MicroStation, and various data collection apps.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Howard County Stormwater and Watershed Management, Evaluation and Design Services, Howard County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Responsible for Natural Resource Inventory/Forest Stand Delineation, environmental permitting, reporting and monitoring, and landscape design and inspection for numerous proposed stream and outfall restoration and SWM pond retrofit projects including: Cherrytree Farm Stream Restoration and SWM Pond Repair and Ellicott City H-7 New SWM Pond. Contract Design Fee: \$4,961,722				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Professional Engineering Services for Various Watershed Improvement Projects City of Gaithersburg, MD		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Mr. Stirek is responsible for Natural Resource Inventory/Forest Stand Delineation, environmental permitting, reporting and monitoring, and landscape design and inspection for numerous proposed stream and outfall restoration and SWM pond retrofit projects including: Great Seneca Highway Stormwater Management and Stream Restoration at Lakeland and Orchard Ridge, Watkins Mill Road Stream Restoration, and Travis Avenue Stream Restoration. Fee: \$552,400				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Civil Engineering, Environmental Engineering, and Construction Management and Inspection Services, Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Mr. Stirek is responsible for Natural Resource Inventory/Forest Stand Delineation, environmental permitting, reporting and monitoring, and Tre Conservation Plans (TCP-II), landscape design and inspection for numerous proposed stream and outfall restoration and SWM pond retrofit projects including: Patuxent River Watershed Assessment, Bear Branch Stream Restoration, , Unnamed Tributary to Piscataway Stream Restoration, La Dova Outfall Restoration, McCarthy Park Stream Restoration, Barak Obama Elementary School Outfall Restoration, Rocky Gorge Reservoir Stream Restoration, and Patuxent River Park Stream Restoration. Fee: \$2,897,491				
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Anne Arundel County Stormwater Pond and Outfall Retrofit Design Services Anne Arundel County, MD		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Mr. Stirek is responsible for Natural Resource Inventory/Forest Stand Delineation, environmental permitting, reporting and monitoring, and landscape design and inspection for numerous proposed stream and outfall restoration and SWM pond retrofit projects including: Broad Creek Outfall Restoration, Susan's Branch Outfall Restoration, Susan's Branch West Stream Restoration and BMP Retrofits, Heritage BMP Retrofit, and Glebe Branch Stream Restoration. Contract Design Fee: \$1,495,670				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
KATIE VAN ORDEN		JUNIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 3	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Geography, King's College, 2020			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Van Orden is an environmental scientist with experience in conducting wetland and forest stand delineations; preparing natural resource plans and reports; wetland/waterway permitting; GPS surveying; water and soil sampling; landscape inspections; and pre- and post-construction monitoring per permit requirements. Ms. Van Orden is proficient in using ArcGIS, AutoCAD, and various data collection apps. Certifications: Swamp School, LLC Wetland Delineation Training Certified (2021).					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maryland Department of Transportation AE-3111-0000; Task 17 Natural Resources Support Services Statewide, Maryland		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Support staff responsible for providing the MDTA landscape operations team with landscape material, installation, invasive vegetation treatment and warranty/maintenance inspections conforming with Category 700 Landscape specifications; inventory management through ArcGIS; and overall program support. Additional responsibilities include on-site nursery inspections and assisting with the preparation of work order packages for various projects. Contract Fee: \$75,000				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Baltimore Gas & Electric Chestnut Hill Cove Living Shoreline, Anne Arundel County, Maryland		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Environmental Scientist supporting mitigation monitoring visits, reports, and determination of maintenance items to maintain permit compliance and project objectives. Monthly monitoring visits require stationed monitoring point photographs and documentation of required remedial measures for approximately 0.79 AC of tidal marsh creation and enhancement. All documented information is compiled into annual monitoring reports for MDE Tidal Marsh Monitoring (on-going) and Chesapeake Bay Critical Area Monitoring (complete). The project is currently monitoring year 4 of 5. Fee: \$257,721				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Henson Creek Watershed: Stream and Outfall Restoration Projects, Prince George's County Department of the Environment, Prince George's County, Maryland		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Environmental Scientist: Environmental scientist responsible for supporting the obtainment of local, state, and federal permits/approvals at four (4) stream/outfall restoration sites within the Henson Creek Watershed. Ms. Van Orden's duties include preparation of Natural Resource Inventory/Forest Stand Delineation plans (NRI/FSD plans), Tree Conservation Plans (TCP), and County variance requests. Ms. Van Orden also supported the preparation of impact plates provided with the Joint Permit Application and landscape plan supporting on-site tree mitigation. Fee: \$100,000				

12. NAME CHRISTOPHER SHIPLEY, RLA, CA, LEED® AP		13. ROLE IN THIS CONTRACT LANDSCAPE ARCHITECT, CERTIFIED ARBORIST		14. YEARS EXPERIENCE a. TOTAL 18 b. WITH CURRENT FIRM 4	
15. FIRM NAME AND LOCATION (City and State) CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization) 2003, BS, Landscape Architecture, West Virginia University 1994, BS, Political Science, Shepherd University 2009, LEED® Accredited Professional, U.S. Green Building Council			17. CURRENT PROFESSIONAL REGISTRATION Maryland RLA #4122 ISA Certified Arborist (MA-4608A)		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Shipley is responsible for the layout and design of multi-faceted projects, including multi-family residential, construction of retail, and commercial projects. Mr. Shipley has prepared site and landscape plans for public, private, and military clients. He is experienced with natural resources inventory/forest stand delineation for multiple districts in the area.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State) Civil Engineering, Environmental Engineering and Construction Management and Inspection Services Prince George's County, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Landscape Architect. Mr. Shipley developed the landscape design and landscape portion of the construction documents for various NPDES MS4/TMDL stormwater, stream restoration, and outfall restoration projects including: Bear Branch Stream Restoration, Tributary 3 to Henson Creek Stream Restoration, Patuxent River Watershed Assessment, La Dova Outfall Restoration, and Barak Obama Elementary School Outfall Restoration. Contract Fee: \$2,897,491				
	(1) TITLE AND LOCATION (City and State) Lime Kiln Solar Farm, Fulton, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Landscape Architect. Participated in developing the forest conservation plan (FCP) for this 16.2-acre solar farm design-bid-build project from May 2022 to the present. Tasks included delineation of tree protection fencing and root trenching, determining afforestation/reforestation requirements, and producing FCP documents. Fee: \$105,022				
	(1) TITLE AND LOCATION (City and State) Bacon Ridge Park Master Plan, Anne Arundel County, MD.		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) 2023	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Landscape Architect. Under an open-end agreement developed a master plan focusing on the Forney property, a 151-acre parcel recently added to the 1,124-acre park. Developed a comprehensive master plan that included pavilions, picnic areas, ranger training areas, hiker parking areas, a three-bay barn, water fountains, horse fountains, and a mountain bike skills park. Created a homestead interpretive area for the historic barns that included a garden area, outdoor pen, and barn animal sites. Fee: \$69.5K Construction Cost: \$4.5M				
	(1) TITLE AND LOCATION (City and State) Anne Arundel Medical Center, Pathways Rehabilitation Center Courtyard Annapolis, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2018	CONSTRUCTION (If Applicable) 2018	
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Senior Landscape Architect. Responsible for initial programming and concept development for a multifunctional courtyard for Pathway's drug and alcohol rehabilitation center in Anne Arundel County. This secured courtyard not only required space for the patients to gather and relax in a peaceful setting between treatment sessions, but it also needed to provide adequate open space for interactive group therapy sessions while still meeting HIPAA privacy requirements. Mr. Shipley then developed schematic design and construction development to meet these programming requirements while maintaining the construction budget. Contract Fee: \$1.5M				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
JASON WHEATLEY, GISP		PROJECT MANAGER, GIS DATABASE		a. TOTAL 21	b. WITH CURRENT FIRM 15
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
MS/ Geography, Salisbury University, 2008 BS/ Geography (GIS Track), Salisbury University, 2004			Geographic Info System Professional (GISP) # 64540		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Wheatley is an accomplished technology and geospatial (GIS) Project Manager capable of administering multiple initiatives across diverse project teams and schedules. His professional experience demonstrates a focus on working with a wide variety of public and private clients to modernize their legacy business processes. He maintains a thorough technical understanding and years of experience to support the design, development, implementation, and maintenance of quality tech-driven solutions. Mr. Wheatley's results-driven, detail-oriented project approach facilitates efficient task execution that results in effective project deliverables. Mr. Wheatley's skillset includes strategic planning, business analysis, workflow modeling, user interface design, data management, quality control/testing, technical writing, training, and solutions maintenance. Training: 2019, ACEC Leadership Academy Graduate/ 2015, URISA GIS Leadership Academy Graduate					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grass Swale Inventory, Calvert County (Phase II), MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Team Leader: Mr. Wheatley was responsible for leading the Century GIS team in support of a Countywide inventory and identification of uncredited grass swales within SHA Right-of-Way. He provided technical support including desktop assessments, field investigations, and final analysis/reporting. The results of this project helped SHA meet their NPDES permit requirements without completing additional design or construction. Fee: \$455,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Concrete SWM Channel Inventory and Inspection, Countywide, Prince George's County DPW&T, Prince George's County, MD		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Team Leader: Mr. Wheatley was responsible for design and development of a database and field assessment tool for DPW&T in support of their management and maintenance of approximately 15 miles of concrete channels throughout the County. Century constructed a mobile data collection solution to document concrete channel extents, characteristics, and condition. The project provided the County with a comprehensive GIS database and an expansive photo and video collection to support the field findings. DPW&T intends to use the database to prioritize restoration/replacement projects or, if feasible, perform localized repairs of significant issues. Fee: \$516,000				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDTA Stormwater Management (SWM) Facilities Inspection Database, Point Breeze Facility, MD		PROFESSIONAL SERVICES 2015	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Team Leader: Responsible for serving as temporary Manager of the on-site GIS team at MDTA. The responsibilities of this role included reporting task progress to the MDTA Project Manager, resource management and technical direction. Additionally, Mr. Wheatley led a sub-task to transfer site inspections, including CCTV, of storm water pipes and facilities at MDTA's Point Breeze facility. He designed the database, in accordance with MDTA GIS database standards to accept the new data being collected via field inspection teams. Once completed, the new database included point data representing the location along SWM pipes that were flagged as deficient. Other information linked to these points included a PDF of the report, photos, and video from within the pipe. Mr. Wheatley converted the database into a Google® Earth KMZ file providing user access to the data and all linked documents without requiring the use ArcGIS. Fee: \$30,000				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
JOHNATHAN MANN, GISP		GIS SPECIALIST, GPS/GIS ASSET MANAGEMENT TECH		a. TOTAL 14	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Geographic Information Science (GIS) and Earth Science, Salisbury University, 2012			Geographic Info System Professional (GISP) #160441		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Mann's GIS background has focused on emerging ESRI (ArcGIS) and open-source geospatial tools, along with enterprise database architectures. His daily responsibilities include map production, data conversion and maintenance, field inventories, and supporting Century's application development team in product testing and review. Mr. Mann has worked in and with local government agencies for the better part of his career. This experience has given him valuable insight on how to support state, county, and local government agencies at all levels on GIS-related tasks. He maintains and increases his knowledge by being an active member in the geospatial field through professional organizations and conference involvement. Mr. Mann has participated in several industry training courses related to GPS/GNSS equipment/processing and LiDAR/imagery processing and is an active participant in the Maryland Unmanned Aerial Vehicles (UAV) group.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Prince George's County Concrete Channel Inventory and Assessment Prince George's County, MD		PROFESSIONAL SERVICES 2017	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Analyst: Mr. Mann assisted in the design and development of an MDE-compliant database and mobile data collection tool for the capture and assessment of nearly 15 miles of concrete-lined stormwater conveyance channels. The items collected as part of the field inventory included channel lining, width, and shape; outfall conditions; overall maintenance concerns; remediation opportunities; and full photo and video documentation of each channel. Mr. Mann provided field team tech support, data post processing, and quality control. In addition, he oversaw the conversion of nearly 400 scanned plat files and guided a team of GIS analysts in the extraction of access and easements related to the channel structures. Fee: \$516K				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA Planning, Preliminary and Final Engineering Design and Construction Management Services Statewide, MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Analyst: Mr. Mann provided GIS analysis and mapping support for various projects including: US 1 in Overlea Urban Reconstruction, MD 97 (Brookeville Bypass), MD 500 from MD 208 to DC Line, TMDL SWM Site Searches in Washington County, MD 355 at Jones Bridge Road, SWM Asset Summaries and Routine Maintenance guidelines, SWM BMP Site Assessment and Work Orders, Outfall Restoration in Anne Arundel County – Phase 2, US 1 in College Park Urban Reconstruction, Embankment Hydraulic Classification, I-695 TSMO, HHD Project Reviews, TMDL Program Support. Fee: \$20,000,000				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Town of Camden, NPDES Database Camden, DE		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Analyst: Mr. Mann led the design and development of a GIS database to collect and store comprehensive stormwater management assets throughout the Town of Camden. Using ESRI ArcGIS, he constructed the Town's database to align with Delaware's NPDES data standards. He was also responsible for managing and publishing the database to an ArcGIS online service for field inventories and inspections. Mr. Mann served as the technical lead on all GIS-related tasks and oversaw the quality review of the field-gathered data. Information captured within the database included facilities, inlets, culverts, manholes, and drainage areas. Each asset was also inspected for performance and structural concerns. Additional services included the training of Town personnel on the GIS-based workflow. Fee: \$95K				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
CALEB PERCY, PE		PROJECT MANAGER, STRUCTURES		a. TOTAL 20	b. WITH CURRENT FIRM 20
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Civil Engineering, Penn State University, 2005			Maryland PE #25839		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Percy's design experience includes working with pre-stressed concrete plank bridges, new concrete substructures, remedial repairs to concrete substructures and culverts, remedial repairs to steel superstructures, and new steel superstructures. He has inspected numerous timber, concrete, and steel bridges, and masonry and concrete culverts. He utilizes Microsoft Excel for creating spreadsheets for estimates. He is skilled with MicroStation and Auto-CADD software to create and update defect sketches for inspection reports and design drawings. He has provided Construction Phase services including Shop Drawing Reviews and Construction Management including Bid Analysis and Field Consultation. Certifications: NHI Course No. 130053 – Bridge Inspection Refresher Training; (2018), NHI Course No. 130087 – Inspection and Maintenance of Ancillary Highway Structures; 2015, NHI Course No. 130078 – Fracture Critical Inspection Techniques of Bridges; (2019), NHI Course No. 130055 – Safety Inspection of In-Service Bridges, Roadway Protection Training from MTA, AMTRAK, CSX, and Norfolk Southern, and confined Space Entry Training; (2020).					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
a.	MDOT SHA Open-End Contract BCS 2014-01D Structure Condition Inspections and Evaluations for the Structures Remedial Engineering Division Statewide, MD		Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Inspection Team Lead: Mr. Percy acts as inspection team leader for over 100 structures. The structures under this contract span interstate highways, local roads, various railroads, and significant waterways. He assisted with the scheduling of access equipment and arranging for railroad flagging services. He is responsible for preparing the reports and reviewing draft reports before they received final QA/QC review and uploading to the SAM system. Fee: \$5,000,000				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
b.	MDOT SHA Planning, Preliminary and Final Engineering Design and Construction Management Services Statewide, MD		2019	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Structural Engineer: Mr. Percy provided structural engineering design services including design of walls, special drainage structures, culverts, SWM Risers, underground SWM vaults, and special end walls for a variety of highway and NPDES MS4/TMDL transportation projects including: US 1 in Overlea Urban Reconstruction, MD 97 (Brookeville Bypass), MD 185 at Jones Bridge Road, MD 97 (Brookeville Bypass), US 1 in College Park Urban Reconstruction, US 50 SWM Facility Enhancements, Outfall Restoration in Anne Arundel County – Phase 2. Fee: \$20,000,000				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
c.	Howard County Stormwater and Watershed Management Evaluation Design Services, Paulskirk Drive Drainage Improvements Assessment Howard County, MD		Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Structural Engineer: Mr. Percy provided structural engineering design services including design of walls, special drainage structures, culverts, SWM Risers, underground SWM vaults, and special end walls for a variety of highway and NPDES MS4/TMDL transportation projects including: Cherrytree Farm Stream Restoration and SWM Pond Repair, Deep Earth Lane Water Quality Pond Retrofit, Ellicott City H-4 and H-7 New SWM Ponds, George Howard Building Underground SWM, Twin Oaks Pond 1 Retrofit, Strawberry Fields Stream Restoration and Pond Retrofit, Montgomery Run Pond 2 Repair, Harpers Choice Pond 1 Repair, Longridge Knoll Pond Retrofit, Wilde Lake High School Underground SWM Vault. Fee: \$4,961,722				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
KELLY KOSINO, PE, PTOE		PROJECT MANAGER, TRAFFIC		a. TOTAL 25	b. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS/ Civil Engineering, University of Toledo, 2000 MM/ Management, College of Notre Dame of Maryland, 2004			Maryland PE #38393 Professional Traffic Operations Engineer (PTOE) #4937		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Kosino is a Professional Engineer registered in Maryland and a Certified Professional Traffic Operations Engineer (PTOE). Her experience includes performing and managing traffic engineering analysis involving access control, traffic calming, Community Safety and Investment List (CSIL) and fatal crash locations, Highway Safety Manual (HSM), Road Safety Audits (RSAs), bicycle, pedestrian, and Maintenance of Traffic Alternatives Analysis (MOTAA). She has design experience with Maintenance of Traffic (MOT), detours, ASC, field investigations, signing and pavement markings, traffic signals, lighting, and geometric modifications. She has obtained design and concept funding approval for System Preservation Programs, including Intersection Capacity Improvement, Safety and Spot Improvement, and Crash Prevention. Ms. Kosino has supported maintenance and construction with MOT modifications and design changes and was responsible for statewide Traffic Impact Study (TIS) reviews while at Maryland State Highway Administration (SHA). She has prepared plans, specifications, and estimates for advertisement; presented traffic safety and operations studies to agencies, elected officials, and community groups; participated in public information and outreach campaigns; and provided expert testimony in court cases. She is familiar with the Maryland Manual on Uniform Traffic Control Devices (MdMUTCD), American Association of State Highway and Transportation Officials (AASHTO) standards, MicroStation, ProjectWise, Estimator, Synchro/SimTraffic, Highway Capacity Software (HCS), and Highway Safety (HS) tools.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	SHA Access Management Traffic Impact Study (TIS) and Plan Reviews, District 3, Prince George's County, MD			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
	Traffic Project Manager: Ms. Kosino conducts and manages traffic analyses and designs for Access Management TIS and plan reviews in Prince George's County by providing to the District 3 Traffic Team Leader comments for analyses (traffic signal warrants, queuing, trip generation, critical lane volume (CLV), Synchro/SimTraffic, and level of service (LOS) to determine developer required mitigation considering other planned projects, vulnerable roadway user needs, and existing crash, safety and operational issues, and for plans (MOT, signals, signing, and lighting) focusing on safety and operational issues for vehicles, pedestrians, and bicyclists based on the approved TIS mitigation, MDMUTCD, SHA guidelines, and the County APFO. Kelly has completed over 100 TIS and Plan reviews and has attended / represented SHA in over 45 Prince George's County scoping meetings. Fee: \$500K				
	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	SHA BCS 2017-05D, Survey and Engineering Services, District 5 Anne Arundel, Calvert, Charles, St. Mary's Counties, MD			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
	Traffic Engineer: Ms. Kosino managed the Concept Study Alternatives Evaluation to improve traffic operations and safety along MD 648 from Magothy Bridge Road to Riverdale Road, minimizing environmental, right-of-way, and utility impacts. Alternatives included new or upgraded traffic signals, right-turn lane, left-turn lane extension, and roadway widening for bike-compatible shoulders. She reviewed traffic counts and signal timings, performed HCS and Synchro/SimTraffic analyses to determine LOS, queuing, storage lengths, and signal phasing/timing for each alternative. Prepared concept plans and cost estimates for District 5. Currently managing final design of traffic control device (TCD) plans, specifications, and estimates, including MOT, new and modified signal designs, signing and pavement markings, bicycle lanes, and right-in/right-out access along Old Magothy Bridge Road. Fee: \$3M				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
MARY MATZKE, PE		PROJECT MANAGER, HIGHWAYS		a. TOTAL 29	b. WITH CURRENT FIRM 20
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS/ Civil and Environmental Engineering, Clarkson University, 1982			Maryland PE #16505		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Matzke is a professional engineer with experience in project management, roadway and highway design and planning, project quality control, and Independent Design Quality Management (IDQM) services. Her experience includes managing transportation design projects involving freeways, interchanges, structures, at-grade intersections, arterials, streetscapes, and pedestrian and bicycle design for both Design-Bid-Build and Design-Build projects. She is experienced in developing contract documents, including plans, cross sections, construction cost estimates, specifications, Invitation for Bid books, design exceptions, design waivers, addenda, bid justification, and redlines. Her responsibilities have also included preparing scopes of work, man-hour estimates, and project schedules, communicating with clients, and managing design tasks, design subconsultants, and multidisciplinary design teams. Certifications: Design Build Institute of America (DBIA)					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	State Highway Administration (SHA) BCS 2017-05D, On-Call Survey, and Engineering Services, District 5 Anne Arundel, Calvert, Charles, and St. Mary's Counties, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager: Ms. Matzke was responsible for providing project and contract management services for the development of design concepts, highway design, traffic engineering (including signage, marking, lighting, signals, and maintenance of traffic), pedestrian and bicycle facility design, urban streetscape and landscape architecture, structure design, and water resource design (including hydrology and hydraulics, drainage, stormwater management, and erosion and sediment control). Her responsibilities also included environmental design, assessment and permitting, access management reviews, inspections and coordination, right-of-way plats, topographic and metes-and-bounds surveys, utility design, designations and test pits, geotechnical investigation, constructability review, shop drawing review, project estimates, and public outreach support. Fee: \$3,000,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	SHA BCS 2017-01E, MD 355 at West Old Baltimore Road (WOBR) Road Intersection Improvement, Montgomery County, MD Montgomery County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2018	2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager: Ms. Matzke was responsible for project management and coordination of the design, which included two adjacent developer projects and a Montgomery County trail project. She oversaw study tasks related to the culvert, roadway alignment, and hydraulics. The project involved realigning the intersection of West Old Baltimore Road with MD 355 to form a 90-degree angle and adding a dedicated left-turn lane from northbound MD 355. Acceleration and deceleration lanes were added along southbound MD 355, along with a shared use path. Work included replacement of an undersized culvert, drainage improvements, stormwater management facilities, utility relocations, on-road and shared use path bicycle facilities, stream restoration, pedestrian and traffic signals, signage, pavement markings, and landscaping. Fee: \$1,900,000				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	SHA BCS 2022-06B, US 1 (Baltimore Avenue) Reconstruction, from College Ave/Regents Dr to MD 193 Prince George's County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2020	2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Roadway Engineer: Ms. Matzke was responsible for estimating and compiling multi-discipline team estimates at milestone submittals, developing special provisions, and compiling information for the bid book. The US 1 project involved roadway widening, ADA compliance, drainage improvements, signalization, signing, lighting, pavement markings, stormwater management, landscaping, retaining wall and bridge work, and utility relocation work. The improvements consisted of roadway widening with 11-foot travel lanes and a four-foot bicycle-compatible shoulder with a two-foot buffer in each direction to support on-street bicyclists. The project will support development and improve traffic operations and safety for vehicles, bicyclists, and pedestrians along US 1, including near the University of Maryland College Park campus. Fee: \$1.5M				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
TRISTRAM MADDEN, PE, PG		PROJECT MANAGER, GEOTECHNICAL		a. TOTAL 32	b. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
MS / Civil Engineering, University of Maryland, 1995 BS / Civil Engineering, University of Maryland, 1992 BS / Geology, Rensselaer Polytechnic Institute, 1989			Maryland PE #27195 Virginia Professional Geologist (PG) #2801001580		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Madden is an engineer/geologist with experience in geohazard/geotechnical and environmental investigation, design, and construction and has been contract manager for geohazard, geotechnical, and environmental contracts. Responsibilities include contract management, investigation, and design; mitigation, geohazards, vibration monitoring, and environmental site assessments. He is also experienced in soil boring, well installation, DPT and geotechnical sampling; pump/slug testing, and groundwater transport modeling. Certifications: NGWA, Visual MODFLOW Groundwater Modeling, California, 2000. Erosion & Sediment Control, Maryland, 2007. NACE Certified Coatings Inspector, Level I. NHI Subsurface Investigation certified. Maryland Traffic Control certification					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
a.	MDOT SHA Statewide Geotechnical Engineering Services Statewide, MD		2018	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Contract Manager: Mr. Madden managed the overall contract. Tasks have included construction administration services, geotechnical instrumentation installation and monitoring, evaluating slope failures and sinkholes and abandoned underground mines, foundation and retaining wall design, evaluating ground improvement methods, and conducting vibration studies. Mr. Madden specifically designed retaining wall foundations, micropile landslide stabilization measures for failing road along a stream, and an embankment over soft soils. Fee: \$326,115				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA Engineering, Geology, and Geotechnical, Open-End Contract Statewide, MD		2011	N/A	
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Rahway Arch Property Geotechnical Investigation Carteret, NJ		Ongoing	Ongoing	
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Howard County Stormwater and Watershed Management Evaluation and Design Services Howard County, MD		Ongoing	Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Geotechnical Engineer: Mr. Madden provided geotechnical engineering investigation, analyses, design, and construction oversight for various new SWM Pond and retrofit/rehabilitation projects including serving as Engineer in Charge (EIC) for significant and high hazard embankments. Projects included Calvert Ridge SWM Retrofit, Ellicott City H-4 and H-7 New SWM Facilities, Cherrytree Farm Stream Restoration and SWM Retrofit, Junction Industrial Park SWM Retrofit, Scottswood Court SWM Retrofit, Sewell's Orchard SWM Retrofit, Strawberry Fields SWM Retrofit, and Whiskey Bottom West SWM Retrofit. Fee \$4,961,722				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
BRYAN HAYNIE, PLS		PROJECT MANAGER, PROFESSIONAL SURVEYOR		a. TOTAL 37	b. WITH CURRENT FIRM 37
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
High School Graduate 1 Year University of Maryland, College Park 1 year Catonsville Community College			Maryland LS #21139		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Haynie is the Vice President/Chief of Surveys for Century and is responsible for the management and oversight of the department. His duties included developing scope of services, budgets and schedules for survey assignments, and monitors staff utilization and performance. He oversees the scheduling of field crews; supervises field survey work; prepares plats and other contract documents; coordinates with stakeholders; seals right-of-way plats; and performs QA/QC reviews on all topographic, hydrographic, aerial, and boundary surveys. He also manages mapping, metes and bounds, subdivision, right-of-way, and easement plats in addition to other survey services requested by clients.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA Contract BCS 2010-12B, NPDES Services Statewide, MD		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Surveyor: Mr. Haynie was responsible for various survey tasks including survey controls, topographic survey (including natural resource features), property boundary surveys, research on utilities and easements, bathymetric surveys, and plat preparation for various projects including: TMDL New SWM BMPs in, Washington County Group 1B, Israel Creek at MD 550 Stream Restoration, and Outfall Stabilization in Montgomery County - Group 1A. Fee: \$1,900,000				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Anne Arundel County Stormwater Pond and Outfall Retrofit Design Services Anne Arundel County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Surveyor: Mr. Haynie was responsible for various survey tasks including survey controls, topographic survey (including natural resource features), property boundary surveys, research on utilities and easements, bathymetric surveys, and plat preparation for various projects including: Broad Creek Outfall Restoration, Glebe Branch Stream Restoration, Heritage BMP Retrofit, Beards Creek Restoration, Festival at Riva SWM Retrofit, Susan's Branch Outfall restoration, and Susan's Branch West Stream Restoration. Fee \$1,495,670				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	MDOT SHA Planning, Preliminary and Final Engineering Design and Construction Management Services Statewide, MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Surveyor: Mr. Haynie was responsible for various survey tasks including survey controls, topographic survey (including natural resource features), property boundary surveys, research on utilities and easements, bathymetric surveys, and plat preparation for various projects including: US 1 in Overlea Urban Reconstruction, MD 272 TMDL Pond Retrofit, MD 64 Cavetown Pike TMDL Pond Sites (3), MD 193 at 60 th Avenue, Montgomery County TMDL Sites, MD 68 over Beaver Creek, MD 39 over Youghiogheny River, I-695 at I-70 Interchange, and I-695 TSMO. Fee \$20,000,000				
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Professional Engineering Services for Various Watershed Improvement Projects City of Gaithersburg, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Various	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Surveyor: Mr. Haynie was responsible for various survey tasks including survey controls, topographic survey (including natural resource features), property boundary surveys, research on utilities and easements, bathymetric surveys, and plat preparation for various projects including: Great Seneca Highway SWM Retrofit and Stream Restoration at Amberfield, Lakeleand and Orgon Ridge, Watkins mill Stream Restoration, Travis Avenue, Stream Restoration. Fee \$552,400				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
ANTHONY J. DIETZ, PE, LEED AP®		PROJECT MANAGER -SITE/CIVIL		a. TOTAL 41	b. WITH CURRENT FIRM 18
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BA / Geography, University of Maryland Baltimore County, 1983			Maryland PE #32574 Maryland Erosion and Sediment Control Certification #28189		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Dietz is experienced in the design and preparation of site grading (both mass and final); earthwork quantities; stormwater management (both quantity and water quality); floodplain studies (local, state, and federal); stormwater management as-builts inspections and certifications; water lines; sanitary sewer systems; storm drainage systems; erosion and sediment control; road and highway plans; temporary traffic control and detour plans; state highway improvement plans; and temporary traffic control and detour plans. He has been responsible for the processing of plans through various county, municipal, and state and federal agencies to obtain approval.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Joint Base Andrews Prince George's County, MD		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) 2022	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Senior Project Manager/Engineer: Site engineering efforts related to this project involved the demolition of various existing site infrastructure around the airfield that was creating a foreign object/debris (FOD) hazard for operation. The project involved survey of site, grading, and sediment control and stormwater management approval based upon reduction in the existing impervious area. Permits were required from the Maryland Department of the Environment (MDE). Mr. Dietz was responsible for providing oversight of all in-house site engineering, permitting, QA/QC, project management, and budget and schedule as well as coordination with surveys, MDE, the general contractor, and Air Force personnel. Fee: \$1.8M					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Prince George's Community College Childcare Facility Prince George's County, MD		PROFESSIONAL SERVICES 2014	CONSTRUCTION (If Applicable) 2014	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Project Engineer: This project involved the repurposing of the college's childcare facility into a classroom building. Civil engineering tasks include preparation of site plan, drainage plan, utility plans and profiles, erosion and sediment control plans, floodplain assessment, landscape plan, demolition plan, and parking evaluation. Exemption letters were prepared for stormwater management, forest stand delineation, tree conservation, and natural resources inventory. Fee: \$2K					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maryland Zoo in Baltimore Improvements and Expansion Baltimore, MD		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) Ongoing	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Senior Project Manager/Engineer: The scope for this project includes design of a creative and environmentally sensitive parking lot expansion, including inspecting and updating pathways, ADA access/accessibility, circulation, signage plans, feature and segmental retaining walls, street and site lighting, public water main plans, tree inventory plans, SWM facilities, zoning and permitting, landscaping, creation of a contractors' bid package, and assisting with the analysis of the construction quotes with final recommendations. Fee: \$3.6M					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Dumbarton Oaks Culvert Replacement Pikesville, MD		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) Ongoing	
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Senior Project Manager/Engineer: This project involved the rehabilitation of an existing culvert in a residential community of Baltimore County. Design included relining of the existing culvert with improvements to the entrance and exit headwalls, along with installation of a supplemental culvert to improve capacity and reduce the frequency of flooding. Work required permitting from MDE and Baltimore County. Revisions to the county floodplain study, public outreach, and interaction with the local community were required, in addition to maintenance of traffic, afforestation, and erosion and sediment control designs. Mr. Dietz was responsible for coordination between MDE, surveys, utility locating services, and Baltimore County. Fee: 78,000					

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
RICHARD TALBOT		PROJECT INSPECTOR		a. TOTAL 49	b. WITH CURRENT FIRM 19
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
AS/ Civil Engineering Technology and Surveying, Catonsville Community College			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Talbot has experience in construction management, inspection, testing, office engineering, and scheduling. He has served as Superintendent, Project Manager, Estimator, and Scheduler for construction contractors, gaining experience working with contractors, engineers, agencies, and the public. He has reviewed documents for constructability, scheduling, cost estimating, quantities, claims negotiations, change orders, and office engineering tasks. Certifications: MDOT SHA Temporary Traffic Control Traffic Manager Certified; MDOT SHA E&S Design Course; MD "Yellow Card" Certified for Basic Erosion and Sediment, No.06-832; MD "Green Card" Erosion and Sediment Control, No.04302; ACI Concrete Field Testing Technician, Grade I; MARTCP, Concrete Field, MD, No.5441; MARTCP, Maryland Soils & Aggregate Compaction Technician, MD, No.5441; Certified in Construction Quality Management for Contractors.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Riva Road, Government Bridge Road Culvert Anne Arundel County, MD		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If Applicable) 2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager: Mr. Talbot managed a multi-phase roadway and intersection improvement project, providing construction management and inspection services. Responsibilities included daily oversight of contractor activities, completing the County's Inspector's Daily Report, conducting progress and pre-activity meetings, coordinating with contractors and the County, reviewing monthly schedules and estimates, verifying materials clearance, completing stormwater management (SWM) as-built packages for SWM facilities, and conducting the final inspection. Construction Cost: \$3.4M				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Ellicott City Site H-4 Construction Management , Columbia, MD		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) 2025	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager: Mr. Talbot had direct oversight of the construction inspection staff, conducted progress and pre-activity meetings, and reviewed monthly schedules and contractor estimates. Services included construction management, inspection, and project close-out services. The construction duration is assumed to be 49 weeks starting with the pre-construction meeting and ending with the substantial completion punch list inspection. Fee: \$218,900				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Solley Road Reconstruction Anne Arundel County, MD		PROFESSIONAL SERVICES N/A	CONSTRUCTION (If Applicable) 2019	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager: Mr. Talbot was responsible for this project, which reconstructed Solley Road immediately south of Chestnut Spring Lane, where substandard horizontal and vertical roadway curvature existed. His responsibilities included constructability review, attendance at project coordination meetings, conducting project meetings—including pre-construction, progress, schedule, and activity meetings—reviewing the contractor's schedule, overseeing and scheduling field staff as work dictated, processing RFIs, submittals, and change orders, acting as liaison between the contractor and owner, reviewing inspection reports and project quantities, and reviewing the contractor's pay estimates. Construction Cost: \$296K				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
JONATHAN LEATHERS		JUNIOR ENVIRONMENTAL SCIENTIST, ADMINISTRATION, GRAPHIC DESIGNER		Attachment 3 a. TOTAL 5 b. WITH CURRENT FIRM 4	
15. FIRM NAME AND LOCATION (City and State)					
CENTURY ENGINEERING, LLC (HUNT VALLEY, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS/ Environmental Science, University of Maryland at College Park, 2021			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Leathers has experience in stream and wetland assessment, design, and permitting including geomorphic assessments, TMDL nutrient analysis using BANCS, watershed and functional assessments, outfalls, hydraulic analyses, MS4/TMDL pollutant load reduction credits, permitting, mitigation, construction inspection, and post-construction monitoring. He has served as a designer for restoration projects involving floodplain restoration, utility and asset protection, legacy sediment removal, natural channel design, wetland creation and mitigation, and step-pool and regenerative/ Sustainable Stormwater Conveyance (RSC/SPSC) designs. Mr. Leathers has assisted in restoration design and preparation of construction documents, including design plans, erosion and sediment control (ESC) plans, design reports, estimates, special provisions, project displays and graphics for public meetings, construction inspection, bidding-phase services, and monitoring. He is familiar with state, federal, and Maryland county regulations, including current TMDL/NPDES requirements and guidance. He is proficient in AutoCAD Civil 3D, ArcGIS Pro, HY-8, and MicroStation. Certifications: Rosgen Stream Assessment/Restoration Level 1, 2, and 3.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
UNT to Piscataway Creek Stream Restoration Project Clinton, Prince George's County, Maryland		PROFESSIONAL SERVICES		CONSTRUCTION (If Applicable)	
		2023		2025	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
a.	Role: Mr. Leathers assisted with the assessment, design, permitting, and construction oversight for the restoration of 6,515 linear feet of degraded stream and outfall channels. The project's main goals were to reduce in-stream bed and bank erosion and provide water quality improvements in fulfilling the County's MS4 permit requirements. Secondary goals included providing ecological uplift, restoring floodplain connectivity, enhancing the riparian corridor, and providing protection to crossing utilities. The UNT to Piscataway Creek is a second order stream with a drainage area of 2.8 square miles and 32% impervious area. Alterations in the contributing watershed have led to increased flow rates during storm events causing significant erosion of the stream bed and banks. The primary design approach consisted of restoring the frequent interaction of flood flows with the adjacent riparian areas to enhance the ecological functions of a wetland meadow/forest and provide a sustainable project for a broad range of storm events. The proposed design consisted of excavating a new floodplain near the current channel elevation while installing a meandering low flow channel with a complex riffle-pool sequence to allow flows to frequently overtop onto the floodplain while providing aquatic habitat. Century developed restoration design plans, construction documents, specifications, cost estimate, hydrologic and hydraulic analysis, permitting, construction oversight, and post-construction monitoring. Fee: \$508,743				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Henson Creek Watershed Study, Stream and Outfall Restoration, and BMP Site Search Prince George's County, MD		PROFESSIONAL SERVICES		CONSTRUCTION (If Applicable)	
		2023		N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
b.	Role: Mr. Leathers assisted with identification, assessment, and development of concept level design plans for stream and outfalls restoration sites within the Henson Creek Watershed. Goals centered on the prioritization of potential restoration sites based on TMDL credit potential, construction cost, and site feasibility using the results of desktop analyses and field assessments. Century initially performed a desktop analysis utilizing a custom GIS application to identify degraded channels located on County or public property. Century then ranked the sites with the highest ranking 30 stream and outfall sites and 45 stormwater BMP sites moving forward to field assessments. The sites were then prioritized based on the results of the site assessments using a metric-based scoring criteria. The highest-ranking sites were then selected for concept design development including 10% concept design plans, hydrologic assessment, and cost estimates. A cost-benefit analysis was then developed with recommendations to the County. Several sites were selected to move forward to full design as separate tasks completed by Century. Fee: \$417,354				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
MARK BURCHICK		SENIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 44	b. WITH CURRENT FIRM 24
15. FIRM NAME AND LOCATION (City and State)					
ENVIRONMENTAL SYSTEMS ANALYSIS, INC. (CROFTON, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS, 1978, Natural Resources, University of MD, College Park MS, 1984, Natural Resources, Texas A&M MS, 1991, Natural History, USDA Graduate School, Washington DC			Qualified Forestry Professional, MD, 1992 FAA Unmanned Aircraft Licensed Pilot Heart Saver First Aid, CPR, AED		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Burchick, an expert botanist, specializes in the development and implementation of natural resource management plans and supporting studies and surveys including wetland delineations, natural resource inventories, forest stand delineations, rare plant surveys, stream and watershed assessments, and wildlife and fisheries studies. Mr. Burchick is currently responsible for the management of multi-disciplinary natural resource scientists, support personnel and projects, providing environmental, natural resource management and ecological restoration services.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	Holly Beach Farm, Environmental Master Plan Anne Arundel County, MD			2023	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager responsible for surveying the environmental conditions and developing a stewardship plan for the 300-acre Holly Beach Farm, located in Annapolis. Land included three miles of tidal waterfront. Stewardship plan included: conservation easement compliance, NRI/FSD, specimen tree survey; a map and description of natural community types; non-tidal and tidal wetland delineation and classification; rare, threatened, and endangered plant and animal species survey; spring ephemeral wildflower survey; invasive plant species survey, vernal and permanent pool retrofit; tidal shoreline survey, restoration prioritization, permitting; an updated Farm Plan recorded with the SCD.			☒ Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Sandy Point State Park, South Beach, Ecological Restoration and Waterfront Recreation Enhancement Master Plan and Implementation Anne Arundel County, MD			PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager responsible for preparing an Ecological Restoration and Waterfront Recreation Enhancement Master Plan and Implementation for the 32-acre, South Beach portion of Sandy Point State Park.			☒ Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Frederick Douglass Park on the Tuckahoe and Moore Nature Preserve, Master Plan and Interpretation Plan, Talbot County Department of Recreation, Parks and Tourism Talbot County, MD			PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager responsible for conducting NRI of the 107-acre park, RTE review, FSD, wetlands/waters delineation and classification, interpretive themes, pollinator meadow design/build, trail layout including fresh tidal waterfront access, kayak/canoe launch, boardwalk, pedestrian bridge crossings critical areas and wetland permitting.			☒ Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Chapel Point Park, Design Services Renovation Project, Charles County Department of Recreation and Parks Charles County, MD			PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager responsible for environmental studies for a 57-acre waterfront County lease within the 600-acre State Park. Natural resource inventory, RTE environmental review, forest stand delineation, specimen tree survey, wetland delineation and classification, regulatory permitting consultation, trail alignment options, interpretive themes, and design of a formal boat launch.			☒ Check if project performed with current firm	

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
LESLIE WOOD MUMMERT		SENIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 28	b. WITH CURRENT FIRM 22
15. FIRM NAME AND LOCATION (City and State)					
ENVIRONMENTAL SYSTEMS ANALYSIS, INC. (CROFTON, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS/1996/Biology, Duke University MS/2002/Field Naturalist Program (Botany), University of Vermont			2004/Qualified Professional per the Maryland Forest Conservation Act 2018/Professional Wetland Scientist, Society of Wetland Scientists Heart Saver First Aid, CPR, AED Certificate of Boating Safety Education		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Wood Mummert is a Professional Wetland Scientist and Principal at ESA with over 28 years of experience in environmental management. She supervises field studies; develops scope of work and schedules; coordinates with clients, sub-contractors, regulators, and engineers; prepares cost estimates and bid packages; manages project budgets; and provides quality control of data and technical reports for natural resources management plans, wetland and forest stand delineations, forest and wetland creation/restoration site assessments and design, rare species surveys, restoration post-construction monitoring, water quality and stream evaluations, watershed studies, invasive species management plans, and vegetative community identification and mapping. She also obtains wetland permits from state regulatory agencies and US Army Corps of Engineers for impacts to tidal and nontidal wetlands and waters.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Forelands Road Living Shoreline and TMDL Credit Calculations, Private Landowners, Anne Arundel County, MD		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) N/A	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. Conducted a tidal wetland delineation, designed a living shoreline, obtained all local, state, and federal permits, and assisted with grant applications for a 620-foot-long shoreline spanning three properties on Broad Creek in Annapolis, MD. The design utilizes all natural materials including hardwood logs, sand fill, and plantings. Reviewed Shoreline Management MS4 Credit Calculations for TN, TP, TSS, and EIA for the project. Provided construction supervision.				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Hillsmere Shores Marina Shoreline Design, Permit, Construction Supervision, Arundel Rivers Federation, Anne Arundel County, MD		PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. Designed 650 linear feet of living shoreline for community marina to reduce shoreline erosion, filter stormwater runoff and provide wildlife habitat. The design includes 250 oyster reef balls placed offshore to create oyster and fish habitat, as well as to provide wave attenuation. Stone headland structures and breakwaters help to move the wave energy away from the marina. Marsh and dune plantings filter water, provide habitat, and slow wave energy and the beach provides habitat for terrapins and horseshoe crabs. Designed the project in conjunction with a coastal engineer. Obtained a tidal wetland license from the Maryland Board of Public Works, an individual permit from the USACE, Water Quality Certification from MDE, time of year restriction extensions from the state and USACE, US Coast Guard private aids to navigation permit, and supervised grading permit application. Providing construction supervision and working with Chesapeake Bay Foundation to place reef balls set with oyster spat.				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Honeysuckle Drive Shoreline Coastal Resiliency Design, Permit, Construction Supervision, Arundel Rivers Federation, Anne Arundel County, MD		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If Applicable) N/A	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. Designed coastal resiliency shoreline stabilization project to protect a county road from shoreline erosion. The shoreline eroded approximately 80 feet between 1972 and 2017. The design reduces erosion along the shoreline and prevents the erosion of Honeysuckle Drive; provides long term protection from sea level rise and resiliency to climate change; uses nature-based restoration techniques; improves sand beach habitat; and improves water access. Project includes stone headlands, one-half acre of marsh and dune creation, and beach nourishment. Developed engineers cost estimate. Delineated wetlands and obtained wetland permits from MDE and USACE. Obtained Water Quality Certification from MDE and ESC plan approval, grading permit, and building permit from county. Provided construction supervision.				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
STEPHANIE PRUETT, PLA		LANDSCAPE ARCHITECT		a. TOTAL 19	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State)					
ENVIRONMENTAL SYSTEMS ANALYSIS, INC. (CROFTON, MD)					
16. EDUCATION (Degree and Specialization)				17. CURRENT PROFESSIONAL REGISTRATION	
BLA/2005/Landscape Architecture, University of Maryland Rosgen Levels I-III (Wildland Hydrology/Applied Fluvial Geomorphology/River Morphology and Applications)				Professional Landscape Architect in the State of Maryland, #3705 (2012) 2006/Environmental Concern, Inc. – Advanced Wetland Delineation Qualified Professional per the Maryland Conservation Act	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Pruett is a Professional Landscape Architect with 19 years of experience in the environmental and engineering industry specializing in designing, developing, analyzing, and completing submissions for stream restoration, shoreline restoration, forest stand and wetland delineations, Critical Area, and water quality monitoring projects for local, state, and federal agencies. Ms. Bedell has worked extensively on several stream and shoreline restoration projects for TMDL and MS4 credits by preparing grading and sediment and erosion control plans, planting plans, and obtaining their necessary permits. Ms. Pruett is experienced in stream assessments and monitoring using Rosgen's methodology of stream assessment (geomorphic characterization, assessment, and data validation). Ms. Pruett has extensive experience of designing, grading, and construction monitoring in stream restoration, shoreline restoration, forest conservation and wetland projects throughout Maryland and surrounding areas. Ms. Pruett has extensively used AutoCAD Civil 3D 2020 drafting software, ArcGIS mapping Software, and Adobe Creative Suites programs. Other typical services Ms. Pruett provides include stream analysis and preparation of contract documents and cost estimates and creating existing features site plans for permitting purposes, corresponding with regulatory agencies, and obtaining necessary wetland permits and forest approvals.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	New Germany State Park Water/Wastewater Upgrades Garrett County, MD		PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mapped all existing trees to maximize canopy and forest retention in accordance with the Maryland Forest Conservation Act. Assisted in the preparation of the forest conservation plan for a linear wastewater treatment plant access road, including retention, reforestation, and afforestation calculations. Prepared plan set notes addressing ecological restoration of directional drilling access routes. Contributed to the evaluation of specimen tree impacts across alternative design scenarios.				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Shore Acres Road, Arnold Anne Arundel County, MD		PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Conducted forest stand delineation, specimen tree survey, and wetland delineation along the Shore Acres Road right-of-way in accordance with the 1987 Army Corps Wetland Delineation Manual (Atlantic & Gulf Coastal Plain Supplement) and the Maryland Forest Conservation Technical Manual. Prepared supporting documentation for agency review, including the Forest Stand Delineation Plan and Report, and provided coordination with the MD DNR Natural Heritage Program.				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Jabez Tributary 3 Stream Restoration, Anne Arundel County DPW, Bureau of Watershed Protection & Restoration Millersville, MD		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Developed 60% design drawings for 2,600 linear feet of stream to stabilize the channel using valley restoration and regenerative storm conveyance (RSC) methodology. Prepared the grading plan set including construction details, erosion & sediment control, cut and fill quantities, and planting plans in AutoCAD Civil 3D.				
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Magnolia Outfall Retrofit Baltimore County, MD		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Developed design and planting plans for approximately 500 LF of Step Pool Stormwater Conveyance channel.				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
AMY HENNESSEY		SENIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 27	b. WITH CURRENT FIRM 23
15. FIRM NAME AND LOCATION (City and State)					
ENVIRONMENTAL SYSTEMS ANALYSIS, INC. (CROFTON, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS/1997/Biology/University of Maryland at College Park MS/2001/Environmental Science/Johns Hopkins University 2006-2007/Wildland Hydrology/Applied Fluvial Geomorphology/River Morphology & Applications/River Assessment & Monitoring 2007/Anne Arundel County Design and Construction of Coastal Plain Outfalls 2019/Maryland Climate Leadership Academy Courses			State of Maryland Responsible Personnel Certification No. RPC011953 MD DNR MBSS Spring Sampling/Physical Habitat Sampling/Fish Crew Leader Certificates Maryland Stream Restoration Association Member Certificate of Boating Safety Education Heart Saver First Aid, CPR, AED		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Ms. Hennessey is a project manager and senior environmental scientist with over 27 years of experience in watershed assessment, tidal and non-tidal water quality monitoring, and the assessment, restoration design, and monitoring of streams. Ms. Hennessey develops stream restoration design plans using Natural Channel Design (NCD) and step pool storm conveyance (SPSC) techniques. She is experienced in watershed analyses to document sources of erosion, sediment, and pollutants. She develops implementation plans for local jurisdictions to address Stormwater Wasteload Allocations (WLAs) and comply with NPDES MS4 permit and Chesapeake Bay TMDL requirements.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Bull Branch Watershed Assessment and Plan Development, Patapsco Heritage Greenway Baltimore County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2022	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Project Manager and Senior Environmental Scientist. Responsible for watershed-wide approach to identify stormwater treatment Best Management Practices (BMP) and stream restoration opportunities. Identified the degree and extent of problems in the stream corridor. Identified and prioritized stream restoration and BMP retrofit opportunities. Completed geomorphic, functional uplift, and BANCS assessments in stream restoration reaches. Provided quality assurance/quality control for data collection and entry. Prepared report and oversaw the preparation of report graphics. Presented at public meetings. Cost (or Fee): \$115K.				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Naval Air Station Patuxent River (NAS PAX) Gardiner's Run Stream Restoration Survey, Design & Permitting St. Mary's County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			Ongoing	2020 & 2024	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Project Manager and Senior Environmental Scientist. Completed stream assessment, including EPA RBP and MD DNR MBSS habitat assessments, and developed concept and final design plans for 838 linear feet of stream restoration. Compiled and analyzed data for the functional uplift assessment, computed sediment load reductions for potential TMDL credit using the BANCS methods, and prepared the H&H report, which included HEC-RAS models. Performed construction management services to include contractor supervision and preparing and obtaining approval for redline revisions. Design permitted and constructed in two phases to accommodate funding cycles. Cost (or Fee): \$242K.				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	TMDL Implementation Plan for Bacteria and Targeted Site Biological Monitoring for the 2014 Index Period, Anne Arundel County Department of Public Works Anne Arundel County, MD		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
			2017	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm				
	Managed staff for the development of the Bacteria TMDL Implementation Plan for 19 watersheds in Anne Arundel County. Supervised comprehensive literature review, modeling of bacteria loads using Watershed Treatment Model, and cost-benefit analysis to help the County meet their TMDL stormwater waste load allocations as required in the County's NPDES MS4 Permit. Developed project schedules to ensure that all deadlines will be met. Provided quality assurance of field collected data and calculated benthic and habitat metrics to determine stream condition according to the Anne Arundel County's Quality Assurance Project Plan (QAPP). Cost (or Fee): \$112K.				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
WILL SAFFELL		JUNIOR ENVIRONMENTAL SCIENTIST		a. TOTAL 12	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (City and State)					
ENVIRONMENTAL SYSTEMS ANALYSIS, INC. (CROFTON, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS, 2012, Biology and Environmental Science 2022-2023/Wildland Hydrology/Applied Fluvial Geomorphology/River Morphology & Applications			Maryland-Qualified Forest Professional State of Maryland Responsible Personnel Certification No. RPC003571 MD DNR MBSS Spring Sampling/Physical Habitat Sampling/Fish Crew Leader Certificates Confined Space 8 hours (General Industry) Heart Saver First Aid, CPR, AED		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Saffell is an environmental scientist focused on ecological restoration and natural resources management. He specializes in watershed assessments, wetland delineations and mitigation, geomorphic assessments, stream restoration, TMDL credit determination, forestry, FIDS assessments, water quality monitoring, and permitting. He routinely performs wetland delineations and mitigation performance monitoring. He conducts benthic macroinvertebrate and habitat assessments. He is skilled in environmental monitoring and uses a wide variety of tools to determine loadings and assess pollutant removals. He uses monitoring data to evaluate project success and coordinates adaptive management actions, as necessary. He also has experience in stream restoration construction management and has conducted E&S control inspections for NPDES compliance on active construction sites. Responsible for permit acquisition and compliance, proposal preparation, and meetings with clients and regulators.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Galesville Watershed Study, Anne Arundel County, MD, 2023-2024 Anne Arundel County, MD		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
		Project Manager / Environmental Scientist. Performed a watershed study to identify and prioritize potential stormwater and coastal resiliency projects within the 2,435 acre watershed. Conducted a desktop analysis of the watershed. Incorporated community survey data relating to local stormwater, flooding, and water quality concerns. Ranked potential restoration sites using a prioritization matrix. Completed preliminary field and detailed assessments that included site evaluations, recommended design approaches, permitting, site constraints, estimated pollutant reductions, cost estimates, and maintenance requirements. Oversaw development of concept level designs for the highest priority projects. Drafted watershed report.			
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Clarksburg Village, Special Protection Area, BMP Monitoring Montgomery County, MD		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
		Environmental Scientist. Responsible for data collection, analysis, and reporting for a long-term water quality project that monitored environmental responses from a 729-acre development. Monitoring tasks included using ISCO automated samplers to determine loading rates of pollutants of surface waters under baseflow and stormflow conditions and calculating pollutant removal efficiencies of various BMP designs. Additional sampling included measuring continuous and discrete flow and groundwater monitoring. Used YSI data loggers to collect continuous dissolved oxygen and conductivity data, as well as water temperature data. Prepared annual reports.			
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Arundel Gateway Stream Monitoring Anne Arundel County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
		Environmental Scientist. Responsible for long-term spring MBSS sampling and geomorphic assessments at multiple reaches to evaluate construction impacts to local waters. Duties include collection of benthic macroinvertebrates, RBP habitat assessments, cross-section and longitudinal profile surveys, and evaluation of water quality parameters using a YSI water quality probe and surface water sampling. Obtains state collection permits, conducts data analysis, and writes annual reports.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

RESOLUTION 26-61

Attachment 3

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
DAVID KINMAN, PLS		SURVEYOR (LICENSED)		a. TOTAL 32	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (City and State)					
KIM ENGINEERING, LAUREL MD					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
Diploma in Engineering Drafting Technology Maryland Drafting Institute			Professional Land Surveyor (No. 21415)		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
David Kinman has been practicing Land Surveying for more than 30 years throughout the Maryland, Washington, and Baltimore metropolitan areas. He has been involved in projects encompassing a wide range of project types, for both public and private sector clients. Mr. Kinman has concentrated on utilizing modern technology to maintain and maximize survey precision in the production of our surveying documents along with legal document writing and preparation. His participation in the construction administration phase of many of his projects has helped insured the final product, both field and office are performed with a high quality in accordance with the approved design documents. His continued involvement in the total quality management aspect of our projects during field surveying and construction has been instrumental in many projects at the State and County levels.					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
a.	North Keys Community Park Brandywine, Maryland		2020	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Prepared computations and staked out limits of disturbance for grading and construction of pavement, access drive, pedestrian bridge, walkways and stormwater management				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
b.	Montgomery County SWM Retrofit & Stream Restoration Montgomery County, MD		2021	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Professional Land Surveyor responsible for providing topographic and tree surveys for multiple sites to accommodate Watershed Restoration Projects as part of Montgomery County's MS4 Permit.				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
c.	Clearspring Manor Stream Restoration Damascus, MD		2020	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Survey Project Manager for the preparation of a topographic survey (approx. 5 acres) and mapping to include existing storm drain and utilities as marked by Miss Utility. Provided inverts, pipe sizes, pipe material, all structures and stone outfalls within the provided LOD. Also located all trees 24" and greater within 100' of the LOD (approx. 10 acres) as shown or to the adjacent parcel boundaries and identified tree species and size.				
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)	
d.	Whiterock Stream Restoration Howard County, MD		2021	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	As Land Surveyor Mr. Kinman performed topographic and tree surveys as part of the Whiterock Stream Restoration project, including horizontal and vertical controls, stakeout limits of disturbance, stakeout stream centerline, stream rock structures and contours.				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
MOHAMMAD YARZADEH, P.E.		GEOTECHNICAL ENGINEER		a. TOTAL 12	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State)					
KIM ENGINEERING, LAUREL MD					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS Civil Engineering University of Herat 2012			Professional Engineer MD No. 60979		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mohammad Yarzadeh is a licensed Professional Engineer in Maryland with over 12 years of experience in geotechnical engineering, construction management, and materials testing. He holds a B.S. in Civil Engineering from Herat University (2012) and has held roles including Geotechnical Engineer, CMT Project Manager, Construction Manager, and Quality Control Manager across a broad range of public and private sector projects. Mohammad's technical expertise spans subsurface investigations, soil laboratory analysis, infiltration testing, and the development of geotechnical reports with tailored recommendations for foundations, pavements, and stormwater management systems. At Kim Engineering, he has played a key role in major infrastructure initiatives, including wastewater treatment plant upgrades, stadium expansions, park and trail improvements, and university facility additions.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Mattawoman WWTP New Septage Receiving Station La Plata, MD			PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) Various
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
Geotechnical Engineer for the proposed construction of a new Septic Receiving Facility, a new Wet Well, and a Valve Vault within the grounds of the existing Mattawoman Wastewater Plant (MWWP) located at 5310 Hawthorne Rd, La Plata, Charles County, Maryland. Scope included five (5) SPT borings, 3 infiltration borings, laboratory soil analysis, and the production of a geotechnical report with foundation and stormwater management recommendations.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	M&T Bank Stadium Baltimore, MD			PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) Various
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
Senior inspector in the proposed construction of M&T Bank Stadium addition in Baltimore, MD. Scope included special inspections of the production and installation of 90 ft deep micro-piles to support the new additions on the west retail.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Gunner's Lake Local Park, Germantown, MD			PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) Various
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
Geotechnical Engineer for the proposed renovation of the existing park with improvements to the existing facilities and construction of a new playground and outdoor fitness area, a prefabricated picnic pavilion, parking lots, 6 feet wide pedestrian loop and other park related structures. Scope included the drilling of eight (8) SPT borings, including four (4) in-situ infiltration test, laboratory testing, and preparation of the geotechnical engineering report with paving and stormwater management recommendations.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Towson University Field House Additions Towson, MD			PROFESSIONAL SERVICES 2025	CONSTRUCTION (If Applicable) Various
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
Geotechnical Engineer in the proposed renovation of the Towson University Field House to accommodate the growth of the Towson Athletics Programs and Academic Achievement Center. Scope included drilling of two (2) soil borings around the perimeter of the existing building to investigate the soil conditions, Dynamic Cone Penetrometer (DCP) test at the existing footing location to further evaluate the bearing capacity of the in situ soil.					

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
FARA JAWARA		PROJECT INSPECTOR		a. TOTAL 27	b. WITH CURRENT FIRM 10
15. FIRM NAME AND LOCATION (City and State)					
KIM ENGINEERING (LAUREL, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
Meridian Construction Project Management – Certified Project Manager 7 for Construction & Design Engineering Consulting Services – Certified Plans and Specifications B.S.			WACEL – Concrete Level I-III, Fire-Proofing Level I, ASCE, Nuclear Density Gauge, AWCI – Certified EIFS Exterior, Insulation & Wall Finish Systems, NDT – Certified Windsor Concrete Probe		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Fara Jawara has worked in the Construction Industry for over 15 years. In 1997, Fara was Construction Engineer with Engineering Consulting Services in Hanover MD. In 2001, he served as Project Manager for CTI Consultants, Inc in Rockville MD and in 2003, as Asst. Project Manager with WCS Construction LLC in Washington, DC and in 2009, as Project Manager for the First Step EOZ Inc in Alexandria, VA. Fara has worked on and was instrumental in the successful completion of the New American Red Cross HQ in Washington DC, the IKEA Flagship Superstore at College Park, Maryland and most recently the National Historic Registered Building Renovation and Retrofit of the Tremont Grand in Baltimore, Maryland. He studied Geotechnical Engineering at the University Of New York at Stony Brook and is certified by the Washington D.C, Area Council of Engineering Laboratories and the American Society of Certified Engineering Technologists. He also has a Construction Project Management Professional Certification and certified by OSHA in Occupational Safety and Health in Construction.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Swann Road Street Improvements Prince George's County, MD		PROFESSIONAL SERVICES N/A	CONSTRUCTION (If Applicable) 2018	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project Manager for the Swann Road project that extends from Silver Hill Road to Dianna Drive. Improvements included safety accommodations for pedestrian, vehicular, transit, and bicyclist transportation. Services included soil, concrete, and asphalt testing for stormwater management facilities, sidewalks, roadways and bicycle lane.				
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Edmonston Road Street Improvements Prince George's County, MD		PROFESSIONAL SERVICES N/A	CONSTRUCTION (If Applicable) 2018	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project manager of the 3rd party material testing & inspections services for the main residential street rehabilitation into a fully environmentally responsible street. The project utilized best sustainability practices from across the country from tree canopy overhead to the underground storm water system. Services provided included soil testing, concrete testing, asphalt testing, and SWM observation.				
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	UMCP Cole Field House Indoor Practice Facility Prince George's County, MD		PROFESSIONAL SERVICES N/A	CONSTRUCTION (If Applicable) 2019	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Served as the project manager of the 3rd Party Testing & Inspection services for the \$155 million renovation and conversion of the former basketball arena to the new indoor practice facility. Inspection services entailed: soil testing, concrete testing, asphalt testing, compaction testing, structural steel inspections, masonry prism testing, and report production/submission on a timely basis.				
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	UMCP St. Johns Teaching and Learning Center Prince George's County, MD		PROFESSIONAL SERVICES N/A	CONSTRUCTION (If Applicable) 2017	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Project manager responsible for the Material Testing & Inspections services for the 27,600 square-foot renovation and construction of the new 155,400 gsf classroom addition. Inspections included: fireproofing, structural steel, soil, concrete, masonry, mechanical welds, asphalt, and intumescent fireproofing.				
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Eugene Burroughs Middle School Conversion Prince George's County, MD		PROFESSIONAL SERVICES N/A	CONSTRUCTION (If Applicable) 2017	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Senior project manager responsible for overseeing the 3rd party material testing inspection services for the 126,286 square foot renovation and 1,875 square foot addition conducted under the Prince George's County Special Inspections program. Inspections included soil testing, SWM inspections. MEP inspections, structural steel inspections, and concrete/masonry inspections.				

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
BRANDON FRITZ, PE		CIVIL ENGINEER		a. TOTAL 19	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION (City and State)					
KIM ENGINEERING (ROCKVILLE, MD)					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION		
BS / Civil Engineering			Maryland PE #26286		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Mr. Fritz has 21 years of experience in the design and management of land development infrastructure projects including planning, engineering, utility design, roadway design, hydrologic and hydraulic analyses, site planning, feasibility studies, sediment control, and stormwater management. He has performed work on both public transportation and private projects. His breadth of experience provides him a comprehensive perspective in handling the unique challenges that often arise in complex projects. He has a successful track record as a Project Manager for numerous large fast paced projects.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Columbia Local Park Montgomery County, MD		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Managed the preparation of the stormwater management and erosion and sediment control plans for the park renovation. The proposed design for the renovation included the conversion of the dilapidated tennis courts into a small and large dog park, pickleball courts, tennis court, soccer court, and shade structures.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Armistead Gardens PK-8 Baltimore City, Maryland		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Managed the civil design for the 91,820 gsf addition and 63,105 gsf renovation of the existing school. Led the design team in creating the construction documents for the infrastructure work of the 9-acre site. The plans included are site and grading, stormwater management, erosion and sediment control, storm drain, water, sewer, and pavement and striping.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	EcoGrads Multifamily Prince George's County, MD		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Managed the preparation of the stormwater management and erosion and sediment control concept plans for the 7-story building with 2 levels of structured parking. The proposed construction consists of 123 multifamily dwellings and 2,314 square feet of commercial/retail.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Jessup Correctional Facility - Maryland Department of Correctional Services Jessup, Maryland		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) 2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
Kim Engineering prepared the plans for the electrical facility upgrade for the entire site which included the Stormwater Management and Sediment Control Plans, Natural Resource Inventory/Forest Stand Delineation and Forest Conservation Plan. Jessup Correctional Facility is a 600 acre facility in Jessup Maryland, owned by the State of Maryland.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Norbourne Property Prince George's County, Maryland		PROFESSIONAL SERVICES 2011	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☐ Check if project performed with current firm		
Designed the Grade Establishment Plans, Storm Drain and Paving Plans, and Stormwater Management Plans for the development. In addition, designed the road widening improvements along Woodyard Road, MD 223 for site access.					

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)

20. EXAMPLE PROJECT KEY NUMBER

1

20. TITLE AND LOCATION (City and State)

**Environmental Design and Permitting Services,
MDOT SHA (BCS 2012-03G), Statewide, MD**

21. YEAR COMPLETED

PROFESSIONAL SERVICES

2020

CONSTRUCTION (If applicable)

Various

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Maryland Dept. of Transportation State
Highway Administration
(MDOT SHA)

b. POINT OF CONTACT NAME

Mr. Ryan Cole
Chief, Water Programs
Division

c. POINT OF CONTACT TELEPHONE NUMBER

410.545.8567
rcole@mdot.maryland.gov

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

\$2,650,000 (fee)

Century provided various restoration, environmental, and water resource engineering services for multiple project types to support compliance with SHA's NPDES MS4 permit and impervious area / TMDL restoration requirements. Completed project assignments include:

- **Wetland Delineation and Joint Permit Application permitting services for maintenance activities in Districts 1, 2, 4, and 7.** Services included visiting sites and performing wetland/WUS delineations, GPS locating boundaries, and developing wetland delineation reports, preparation of JPA packages including impact plates, and coordinating with EPD and District Maintenance RMEs.
- **Access Permit Research for Redevelopment Credit.** Review data records of Access Permits to determine which projects resulted in reconstructed impervious area within SHA ROW and accounted for that area by compiling a geodatabase and supporting documents as allowed in the MDE Accounting for Stormwater Wasteload and Impervious Acres Treated (August 2014) guidance. Performed cursory review of 800 AP projects and detailed review of 200 AP projects. Identified data records were georeferenced and impervious areas were digitized and attribute tables developed for each impervious shapefile. Provided SHA was the updated geodatabase and tracking spreadsheet.
- **TMDL Pre-Construction Sediment Monitoring.** Performed erosion estimates, measured sediment nutrient concentrations, and computed TMDL crediting per the Recommendations of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects (Schueler and Stack 2014) and per the MDOT SHA Alternative Headwater Channel and Outfall Crediting Protocol (2018) for nine stream restoration projects. Services included site investigations to estimate erosion rates using a modified Bank Assessment for Non-Point Consequences of Sediment (BANCS) by performing Bank Erosion Hazard Index (BEHI) and Near Bank Stress analyses using the North Carolina regional curves. BEHI assessment reaches were documented using hand-held GPS units. Soil samples were sent to a lab for evaluation of Total Nitrogen (Elemental Combustion Analysis) and Total Phosphorus (EPA 3051) concentrations. Bulk Density samples were also taken following the methodology outlined in Chapter 4 of NRCS' "Soil Quality Test Kit Guide". Using this method, a known volume of unconsolidated soil was collected from select banks; dried samples were sent to a soil testing lab to determine bulk density. Based on the results of the lab analyses, calculations were made to estimate sediment loading rates and corresponding nutrient load (N and P) reductions.
- **MD 210 Post-Construction Monitoring.** Provided post-construction monitoring for the MD 210 Outfall project for Years 1, 2, and 3 for four sites (1, 2, 3, and 8). Services included review of permit requirements for post-construction monitoring and as-built review. Provided physical monitoring including cross-section and longitudinal profiles, vegetation monitoring, Rapid Bioassessment Protocols (RBP) for habitats assessment, photo documentation, preparation of annual monitoring reports, and attended on-site field meeting with EPD in Years 1 and 3.
- **New BMP Final Design in Frederick County.** Prepared contract documents for 12 new BMPs including grass swales, bioswales, bioretention and grass swales. Provided the stormwater management, ESC, drainage, MOT, topographic survey, ROW mosaic/work maps, and geotechnical boring stakeout/coordination. Performed permitting/natural resource assessment activities including wetland delineations and memo preparation, general forest characterization, tree/forest impact assessment. Performed NPDES MS4/TMDL impervious area restoration/pollutant reduction computations. Prepared construction documents including plans, specifications, estimate, as well as facilitating permit approvals. Provided construction phase services (addressing contractor RFIs, bid tabulation review, preparing addendums and red/green line revisions) and stormwater management as-built certification submittal support.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Century Engineering, LLC	Hunt Valley, MD	Prime/Joint Venture Offeror

F. ServiceEXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)</i>		20. EARLIEST PROJECT KEY NUMBER 2		
21. TITLE AND LOCATION (City and State) Planning, Preliminary, and Final Engineering Design and Construction Management Services, MDOT SHA (BCS 2011-09B), Statewide, MD		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2020</td> <td>CONSTRUCTION (if applicable) Various</td> </tr> </table>	PROFESSIONAL SERVICES 2020	CONSTRUCTION (if applicable) Various
PROFESSIONAL SERVICES 2020	CONSTRUCTION (if applicable) Various			
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER Maryland Dept. of Transportation State Highway Administration	b. POINT OF CONTACT NAME Mr. Eric Marabello, PE Director, Office of Highway Development	c. POINT OF CONTACT TELEPHONE NUMBER 410.545.8770 emarabello@mdot.maryland.gov		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)				

\$20,000,000 Fee

Century Engineering, LLC (Century) provided comprehensive engineering services for the SHA Office of Highway Development (OHD) for new construction, reconstruction, and rehabilitation projects including preliminary engineering, feasibility/concept design, environmental planning/NEPA, final highway and structural design, pedestrian and bicycle facility design, site layout and design, hydrology and hydraulics (H/H) design, stormwater management (SWM), erosion and sediment control (ESC), permitting, NPDES MS4/TMDL compliance, traffic engineering, traffic control device design, maintenance-of-traffic (MOT), landscape architecture, topographic/photogrammetrical/lidar surveying, subsurface utility engineering (SUE), geotechnical engineering, right-of-way (ROW) plat development, value engineering, construction phase engineering, construction management, and construction inspection. Completed project assignments include:

HHD Embankment Hydraulic Classification - Century performed hydraulic evaluation of 18 pond embankments, including simplified and standard dam breach analyses, and 1-dimensional and 2-dimensional hydraulic modeling utilizing HEC-RAS; conducted background research, review of record drawings; performed field investigations; and determined hazard classification of the embankments and prepared reports for each pond. Century assisted SHA in gaining concurrence on the hazard classification from SHA-PRD, MDE Plan Review Divisions, and MDE Dam Safety Division. Century updated SHA's database with classification data after receiving final approvals and concurrences with hazard classification.

SWM and Drainage Asset Summaries and Routine Maintenance Manuals - Century developed manuals for all maintenance shops statewide to inform SHA maintenance personnel on the quantity, locations, and types of SWM facilities under their responsibility; to provide concise and consolidated guidance on routine and preventative maintenance actions for the wide range of SWM facility types; and to provide solutions for addressing commonly occurring minor maintenance issues. Century developed over 3500 maps and indices identifying the locations and types of all SWM facilities in each maintenance shop's area of responsibility. Prepared schematic drawings of various BMP types and maintenance guidance, including scheduling, based on BMP type. Assignment involved significant coordination and training of maintenance personnel.

TMDL Stream Restoration Management and Support - Century assisted SHA with implementation of its Chesapeake Bay TMDL Implementation Plan by providing Stream Restoration Contract Management, program support, and project management support. Multiple Century staff served as project manager and support staff for TMDL stream and outfall restoration projects and other planning and implementation tasks. Century attended field and design team meetings; coordinated with local, state and federal regulatory agencies; performed overall project management including navigating the project development and permitting milestone process, and ensured schedule compliance; conducted landowner coordination; performed site screening, selection and prioritization for potential TMDL restoration sites; provided natural resource inventories; worked with construction personnel throughout the construction phase; and conducted/oversaw TMDL monitoring studies to track project success.

SWM BMP Site Assessment and Remediation Work Orders. Performed site assessment and preparation of maintenance work orders and permitting for 100 stormwater management (SWM) BMPs across the state of Maryland. Work orders included a text report for each site, a work order punch list to be provided to the contractor performing the work, and an estimate of the construction items and quantities required to complete the work. Engineer's Estimates were calculated multiple ways (standard MDOT SHA pay items, and Time and Materials) depending on which on-call contract was to be utilized. Construction phase services included responding to contractor RFIs.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, Maryland	(3) ROLE Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

RESOLUTION PROJECT
KEY NUMBER
Attachment 3

21. TITLE AND LOCATION (City and State) Preliminary and Final Engineering Design and Construction Management, Statewide, MDOT SHA (BCS 2015-05E), Statewide, MD	22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (if applicable) Various
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23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Maryland Dept. of Transportation State Highway Administration	b. POINT OF CONTACT NAME Mr. Eric Marabello, PE Director, Office of Highway Development	c. POINT OF CONTACT TELEPHONE NUMBER 410.545.8770 emarabello@mdot.maryland.gov
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Fee: \$20,000,000

Century Engineering, LLC (Century) and our JV partner provided comprehensive engineering services for the Maryland State Highway Administration (SHA) for various new construction, reconstruction, and rehabilitation projects, including preliminary engineering, feasibility/concept design, environmental planning/NEPA, final highway, design, hydrology and hydraulics (H/H) design, stormwater management (SWM), erosion and sediment control (ESC), permitting, NPDES MS4/TMDL compliance, and asset management. Completed project assignments include:

SWM Asset Inventory and Inspections in Anne Arundel, Calvert, Charles, St. Mary's, and Wicomico County – The JV (including MBE/DBE partners) performed SWM, storm drain and outfall inventory, inspection, and GIS updates for 972 SWM BMPs, 683 conveyances, and 318 drainage structures/outfalls. The task involved significant field work mapping existing infrastructure with GPS, performing inspections to determine conditions, identification of deficiencies and recommending remedial activities. The JV coordinated lane-closure permits and traffic control for field work through District 5. Following the field work, the JV performed the post-field office processing and QA/QC per the NPDES Standard Procedures Manual protocols. The JV also performed GIS updates to MDOT SHA's geodatabase utilizing the ArcGIS Online field application (Collector and Survey123) and desktop application.

SWM Operations and Maintenance Applications – Century prepared revised manuals for all SHA maintenance shops statewide to inform maintenance personnel on quantity, locations, and types of SWM facilities under their responsibility; to provide concise guidance on routine and preventative maintenance actions for the wide range of SWM facility types; and to provide solutions for addressing commonly occurring minor maintenance issues. Century developed over 3500 maps and indices identifying the locations and types of all SWM facilities in each maintenance shop's area of responsibility. Also prepared schematic drawings of BMP types and maintenance guidance/frequency based on BMP type. The assignment involved significant coordination with District maintenance personnel. Century also assisted in the development of field applications, including a GIS tool and Wiki format of the manuals.

Outfall Stabilization and Restoration in Anne Arundel County - This project consists of developing stabilization measures for thirteen (13) existing eroded storm drain outfalls, including replacement of associated drainage structures and pipes, as needed, located in Anne Arundel County. Preliminary Investigation (PI) Design was completed by Century Engineering under a separate contract. Plan Review Division (PRD) Concept approval and Site Development comments were received. Under this task, Century progressed the design through Semi-Final, Final and Plans, Specifications and Estimate (PS&E) design milestones, advertisement phase services, permitting approvals and included Maryland Department of Transportation State Highway Administration (MDOT SHA) project management assistance.

SWM As-Built Certification Reviews – Century performed reviews of SWM As-Built Certification packages for SHA projects. Century confirmed construction completion and documentation was in compliance with approved contract documents (plans, specifications), approved SWM report and MD Pond Code 378 requirements. This included the review of material test results (bioretention soil mix, clay for impervious core/cutoff trench), compaction test results, and landscape installation certifications. Projects involved wide range of SWM practices including microscale ESD facilities (Micro-bioretention, Bioswales, Grass Swales, Wet Swales, Submerged Gravel Wetlands), MDE SWM Manual Chapter 3 Filtration Practices and Small Ponds. Century facilitated structural approvals through SHA-PRD and MDE-PRD and prepared final acceptance for contractors. Reviewed over 500 as-built submissions involving over 1200 SWM BMPs.

Embankment Hydraulic Classification – Century performed hydraulic evaluation of 11 pond embankments, including simplified and standard dam breach analyses, and 1-dimensional and 2-dimensional hydraulic modeling utilizing HEC-RAS; reviewed record drawings/performed field investigations; determined hazard classification; and prepared reports. Assisted SHA in gaining concurrence on the hazard classification from SHA-PRD, MDE Plan Review Divisions, and MDE Dam Safety Division.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, Maryland	(3) ROLE Prime – Joint Venture Partner
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATES PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**20. EXAMPLE OF PROJECT KEY NUMBER****4***Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section f for each project.)***21. TITLE AND LOCATION (City and State)****NPDES Services, Statewide, Maryland, MDOT SHA (BCS 2010-12B)****22. YEAR COMPLETED**

PROFESSIONAL SERVICES

2020

CONSTRUCTION (If applicable)

Various

23. PROJECT OWNER'S INFORMATION**a. PROJECT OWNER**Maryland Dept. of Transportation
State Highway Administration**b. POINT OF CONTACT NAME**

Mr. Ryan Cole

c. POINT OF CONTACT TELEPHONE NUMBER

410.545.8567

rcole@mdot.maryland.gov

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**\$1,922,200 (fee)**

Century Engineering, LLC (Century) provided various restoration, environmental, landscape architecture and water resource engineering services for multiple project types to support compliance with MDOT SHA's NPDES permit and impervious area / TMDL restoration requirements including:

Completed project assignments include:

Israel Creek at MD 550 Stream Restoration. Provided assessment, design, and permitting services for the restoration of Israel Creek at MD 550. Project limits include Israel Creek (5,560 LF), Dorcas Branch (315 LF) and an Unnamed Tributary (280 LF). Services included geomorphic survey, BANCS assessment, functional uplift analysis, hydrologic analysis, 2-D hydraulic modeling, SWM alternatives analysis, construction document preparation (plans, specifications, and estimate) and construction phase services. The design approach focused on eliminating the effects of channel entrenchment by excavating a floodplain near the elevation of the existing channel invert to lower bank heights and allow for frequent interaction of flows with the floodplain. The design improved water quality by reducing bank erosion, increasing nutrient uptake within the vegetated floodplain, and enhancing the hyporheic zone, allowing for greater nutrient processing as a result of rooting depth extending into the groundwater and stream's baseflow.

TMDL New SWM BMP Site Search and Final Design in Washington County. Provided final design of thirteen new BMPs in Washington County, to provide treatment of SHA owned impervious area to help meet the pollutant removal requirements of SHA's NPDES MS4 permit. We provided watershed site search desktop analysis (200 BMP sites), field investigation (64 BMPs), and concept design (20 BMPs). Century prepared final construction documents for 13 BMPs, including plans, specifications, estimate, as well as permit applications and approvals. Desktop Analysis: Reviewed GIS data including utilities, right-of-way, land use/land cover, soils, geology (Karst), topography, and aerial imagery. Used ArcMap to analyze the specific study areas to determine BMP feasibility, site constraints and footprints. Field Investigation: Performed a detailed evaluation of BMP site feasibility and document site features such as utilities, environmental features (wetlands, waters of the US, forest stand/trees), and drainage patterns. Sites were ranked based on maximizing treatment and feasibility of permitting and construction. Ranking considered major items such as utility conflicts, environmental features, additional construction needs, and public concerns. Concept Design: The top 20 potential BMP locations were taken to concept design (grading, BMP type and size) and pollutant reductions computed per Recommendations of the Expert Panel to Define Removal Rates for Urban Stormwater Retrofit Projects and MDE's Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated. Final Design: Prepared contract documents for 13 new BMPs including grass swales, bioswales, and submerged gravel wetlands. Provided the stormwater management, ESC, drainage, MOT, and electric utility relocation design, topographic survey, ROW mosaic and work map development. Century performed permitting/natural resource assessment activities including wetland delineations and memo preparation, general forest characterization, tree/forest impact assessment. Coordination included tree impacts to Indiana Bat habitat within project limits.

Montgomery County Outfall Group 1A. Provided restoration concept development (13 Outfalls) including development of assessment protocol, field assessments, concept design and prioritization for final design. hydrologic and hydraulic analyses, PRD concept development submittal.

Inventory and Inspections of Drainage and Stormwater Management Assets in Calvert and Charles Counties. SWM Asset Inventory, Inspection and GIS Updates for 1,374 BMPs in Calvert, Charles, and Prince George's County. Extensive field work performing Source Identification inventory updates, condition assessments using SHA NPDES SPM Protocols and tablets with mapping and SHA's NPDES SWMFAC Inspection Tool on ArcCollector and Survey 123. Century post-processed field collected data and provided remedial recommendations for structural and landscape features.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**a. (1) FIRM NAME****Century Engineering, LLC****(2) FIRM LOCATION (City and State)****Hunt Valley, MD****(3) ROLE****Prime/Joint Venture Offeror**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		24. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION (City and State) Comprehensive Engineering Services, MDTA (AE-3042-0000) Statewide, MD	22. YEAR COMPLETED PROFESSIONAL SERVICES: 2023 CONSTRUCTION (if applicable): Various	
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Maryland Transportation Authority MDTA	b. POINT OF CONTACT NAME Mr. James Harkness, Chief Engineer	c. POINT OF CONTACT TELEPHONE NUMBER 410.537.7873 jharkness@mdta.state.md.us

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Fee: \$1,617,500

Century Engineering, LLC (Century) is performing a wide range of planning, preliminary engineering, and final design services including program/project management and technical review services for stormwater permitting, compliance and remedial programs to support compliance with MDTA's NPDES MS 4 Phase II permit.

Completed project assignments include:

Stormwater and Drainage Remediation Program Support, Statewide, MD: Century provided ongoing support for the MDTA OEC Environmental Division's Stormwater and Drainage Remediation Program, which maintains and remediates existing MDTA stormwater infrastructure including storm drain systems, outfalls, slopes, and ditches. We provided program management including management of design consultants, program budget, oversight of remediation design projects, environmental permitting, discipline coordination, work prioritization, oversight and tracking for stormwater and drainage remediation on-call construction contracts, construction coordination, and emergency response/post-large storm assessments. Performed remediation designs, site assessments, assessment/recommendation reports, remediation work orders, H/H analysis, preparation of contract documents (estimates and task order packages), and coordination for hazardous materials and health and safety plans. We developed drainage inspection protocols, provided GIS support, and performed storm drain outfall inspections, including water quality sampling for IDDE, and SWM BMP inspection and design. Prepared on-call construction contracts for stormwater and drainage remediation including IFB development and project delivery activities, wage rates, schedule of prices, pre-bid meetings for MA2803, MR3007, MR3017, and MR3030. Presented Lunch & Learn to structure remedial staff on H&H requirements, implications of structural remediation activities, and the role of the Stormwater and Drainage Remediation Program.

Project Review Support, Statewide, MD: Century provided peer reviews and expedited MDE SWM/ESC reviews for MDTA projects including I-95 ETL NB from MD 43 to South of MD 152 (KH3009), I-95 ETL NB Noise Wall Along SB I-95 S. of Calvary Road (KH3031), and Small Drainage System Preservation. Completed MDE SWM/ESC reviews for compliance with the MDE SWM/ESC Guidelines and Manual. Performed over the shoulder design reviews, reviewed Contractor RFIs and conceptual changes, and facilitated final/modification approvals. Also performed peer reviews prior to MDE Dam Safety Division submission providing compliance with MDE SWM/ESC and Dam Safety requirements (dam breach analyses, hazard classifications, and Emergency Action Plans).

I-95 ETL NB, Noise Wall – I-95/MD 24 Woodside, Harford County, MD: Century provided management, design, and contract document preparation on KH3030 for construction of noise wall along ramp from SB I-95 to NB MD 24. The design minimized the wall height and cost; considered future I-95 SB ETL project; avoided utility impacts; and eliminated the need for retaining walls. Century is responsible for the design of the noise wall and special headwall structures; drainage; SWM (grass swales) and ESC; culvert extension; embankment analysis; environmental permitting (RTP, JPA, Tier II); and the supervision of subconsultants that provided the noise study, landscaping design, MOT, and utility location services. Century also incorporated utility plans for the rehabilitation/relocation of a Harford County water main into the contract documents.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, Maryland	(3) ROLE Prime/Joint Venture Offeror

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION (City and State) Howard County Stormwater and Watershed Management Evaluation and Design Services, Howard County, MD		22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Howard County Department of Public Works	b. POINT OF CONTACT NAME Mr. Mark Richmond, Chief Storm Water Management Division	c. POINT OF CONTACT TELEPHONE NUMBER 410.313.6413 msrichmond@howardcountymd.gov
23. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

\$4,961,722 Fee

Century Engineering, LLC (Century) is providing a wide range of services including: NPDES, water resources, stormwater management, stream restoration, permitting, public involvement, construction inspection, monitoring, and related support services for Howard County's NPDES permit and Imperious Area/TMDL restoration requirements. A summary of the services Century has provided includes: BMP assessments, major repairs, and retrofit designs for water quality TMDL pollutant load credits; dam breach analyses (HEC-1, PMP), hazard assessments, and emergency action plans; H/H modeling including HEC-RAS 2D; drainage complaint investigations, drainage system improvements; stream assessments and restoration designs; erosion and sediment control; natural resource investigations and forest stand delineations (NRI/FSD) including wetlands and Waters of US delineations and jurisdictional determinations; permitting services including Joint Permit Applications, Forest Conservation Plans, Howard County Planning and Zoning Department, and Howard Soil Conservation District approvals; design of environmental landscaping, BMP planting and wetland planting plans; preparation of construction documents (plans, specifications, estimates); public meetings; design support services (surveys, right-of-way, geotechnical, utility designation coordination, utility relocation design, traffic control plans); construction inspection services (on-site inspections, RFIs, shop drawing reviews, final inspections, close out, as-built certifications); and post-construction monitoring. Completed project assignments include:

Wilde Lake High School SWM Retrofit - Century assessed the high school and middle school sites and developed options for SWM retrofits to provide water quality management (WQv) including: hydrology and hydraulic computations, BMP sizing, plans, and cost estimates. The County selected a retrofit option for the 23-acre high school site which has 50% impervious cover. Century developed construction documents (plans, specifications, estimate) for a large underground filtering BMP consisting of flow splitters, extensive underground storage via a series of 96" CMPs, venting system, proprietary Storm Filter system, and Jellyfish structures for pre-treatment. Century addressed natural resources investigation and forest stand delineation, including wetlands and Waters of the U.S. delineation, and coordination with MDHR, USFWS, and MHT for RTE and historic resources. Related services included structural design, surveys, geotechnical, and utility coordination. Final design was completed on an aggressive fast-track schedule so construction could occur during the summer. Century provided construction phase services including responding to requests for information, shop drawing reviews, construction inspection and documentation; as-built surveys, and as-built certification.

Deep Earth Lane SWM Retrofit - Century developed retrofits for two adjacent SWM BMPs – one BMP is a public facility serving Long Reach High School, the second private facility serves the Village of Long Reach. These BMPs are connected and each BMP has a control structure which ties into a common storm drain system downstream. Century evaluated original design plans and developed hydrology/hydraulic computations to define operating conditions and level of management provided for the complex SWM conditions and related storm drain systems. Century prepared retrofit plans, SWM report/computations, and cost estimate for these BMPs to provide WQv and CPv toward the County NPDES goals. Century addressed dam breach analysis and a reach hazard assessment. Century addressed natural resources investigation and forest stand delineation including wetlands and Waters of the U.S. delineation, and coordination with MDHR, USFWS, and MHT for RTE and historic resources. Century provided construction phase services including responding to RFIs, shop drawing reviews, construction inspection, as-built surveys, and as-built certification.

Cherrytree Farm SWM Pond and Stream Stabilization - Century assisted Howard County with the restoration of a tributary to Rocky Gorge Reservoir and the retrofit of an adjacent stormwater management pond retrofit in Laurel. The project area consisted of approximately 1,200 linear feet of stream restoration through a narrow (20–60-foot width), relatively steep (3%–5%) stream valley. The stormwater management facility was designed to meet Pond-378 requirements. Services included site assessments to evaluate design alternatives, stream restoration design, preparation of construction documents, and permitting services such as natural resources inventory, preparation of Joint Permit Application (JPA), and RTE coordination. Century also provided construction phase services including contractor submittal and RFI reviews and construction oversight. Century also provided post-construction monitoring for Years 1, 3, and 5 under separate tasks.

24. FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, MD	(3) ROLE Prime/Joint Venture Offeror

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION (City and State) On-Call Watershed and Stream Restoration Assessment, Design and Monitoring, Baltimore County, MD		22. YEAR COMPLETED PROFESSIONAL SERVICES 2024 CONSTRUCTION (if applicable) Various
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Baltimore County Department of Environmental Protection and Sustainability (DEPS)	b. POINT OF CONTACT NAME Mr. Robert Ryan, Environmental Scientist	c. POINT OF CONTACT TELEPHONE NUMBER 410.887.4927 rryan@baltimorecountymd.gov
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

Fee: \$665,155

Century Engineering, LLC (Century) and its Joint Venture (JV) partner provided watershed and stream restoration assessment, design, and monitoring services to Baltimore County DEPS including developing environmental and engineering studies, designs, and reports for various integrated stream restoration and upland water quality projects to support the County's NPDES MS 4 permit requirements. Additional services include post-design consulting, construction management, and pre- and post-construction monitoring, pollutant load reduction calculations. Restoration approaches applied adaptive natural channel design principles and fluvial geomorphological principles in conjunction with hydrologic and hydraulic engineering, bio-engineering, and other aquatic and terrestrial habitat considerations to create stable, ecologically functioning waterway systems. Completed project assignments include:

Kelly Branch Stream Restoration and Wetland Creation: Project included the assessment and restoration design of 3,400 linear feet of stream channel, and the creation of adjacent wetlands. Under the existing conditions, the channel experienced active erosion, lateral migration, fish blockages, channel over-widening, exposed utility lines, and lacked a riparian buffer. Services provided included: site assessments to evaluate restoration opportunities; stream assessment and restoration design for water quality and NPDES credit; preparation of construction documents (plans, specifications, estimates); environmental landscaping; natural resource investigations/forest stand delineations (NRI/FSD) including wetland and waters of U.S. and jurisdictional determinations; permitting services including State/Federal Joint Permit Applications, SHA Access Permits, MD DNR Roadside Tree Permits, Forest Conservation compliance, and Baltimore Soil Conservation District approvals; surveys and plats; construction phase services including on-site inspection/reporting, RFI response, and close out; post-construction monitoring; and stream bank sediment sampling to determine bulk density and nutrient (Nitrogen and Total Phosphorus) content. Century conducted geomorphic assessments, identified the bank full discharge, located significant stream and valley features with GPS, completed a Natural Resource Inventory (NRI), performed wetland and Forest Stand Delineations (FSD), conducted pebble counts to assess sediment transport, calculated width/depth ratio, channel slope, and entrenchment ratios, and examined historical aerial photographs to describe current and past fluvial geomorphic processes. Century determined existing/ultimate discharges utilizing GIS Hydro and TR-20. Peak discharges were then used in HEC-RAS to determine the existing and proposed hydraulic conditions. A Natural Channel Design (NCD) was undertaken to create a stable baseflow habitat channel that would provide sediment transport, while constructed benches adjacent to the stream channel provide flood relief during elevated storm events. Proposed floodplain benches achieved a bank height ratio of 1.0, allowing DEPS to take advantage of both expert panel Protocols 1 and 2. Design submittal packages including 15%, 30%, 60%, and 100% that included design reports, plans, specifications, and cost estimates were completed. ESC and FCP were developed and approved by the County Soil Conservation District. MDE and USACE permits were obtained through the JPA process. Century worked with the County to develop community handouts and attended community meetings to address owner concerns. Century provided a designated environmental specialist and construction oversight services. These services included: material clearance/approval; communicating regularly with the client and inspector; providing photo documentation and weekly reports of construction progress; and attending bi-weekly progress meetings. Century also conducted both pre- and post-construction monitoring including biological sampling, longitudinal and cross-section surveys, and as-built review.

Roland Run at Thornton Road Stream Restoration: Century assisted DEPS in the assessment, design, permitting, bidding, and construction services for the restoration of 600 feet of Roland Run and 680 feet of an associated tributary in Essex Farm Park, Towson that provides a stable, ecologically-functional stream and riparian system. We are currently providing post-construction monitoring. Roland Run is a 2nd order stream with a watershed that has been significantly altered over the last several decades resulting in a highly impervious landscape with a flashy flow regime and high peak discharges. To provide safe conveyance of the elevated flows while remaining within the narrow urban park corridor, a combination of natural channel design (NCD) and floodplain reconnection was designed to provide stable grade control while alleviating stress within the channel. The objective of the project was to reduce sediment and nutrient loadings and to provide water quality improvements to meet the County's nutrient reduction and impervious area treatment goals.

25. FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, MD	(3) ROLE Prime/Joint Venture Offeror

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8
21. TITLE AND LOCATION (City and State) Civil Engineering, Environmental Engineering and Construction Management and Inspection Services, Prince George's County, MD		22. YEAR COMPLETED PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if applicable): Various
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Prince George's County Department of the Environment	b. POINT OF CONTACT NAME Ms. Joanna Smith, PE, Assistant Director, Office of Storm Drain Maintenance	c. POINT OF CONTACT TELEPHONE NUMBER 443.689.2573 jmsmith@co.pg.md.us
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

Fee: \$2,650,000

Century Engineering, LLC (Century) provided various assessment, restoration, environmental, and water resource engineering services for multiple project types to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements. Completed project assignments include:

Patuxent River Watershed Assessment: Century provided an assessment for a 205 sq. mi. watershed including desktop evaluation/site identification, field assessment and concept restoration design and cost estimates for 16 stream and outfall sites. Based on results from the concepts, the County has tasked Century with final design and permitting of 8 of the sites for a total of approximately 21,000 liner feet.

Henson Creek Watershed Study: Century provided an assessment for a 25 sq. mi. watershed including desktop evaluation/site identification for stream, outfall, and stormwater BMP new/retrofit opportunities. Field verified 20 stream and outfall sites and 7 BMP sites and are currently developing concept plans and cost estimates for 5 sites stream and outfall sites and 2 BMP sites.

University Boulevard NPDES SWM Retrofits: Century provided evaluation/design of SWM LID retrofits along University Boulevard for pollutant load reduction for NPDES permit credits. Services included desktop analysis using GIS and aerial imagery to identify potential LID retrofit locations; evaluation of drainage areas, soils, and existing impervious areas; field investigations to assess site constraints, drainage systems, utilities, safety, aesthetics, access, and natural resources; and H&H analyses of storm drain system, proposed splitter structure, principal spillway, and floodplain considerations. Century provided support for public meetings, presentation materials, and coordination with stakeholders including parks, utility owners, community association and adjacent residents, and MDOT SHA. Century prepared construction documents (plans, specifications, cost estimates), and coordinated wetland/forest conservation approvals.

Bear Branch Stream Restoration: Century provided assessment, restoration design, and permitting for approximately 3,438 LF of Bear Branch and associated tributaries in Laurel. Bear Branch is a second order stream with a drainage area of 1.8 sq. mi. and 35% impervious area. The primary objective was to restore or improve the lost ecological functions of a wetland meadow or wetland forest, providing a stable and sustainable project that will reduce nutrient and sediment inputs to the Chesapeake Bay. The proposed design involved a combination of excavating the adjacent terrace and raising the channel invert to increase the floodplain width and dramatically reduce bank heights, allowing flows to access the floodplain during the most frequent storm events. These conditions provide the critical hydrology necessary to maintain wetlands and related functions while offering micro-habitat conditions, carbon, sediment and nutrient retention, and increased groundwater interaction. A highly sinuous channel with series of riffles and pool will convey baseflow through the constructed floodplain while step-pool structures was utilized to drop flows down onto the proposed floodplain from the steep adjacent tributary channels. Woody habitat features, consisting of branch layering incorporated into the banks of pools, was utilized to provide aquatic habitat and carbon inputs. Habitat roughness features, consisting of salvaged trees, and wetland depressional features similar to vernal pools were constructed to create terrestrial habitat throughout the wet meadow/forest complex. Century developed construction documents, including design plans, planting plans, maintenance-of-traffic (MOT) plans, construction details, cost estimate, specifications, and design justification reports. The project also included extensive agency coordination and environmental permitting as well as TMDL nutrient reduction computations based on the expert panel Protocols 1, 2, and 3. Century also performed a dam breach analysis for the Van Dusen Road crossing which is considered a high hazard dam. Century provided construction phase services and certified as-built plans and is currently providing post-construction monitoring services.

Unnamed Tributary to Henson Creek: Century provided assessment, restoration design, and permitting of approximately 800 LF of restoration to an unnamed tributary to Henson Creek. The design approach focuses on establishing a two-stage channel and floodplain within the project area, to reconnect the stream with the proposed floodplain and provide nutrient reduction and ecological uplift. The project includes a detailed geomorphic assessment, nutrient credit calculations, preparation of construction documents, and construction oversight.

25. FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, MD	(3) ROLE Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9		
21. TITLE AND LOCATION (City and State) Key Crossing Reliability Initiative and Chestnut Hill Cove Tidal Wetland Mitigation and Stream Rehabilitation, Anne Arundel County, MD		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2022</td> <td>CONSTRUCTION (if applicable) 2025</td> </tr> </table>	PROFESSIONAL SERVICES 2022	CONSTRUCTION (if applicable) 2025
PROFESSIONAL SERVICES 2022	CONSTRUCTION (if applicable) 2025			
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER Baltimore Gas and Electric Company	b. POINT OF CONTACT NAME Jim Casey, Principal Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER 410.470.6708 james.casey@exeloncorp.com		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)				

Fee: \$2,257,000

Century Engineering, LLC (Century) prepared conceptual design documents for a 2 mile long submarine cable installation, horizontal directional drilled (HDD) cable installation, overhead transmission, and other installation methods. Century continued to identify and characterize a preferred underground solution and a preferred overhead option. Through an extensive alternatives analysis, we identified the overhead option as the lowest cost, lowest environmental impact, and lowest risk option for BGE.

As part of the permitting process, Century prepared a Joint Permit Application including a Natural Resources Inventory, Impact Plates, and supporting materials such as a detailed Alternatives Analysis that was submitted to the Maryland Department of the Environment (MDE) and the Army Corps of Engineers in late 2018. Century also addressed ESC design and plan approval and Chesapeake Bay Critical Area coordination.

Under this contract, Century's assignments included, but were not limited to Terrestrial and bathymetric field surveys to provide current baseline information; Delineation and location of forest stands, specimen trees, streams, tidal wetlands, and non-tidal wetlands; Collaborating on the Certificate of Public Convenience and Necessity (CPCN); Joint Permit Application coordination/preparation/submittal/tracking including hosting an agency summit meeting, stakeholder/agency coordination, public notification, coordinating with agencies on the jurisdictional nature of delineated resources, thoroughly investigating alternatives, avoidance and minimization analysis, design coordination, preparation and tracking of permit submittal, and authorization; Wetland mitigation coordination including mitigation site identification, mitigation design, pre- and post- construction assessment, coordination with regulating agencies on ratios and requirements, development of the monitoring plan, and construction oversight; Public outreach including organizing and hosting community meetings and developing project renderings; and Coordination with the Chesapeake Bay Critical Area Commission for approval to alter areas within 1,000 feet of the tidal waters of the Chesapeake Bay.

Chestnut Hill Cove Tidal Wetland Mitigation and Stream Rehabilitation

Century Engineering, LLC, a Kleinfelder Company (Century), conducted a site search, site assessment, design, permitting, and lead bid-phase services for this tidal wetland mitigation project for the Key Crossing Reliability Initiative. The project includes a living shoreline wetland system, shoreline slope repairs, vegetative stabilization, wetland enhancement, and tidal stream rehabilitation for a small unnamed tributary to Nabbs Creek.

Century performed a site search to identify approximately 0.5 acres of tidal wetland mitigation to support the Key Crossing project. The Chestnut Hill Cove site—located on an unnamed cove and tributary to Nabbs Creek—was selected. It includes approximately 1,050 feet of shoreline, with areas of active erosion and steep slopes. We conducted initial site assessments, coordinated with permitting agencies to identify resources and site constraints, and supported engagement with the HOA, site owners, and other community representatives. Our team also performed site investigations and evaluations, including wetlands and waterway delineation, forest stand delineation, Critical Area assessments, property boundary identification, and topographic/bathymetric surveys, FEMA floodplain, and utilities. Early coordination with permitting agencies defined a potential submerged archaeological zone that the project design avoided. With assistance from our subconsultant Sustainable Science, we developed the tidal wetland mitigation design creating 0.45 acres of tidal wetlands and 0.27 acres of tidal wetland enhancement. The project had five main components including: a low profile rock sill and a high/low marsh system along approximately 550 feet of shoreline; an unprotected high/low marsh system along approximately 200 feet of shoreline; a wetland enhancement area in the upper cove zone created by mechanical excavation of Phragmites Australis and replacement with a high/low marsh system; a bioengineered soil fabric lift system with shrub plantings for slope repair and vegetative stabilization; and rehabilitation of a small stream (unnamed tributary) through the wetland enhancement area. Our team prepared a geotechnical report with recommendations for accommodating the very soft silt and clay soils at the wetland creation area including: a low height rock sill/containment dike, geotextile, sequence of construction, settlement, and placement of a sand/cobble mix.

25. FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, MD
		(3) ROLE Prime Offeror

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for Project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION (City and State) Environmental Compliance Engineering Services Carroll County, MD		22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) Various
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Carroll County Department of Land & Resources Management	b. POINT OF CONTACT NAME Mr. Christopher Heyn, Director	c. POINT OF CONTACT TELEPHONE NUMBER 410.386.2949 cheyn@carrollcountymd.gov
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

Fee: \$1,085,700

Century Engineering, LLC (Century) provided water and environmental resource design services along with related support services and construction phase services to the County for projects focused on implementation of the County's NPDES/ SWM program. A summary of the services Century provided under this open-end included: BMP assessment and retrofit designs for water quality and NPDES pollutant load reduction; Dam breach analyses and reach hazard assessments; Watershed assessments to evaluate SWM (new/retrofit), stream and outfall restoration opportunities; Stream assessment and restoration design; Natural resource investigations and forest stand delineations (NRI/FSD) including wetland and Waters of U.S. delineations and jurisdictional determinations; Permitting services including Joint Permit Applications and Forest Conservation Plans; Design of environmental landscaping, BMP plantings, wetland plantings; Preparation of construction documents – plans, specifications, estimates; Survey and right-of-way services; Geotechnical investigations, coordination, and analyses; Support for coordination with property owners and public outreach; Construction phase services; and As-built certifications. Completed project assignments include:

Woodsyde SWM Retrofit and Stream Restoration - Century designed the retrofit of two existing stormwater management facilities and the restoration of 2,100 linear feet of the receiving stream in to assist the County with its NPDES MS4/TMDL goals. Services included site assessments to evaluate design alternatives, stream restoration design for NPDES credit, SWM retrofit design of two BMPs, preparation of construction documents, hydrology and hydraulics analysis, dam breach analysis, and permitting services. Century also provided construction phase services including contractor submittal and RFI reviews. **SWM Facility Retrofits:** Two existing SWM facilities were retrofit. A shallow marsh was expanded and retrofit into a surface sand filter to maximize water quality and channel protection treatment and reducing the 10-year peak discharge below pre-existing conditions. The design included storm drain modifications, pretreatment stilling basins, access road, and a 50' long by 13.5' high concrete weir wall control structure, and it met Pond Code 378 and Carroll County criteria. A surface sand filter was also retrofit for additional water quality treatment. The design included a flow diversion structure and the replacement of the earthen weir with an inlet control structure that tied into the proposed storm drain system. **Stream Restoration:** The pre-restoration stream channel consisted of a deeply entrenched, actively eroding channel with no floodplain connection within a narrow, relatively steep stream valley. Century performed a geomorphic assessment and BANCS evaluation. We then developed two alternative restoration approaches to reduce bank erosion, provide vertical grade control, and promote nutrient processing within the vegetated floodplain/hyporheic zone. The chosen approach aimed to re-establish the boundary conditions of a sustainable headwater system by raising the channel invert and excavating the adjacent terrace to lower the bank height, restoring connection with the adjacent riparian areas/floodplain. Century performed a detailed hydraulics analysis to validate the design and delineate the floodplain boundaries. TMDL nutrient reductions and impervious acre treatment were calculated.

Woodville Watershed Study - Century completed a watershed study for the Town of Mount Airy and Carroll County to identify the most cost-effective means of providing impervious area and TMDL restoration credits to help meet the Town's NPDES MS4 goals. A desktop evaluation of the entire 869-acre watershed was completed to identify new BMP's and retrofit opportunities. We reviewed available GIS data (property ownership, contributing drainage area, topography, and physical features) and developed an initial BMP type and footprint for twenty sites. The BMP types consisted of conventional practices per Chapter 3 and Chapter 5 of the MDE SWM Manual and Stream Restoration Practices. Alternative BMPs described in MDE's "Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated" were also considered. Century developed an estimate of current treatment and potential additional treatment, and prepared existing TR-20 hydrology for the entire watershed for use in assessing impacts to peak discharge rates. Each potential site was reviewed in the field using a cloud-based field collection tool developed by Century. We documented repairs needed, design/site constraints, potential environmental features, downstream channel conditions, and recommendations for advancement to concept design. A pre-application meeting was held with MDE, the US Army Corps of Engineers, and DNR to discuss permitting requirements. Century met with the County, the Town, and the Water and Sewer Commission to present the most cost-effective options. With their input, Century completed concept designs for two regional wet ponds. The overall watershed model was updated to assess the impacts the two proposed BMPs on the peak discharge rates.

25. FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Century Engineering, LLC	(2) FIRM LOCATION (City and State) Hunt Valley, MD	(3) ROLE Prime Offeror

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS Attachment 3

26. NAMES OF KEY PERSONNEL (from section E, Block 12)	27. ROLE IN THIS CONTRACT (from section E, Block 13)	28. EXAMPLES PROJECTS LISTED IN SECTION F (fill in "Example Key Projects" section below before completing table. Place "X" under project key number for participation in same or similar role)									
		1	2	3	4	5	6	7	8	9	10
Ryan Thomas, PE	Contract Manager Director Primary Liaison Project Manager		X	X	X		X		X		X
Anna Wagner, PE	Assistant Contract Manager Secondary Liaison Project Manager		X	X	X	X	X		X		X
Craig A. Lynch, PE	QA/QC Manager Director	X	X	X	X	X	X	X	X	X	X
Jonathan Stamm, PE	Project Manager										
Thomas G. Turner, PE	Project Manager QA/QC Manager	X	X	X	X	X	X	X	X	X	X
Shunan Lu, PhD, PE	Project Manager	X	X	X	X	X	X	X	X		X
Ellen McCann, PE	Project Engineer	X	X	X		X	X				X
Jillian Allen, PE	Project Engineer	X	X	X			X	X	X		X
Michael Jaworski, PE, QP	Project Engineer	X	X	X			X				
Lindsay Johnston, EIT	Water Resources Engineer										
Emma Luksic, EIT	Water Resources Engineer										
Scott Healy	Senior Ecological Restoration Specialist	X	X	X	X		X	X	X	X	X
Ian Turner, PG	Senior Environmental Scientist			X			X	X	X		X
Patrick Baltzer	Junior Environmental Scientist CAD Technician Construction Administration						X	X	X		X
Carissa Byers, PWS, CBLP	Senior Environmental Scientist	X	X	X			X	X	X	X	X
Daniel Yeager, QP	Senior Environmental Scientist	X	X	X			X	X	X	X	X
Kincade Stirek, WPIT	Environmental Scientist Soils Scientist	X	X	X			X	X	X	X	X
Jonathan Leathers	Junior Env Science Administrative Graphic Designer						X	X	X		X
Katherine V. Orden	Junior Environmental Scientist Administrative						X	X	X		
Christopher Shipley, RLA, CA, LEED AP	Landscape Architect Certified Arborist										
Jason Wheatley, GISP	Project Manager GIS/Database		X	X		X					
Jonathan Mann, GISP	GIS Specialist GPS/GIS Asset Manag Tech			X		X					
Caleb Percy, PE	Project Manager Structures		X	X		X	X				X
Kelly Kosino, PE	Project Manager Traffic		X	X		X					
Mary Matzke, PE	Project Manager Highways		X	X		X					
Tristram Madden, PE, PG	Project Manager Geotechnical			X			X			X	
Bryan Haynie, PLS	Project Manager Professional Surveyor					X	X	X	X		X

26. NAMES OF KEY PERSONNEL (from section E, Block 12)	27. ROLE IN THIS CONTRACT (from section E, Block 13)	28. EXAMPLES PROJECTS LISTED IN SECTION F (fill in "Example Key Projects" section below before completing table. Place "X" under project key number for participation in same or similar role)									
		1	2	3	4	5	6	7	8	9	10
Anthony Dietz, PE, LEED AP	Project Manager Site/Civil										X
Richard Talbot	Project Inspector						X				
Mark Burchick (ESA)	Senior Environmental Scientist										
Leslie Wood Mummert (ESA)	Senior Environmental Scientist										
Stephanie Pruett (ESA)	Landscape Architect										
Amy Hennessey (ESA)	Senior Environmental Scientist										
Will Saffell (ESA)	Junior Environmental Scientist										
David Kinman, PLS (KE)	Surveyor (Licensed)										
Mohammed Yarzedeh, PE (KE)	Geotechnical Engineer										
Fara Jawara (KE)	Project Inspector										
Brandon Fritz (KE)	Civil Engineer										

No.	Title of Example Project (from section F)	No.	Title of Example Project (from section F)
1	Environmental Design and Permitting Services, MDOT SHA (BCS 2012-03G), Statewide, MD	6	Howard County Stormwater and Watershed Management Evaluation and Design Services Howard County, MD
2	Planning, Preliminary, and Final Engineering Design and Construction Management Services, MDOT SHA (BCS 2011-09B), Statewide, MD	7	On-Call Watershed and Stream Restoration Assessment, Design and Monitoring, Baltimore County, MD
3	Preliminary and Final Engineering Design and Construction Management, Statewide, MDOT SHA (BCS 2015-05E), Statewide, MD	8	Civil Engineering, Environmental Engineering and Construction Management and Inspection Services, Prince George's County, MD
4	NPDES Services, Statewide, Maryland, MDOT SHA (BCS 2010-12B)	9	Chestnut Hill Cove Tidal Wetland Mitigation and Stream Rehabilitation, Anne Arundel County, MD
5	Comprehensive Engineering Services, MDTA (AE-3042-0000) Statewide, MD	10	Environmental Compliance Engineering Services Carroll County, MD

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

The Century Engineering, LLC, a Kleinfelder Company (Century) Team provides comprehensive technical capabilities, applied experience, depth of staff, and complete support services to perform multiple concurrent assignments for all the types of work that may be required under this contract. Our consistent project success and client satisfaction are a result of our technical expertise and experience; and our focus on proactively communicating with clients, review agencies, and other design disciplines to provide cost-effective and responsive service. We have selected the best qualified sub-consultants that supplement our Team's capabilities and provide good quality and cost-effective services. Our subconsultants include: Kim Engineering, Inc. (Kim), and Environmental Systems Analysis, Inc. (ESA).

MANAGEMENT APPROACH

Century will provide complete contract and project management services for all assignments under this contract following our Project Quality Plan (PQP) procedures. Mr. Ryan Thomas, PE, will serve as the Contract Manager and Primary Liaison for this contract. Ms. Anna Wagner, P.E. will serve as the Assistant Contract Manager and Secondary Liaison and assist Mr. Thomas with all responsibilities on a project basis. Mr. Craig Lynch, PE will serve as the QA/QC Manager for the contract and will assist Mr. Thomas and Ms. Wagner to implement and verify that the PQP is followed by the project Team for all assignments. The Project/ Task Managers for each assignment will also be responsible for following the PQP. Mr. Thomas has full authority to assign project teams for each task, subject to County approval, and to coordinate with Project/ Task Managers to adjust staffing and accommodate task schedules. Century will provide the administrative and accounting services for the contract. Century has provided these services for many similar on-call contracts and can customize reporting for Charles County's requirements. Century uses DELTEK® Vision software for timesheets, invoices, and financial monitoring for all projects. Vision provides many advanced capabilities for analyses and reporting of budgets, labor, expenses, resources, and invoicing.

Century's PQP defines the procedures and QA/QC requirements to be addressed through all project phases which includes: Proposal Phase, Project Initiation Phase, Project Design Phase, Construction Phase, and Post Construction Monitoring Phase. Our PQP focuses

on four main elements that apply to each phase of a project including: 1) Project Plan/ Proposal (scope, schedule, budget), 2) Good Communication, 3) Project Monitoring, and 4) Quality Control. The PQP procedures address: starting all projects with a well-defined scope, schedule, budget; maintaining a core team for each project; assigning qualified people to address specialized subtasks; promoting timely communication and good documentation; coordinated project management procedures; monitoring project scope, schedule, budget; and following through on quality control procedures. Project scoping and proposal development is critical. Century will work closely with the County to define purpose and need, project goals, project limits, available information, anticipated improvements, constraints/ considerations, permits, stakeholders, schedule, and budget/funding (if known). Following Century's PQP has resulted in efficient progression of work, successful projects, and client satisfaction. The following sections describe how Century addresses various contract and project management needs including: Workload, Capacity, Schedules; Subconsultant Coordination; Contract Level Monitoring; Responsive Communication and Team Approach.

Workload, Capacity, Schedules

Century anticipates working on assignments that may involve a wide range of services to meet the County's NPDES MS4 permit requirements. Our Team can provide quality services for up to approximately fifteen concurrent assignments, given current workload, resource projections, and based on anticipated varying size and services that may be required on assignments. Century evaluates workload and staff resources using several tools and looking at several different time horizons. On a bi-weekly basis, Project/ Task Managers meet to review the status of projects, projected workload for the next two weeks, staffing needs, and distribution of work for all staff. On a monthly basis, Project Managers utilize Century's accounting software to track project budgets (committed and remaining) to provide a snapshot of backlog. Each month a select group of Project Managers update workload/ resource spreadsheets with estimated work for each project looking ahead for the next six months. These tools have been used to proactively address decisions on hiring appropriate staff. Century understands there may be emergency assignments or fast-track projects. Century is committed to providing the resources to

address these assignments, and partner with the County to make decisions and address accelerated schedules. Century has positive working relationships with Federal, State, and County agencies. Century will utilize our understanding of permitting requirements and agency relationships to efficiently obtain permit approvals.

Subconsultant Work Allocation and Coordination

Century can provide the wide range of services that may be required for assignments under this contract, except for borings (drill rig), utility designation/locating, and CCTV inspection services. We have selected the best qualified sub-consultants that supplement our Team's capabilities. We understand that there is an aspirational 25% DBE/MBE participation goal stated in the RFP for this contract. All our sub-consultants are MDOT certified DBE or WBE firms. Kim Engineering can provide surveys/plats, geotechnical engineering, exploration, and analysis (drill rig, materials testing), utility designation/locating, general civil site design, landscaping design, and construction inspection services. ESA can provide a wide range of services including natural resource assessments, rare, threatened and endangered species (RTE) investigations, submerged aquatic vegetation studies (SAV), water quality and biological monitoring, ecological restoration (stream, wetland, shoreline), permitting, and construction phase services.

Century promotes a total team management approach through our Project Quality Plan which includes sub-consultant involvement. All projects will be led by a Century Project/Task Manager. We will involve our sub-consultant(s) on assignments based on: services required, schedule, and providing cost efficient services to the County. At the Proposal Phase, we will coordinate with sub-consultants, define scope, obtain hour/fee estimates, discuss schedule and staffing requirements. Throughout the Project Design Phase, our Project/Task Manager will communicate regularly with sub-consultants keeping them updated on project information, schedule, task coordination, and required QA/QC procedures, (including reports, computations, plans, estimates, specs., permits). This coordination will address contract deliverables being consistent in content, quality, appearance, and following applicable standards.

Responsive Communication with County

Century understands the importance of open, direct and timely communication with the County. Our

success is directly related to providing responsive and open communication between all Project Team members and with our clients. Century's PQP emphasizes good communication at all levels to ensure that: decisions are made in a timely manner, appropriate Team members are kept informed, that work proceeds efficiently, the whole Team is informed of decisions, and project goals are addressed.

PROJECT DEVELOPMENT PROCESS

Depending on the specific project assignment, we would anticipate a typical project to follow the phases of design development outlined below. It is understood that project assignments such as Watershed Assessment or Geodatabase Upgrades follow a different process.

Schematic Design Development

The Century Team will identify and evaluate opportunities, constraints and considerations such as: environmental resources, permitting, right-of-way, utilities, public/stakeholder concerns, construction phasing, access, maintenance of traffic, benefit/ costs, long term maintenance. The Team will fully utilize available plans, as-builts, reports, computations, inspections, previous studies, GIS mapping to evaluate rehabilitation or upgrade of existing facilities, capacity of existing systems, and other considerations to evaluate project feasibility, options, and extent of project improvements. The Team will develop alternatives and review them with the County. We will provide environmental analysis of impacts of alternative designs and seek early input from permit agencies. As directed, we will prepare public meetings materials, attend and participate as required.

Preliminary Construction Plans, Survey and Estimate

During Preliminary (30%) Design development. Century will field locate environmental resources (wetlands, water of U.S., forest stand delineation, steep slopes, etc.); obtain field run topography, right-of-way; perform initial geomorphic assessments (if stream project); develop initial existing and ultimate conditions hydrology analyses; develop existing conditions hydraulic analyses; compile utility information; and other information relative to pertinent site characteristics. The Team will assist the County to coordinate with existing property owners. The Team will identify required easements and rights-of-way. We will contact utility companies and other authorities to coordinate the locations of existing facilities and

proposed improvements. We will inform the County of possible utility conflicts and recommend test pits to determine locations of utilities. Our Team will prepare preliminary plans, computations, reports, and cost estimate for the selected alternative. We will develop the preliminary plan with an emphasis on minimizing impacts to adjacent property owners, utilities, traffic (vehicular, pedestrian, and bicycle), and natural resources. We understand the importance of defining types and limits of improvements, impacts and permit requirements, early agency coordination, input and concurrence from stakeholders, right-of-way needs, and benefit/cost through this phase of design. At the request of the County, we will meet to review comments and meeting minutes will be prepared and submitted to the County within two (2) business days.

Intermediate Construction Plans

During Semi-Final (65%) Design development. Century will advance the (30% Design) to a 65% design level. This will be accomplished by addressing County, local, state, and federal regulatory agency, and other stakeholder comments. During this phase erosion and sediment control plans and sequence of construction will be developed. Typical sections, details, and profiles will be provided and an initial Maintenance of Traffic plan will be developed. Proposed hydraulic analyses will be updated to reflect the proposed design. Environmental permitting will be initiated early in this phase. The Team will engage the regulatory agencies (MDE, USACOE, USFWS, MD DNR, and CBCAC) and set up a pre-application meeting for agreement of natural resources locations, and types. Following the pre-application meeting, the Team will prepare a Joint Permit Application (JPA) and impact plates to address natural resource impacts. At the request of the County, we will meet to review comments and meeting minutes will be prepared and submitted to the County within two (2) business days.

Final Plans, Specifications, Estimate, Bidding

The Century Team will develop Final (95% and 100%) Design construction documents that clearly define the proposed improvements, specifications, quantities/ cost estimate, sequence of construction, permit requirements, and other contractor performance requirements. The plans and computations will be completed with sufficient detail to satisfy County Design Criteria and to obtain required permits and approval from various permitting agencies. Century will respond to technical inquiries concerning the permit application and, with the consent of the County Project Manager, work directly with the permitting

agency to provide clarifications, obtain permit approvals. Plats and descriptions shall be completed at, or soon after the Semi-Final (65%) plan development. Century will prepare the required set of Final plans, specifications, and estimate and define clearly the improvements and pay items. Final construction documents (95%) will be submitted to the County for review and approval. The Team will finalize and address review comments provided by the County or permitting agency to complete Construction Documents (100%), approved and ready for advertising. Our Team is committed to applying innovative measures, asking the right questions, addressing benefit and cost analyses, considering all design, permitting, constructability, impacts, and maintenance implications, and promoting cost effective designs that satisfy project objectives.

Post Award Activities

The Century Team can provide comprehensive construction phase services which may include: pre-construction conferences; construction stakeout; shop drawing reviews; responses to Contractor Requests for Information (RFI), material inspection/approval, red-line revisions; erosion control inspections; permit modifications; full inspection and management services overseeing construction; as-built plans and certifications; and post construction inspections and monitoring.

SCOPE OF SERVICES-DESCRIPTIONS FOR SELECT SERVICES

Below are descriptions of select services anticipated to be provided on assignments under this contract. The Century team can provide comprehensive services. We also acknowledge that if a specialty service is required that we cannot provide, Century will identify other subconsultants that can provide the specialty service, obtain proposal(s), recommend a subconsultant, and request/ obtain approval from the County for the specialty service.

Stormwater Management (SWM), Hydrologic and Hydraulic Modeling, Floodplain Analyses

Century is very experienced in the design of all aspects of SWM including: the 2000 Maryland Stormwater Design Manual, Vol. I and II, and Supplement I, and the Charles County Stormwater Management Ordinance (2010); the Charles County Storm Drainage Ordinance (2010); Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated, (MDE, 2014) and draft 2019 version; and is familiar with other relevant County ordinances,

design manuals and guidelines. We have extensive experience designing new SWM BMPs using Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP) as defined in the Charles County Stormwater Management Ordinance and Chapter 5 of the MDE SWM Manual such as non-structural and micro-scale practices, (e.g., green roofs, roof top and non-rooftop disconnection, vegetated filters and buffers, impervious area reduction, pervious pavers, rainwater harvesting, micro-bioretenion, vegetated swales, rain gardens, submerged gravel wetlands, bio-swales, wet swales, regenerative stormwater conveyance (RSC)); and structural BMPs, (e.g., ponds, wetlands, infiltration, filtering, open channel, bioretention, sand filters, dry swales and wet swales). The SWM design/ review process typically calls for a Concept Plan phase with environmental site resource mapping, defining improvements and ESDs/ BMPs, and documenting stable outfalls. The Preliminary Plan phase will be advanced for the selected BMPs and may include refining improvements; design of ESD (to MEP) and other structural BMPs needed for quality and quantity management; integration of Erosion and Sediment Control (ESC) and addressing project phasing.

SWM design may include water quality control volume (WQv) based on all the impervious area within the project/site area/ LOD; impervious area requiring treatment (IART); Recharge volume (Rev); and Channel Protection volumes (Cpv; 12 hr. in Use III/ IV) calculated for project area following County design criteria. We will analyze quantity requirements/ impacts (Qp10), using TR-55 and TR-20, as required. For projects located near downstream historic flooding issues, stream erosion, regulated floodplains, or if discharge will result in adverse impacts on downstream properties, additional quantity control, (Qp25, Qp50 or Qf100), may be required. Our Team will develop points of investigation (POI) where runoff leaves the ROW, drainage areas, land uses, soil groups, RCNs, and times of concentration (Tc). The 1, 2, 10, 25, 50 and 100-year discharges will be computed using TR-20, as required. SWM facilities will be designed in accordance with Code 378 specifications, as required, and dam breach and safety/ risk analyses following MDEs Hazard Classification and Danger Reach Studies for Dams. Soil borings will assess suitability for infiltration, avoiding rock, groundwater levels, and for pond embankments. We will incorporate boring results and utility test pits in the design of BMPs. Some other design considerations

may include access, right-of-way needs, pretreatment, forebay, freeboard, outlet control, trash racks, filter diaphragm, planting plan, aesthetics, safety measures, special protection areas, as-builts, and maintenance. We will prepare a Final Phase SWM plan, report, estimate, and specifications (as required) incorporating revisions from previous reviews. Century has addressed SWM BMP designs, retrofits, inspections and maintenance services on thousands of BMPs from work on NPDES, transportation, and site development projects in Maryland, Pennsylvania, and Delaware.

MDE Dam Safety Analyses

SWM facilities are often designed with embankments that fall under the requirements of the Pond Code 378 and require dam breach and safety/ risk analyses following MDE's Hazard Classifications and Danger Reach Studies for Dams. MDE has also been applying similar requirements to roadway embankments with culverts (for specific conditions as defined in MDE Dam Safety Policy Memorandum No. 2). Century has completed many of these dam breach and risk analyses for SWM facilities throughout the State. Century staff have also prepared numerous Emergency Action Plans (EAP) for significant and high hazard dams. Century has performed breach and risk analyses for major Dredge Material Containment Facilities using both HEC-RAS and a two-dimensional hydraulics model (HEC-RAS 2-D, SRH-2D TuFLOW). Century has also served as Engineer- In-Charge during rehabilitation construction of significant and high hazard dams.

Environmental Investigations, Wetland and Forest Stand Delineation

The Century Team has extensive experience performing natural resources assessments. We will perform non-tidal/ tidal wetland delineations, permitting and mitigation as required for projects. We will conduct office review of existing documents in order to identify potential wetlands and stream channels. These documents may include site plan with topography; available GIS mapping; published NRCS Soil Survey; FEMA maps; National Wetland Inventory (NWI) maps; DNR wetland maps; MERLIN; aerial photographs; past wetland delineations; Chesapeake Bay Critical Area mapping; MDE tidal wetland maps. We will follow the 1987 US ACOE Wetland Delineation Manual, applicable Regional Supplement to the ACOE Wetland Delineation Manual (USACE 2010), and other relevant manuals to delineate jurisdictional wetlands

and “waters of the U.S.” We will identify an area as a wetland only if all three wetland parameters including hydric soils, hydrophytic vegetation, and hydrology are documented. We will collect data at representative stations for each wetland type area including dominant vegetation and its wetland indicator status, indicators of hydrology, and soil color and texture. Data will be recorded on the applicable Wetland Determination Forms which will be included in the wetland report. Photographs will be recorded at each data station to document conditions during the field work. We will survey each flag and data station using a GPS unit. The wetland report and wetland delineation map will be provided to the County for review/ acceptance. If requested, we will perform wetland Function/ Value (F/V) assessments at wetland impact and/or proposed mitigation sites. F/V assessments will be conducted in accordance with the New England Methodology (NEM), or other approved methods, to assess F/V of wetlands to be impacted, and also applied in the wetland mitigation design process. With approval and as directed, we may hold a pre-application meeting with agencies, obtain jurisdictional approval, coordinate with designers to avoid and minimize impacts, and prepare/submit a Joint Federal/ State Application for the Alteration of any Floodplain, Waterway, Tidal or Nontidal Wetland (JPA). The Century Team will assist the County and coordinate with agencies to develop wetland mitigation goals and objectives that include the mitigation type, acreage and proposed compensation ratios. Early and continued coordination with the agencies is vital to determine requirements and goals. We will conduct a search for potential wetland mitigation sites and opportunities first within the vicinity of the project impacting resources and then within the impacted wetlands’ watershed that will be able to meet the goals and objectives of the project. Potential mitigation sites will be identified in the office using sources mentioned above. Potential wetland mitigation sites will be visited to evaluate site conditions/ constraints, potential functions and landscape connectivity, and costs. At the direction of the County we will prepare designs for the mitigation site, coordinate with MDE and ACOE and obtain permit approvals.

The Century Team will perform Forest Stand Delineations, Forest Conservation Plans, Large Tree Surveys, prepare afforestation/ reforestation plans, and obtain approvals/ permits in accordance with the MD Forest Conservation Act, County ordinances/ guidelines, Roadside Tree Law, and MD Reforestation

Law. We will prepare reports and environmental feature maps showing detailed inventory of forest stand conditions such as successional stage, species composition and diversity, health, and the locations of large and significant trees. The Century Team has experience working in the Critical Areas, coordinating with the Chesapeake Bay Critical Area Commission (CBCAC), and obtaining approvals. The Century Team is prepared to conduct habitat investigations, including rare, threatened and endangered species surveys for both plant and animal species. If potential habitat/ species are identified through correspondence with agencies, we will develop a survey plan and obtain approval for collection procedures through the agencies prior to conducting the investigation. Results of the investigation will be coordinated with MD DNR and potential mitigation measures will be developed and coordinated with the County. ESA provides expertise for performing a wide range of environmental assessment specialty services including RTE, SAV, aquatic, terrestrial and avian surveys, monitoring, evaluations, and related permitting.

Permitting

Century will coordinate with Charles County, USACE, MDE and other agencies to coordinate activities that require wetland/ floodplain permitting and/or mitigation, the permits required, (Joint Permit Application), information needs for streamlined approval process, and appropriate time frames for permit reviews. Other topics may include delineation standards, design criteria, avoidance/ minimization, impact plates, mitigation designs, and submission timeframes. Century will work with Charles County and agencies to identify mitigation opportunities. Depending on the type of project and impacts, some of the following permits/ authorizations may apply:

- *MDE Letter of Authorization - minor nontidal wetlands and waterway impacts, wetland buffer impacts;*
- *MDE Nontidal Wetlands and Waterways Permit – major wetlands and waterway impacts; authorization requires public notice with an opportunity for a Public Informational Hearing and mitigation;*
- *MDE Water Quality Certification – State certification required for all Federal 404 authorizations;*
- *USACE Nationwide Permit– general permit - authorized for work done in accordance with permit conditions;*

- *USACE MDSPGP-6 – general permit - issued to the state of Maryland to authorize identified types of projects;*
- *USACE Individual Permit – major wetlands and waters impacts - a public notice and mitigation is required;*
- *USACE and MDE Authorization Modifications – changes to Authorizations after they are issued.*

If mitigation is required to offset wetland or stream impacts, we will coordinate with the County throughout the design process on required mitigation and for review of mitigation plans at Preliminary, Semi-Final, and Final design. Both MDE and the USACE typically require mitigation sites to be monitored for a minimum of five years following construction. The Century Team can provide construction inspection and post-construction monitoring of mitigation projects. Our Team can also provide all monitoring work efforts before, during, and after construction of mitigation sites.

The Maryland Forest Conservation Act (FCA) requires a Forest Stand Delineation (FSD) and a Forest Conservation Plan (FCP) prior to approval of many public and private developments, (grading permits; >40,000 SF). The Century Team has addressed these requirements on many Maryland county contracts and are familiar with Charles County guidelines. We will coordinate on specific county requirements, ways to streamline approval processes, and preferred methods for satisfying FCP needs.

Erosion and Sediment Control (ESC)

Century designs and permits ESC for a wide variety of projects including: SWM, ecosystem restoration, roadway, utility, and site development. We are thoroughly familiar with the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control, and Charles County and Soil Conservation District Plan Submittal Guidelines (January 2013, Revised November 2019). Century staff providing ESC design have attended the MDE Responsible Personnel (formerly green card) and MDOT ESC (yellow card) training certification programs. Some of the key elements focused on for ESC design include: construction phasing, access, LOD (adequate space), impacts to trees and other resources, maintenance of stream flow, appropriate ESC measures, staging and stock pile areas, clear and concise sequence of construction, and promoting good communication with ESC reviewers to obtain approvals.

Drainage Systems

The Century Team has extensive experience utilizing drainage design guidelines for numerous Maryland counties and MDOT and has experience implementing the Charles County Storm Drainage Ordinance. Century has experience addressing all types of services related to stormwater drainage and utility infrastructure including, but not limited to: field inspection and condition assessment; photo or video inspection; illicit discharge detection and elimination (IDDE); outfall stability assessments extending downstream; erosion causes and stabilization measures; drainage area characterization and field confirmation; runoff estimates (peak, volume, routed); hydraulic capacity; spread and inlet spacing; pipe sizing; hydraulic gradient; inlet and outlet control; design event discharge criteria; design and allowable velocity; channel linings; freeboard; cover; structural and geotechnical design; alternative pipe types; standard and non-standard details and specifications; coordination with MDOT SHA District 5 when within MSHA right-of-way; preparation of construction documents; erosion control; maintenance of traffic (vehicular, pedestrian, and bicycle); maintenance of baseflow; constructability; cost estimates; environmental impacts; permitting; access; utility clearance; evaluation of drainage complaints; evaluation of local flooding; public safety; aesthetics; and stakeholder involvement. We have addressed these types of services on hundreds of infrastructure, transportation, and site development projects in Maryland. Century can provide structural design services to inspect/ assess the condition of structures and design drainage structures including inlets, vaults, headwalls, risers, trash racks, box culverts, and other special structures. The Century Team has experience with storm drain design adjustments, flow splitters, proprietary devices and underground BMP devices that require special analyses, and the design and specification of various types of trenchless pipe rehabilitation (i.e. CIPP lining, snap-tight pipe lining, spiral wound HDPE, Shotcrete). Century has also performed rapid response assessments and designs for emergency drainage complaints and failures. If required, the Century Team will seek approval from the County for special design conditions and variances in design standards. We understand the importance of defining the design criteria, computation procedures, details and specifications to be applied at the start of an assignment and asking questions when the detailed scope of work or appropriate design manual does not specify some aspect of the work. We emphasize requesting and researching all available information at

the start of assignments and fully utilizing information so our Team addresses assignments efficiently.

Floodplain Studies and Flood Control Assessments

Century has extensive experience in hydrologic/ hydraulic modeling of watersheds, streams, and evaluation of floodplains, bridges, flood control measures, and permitting for impacts to floodplains. Our experience includes, but is not limited to: site investigations to define controls/ structures, roughness coefficients; hydrology analyses using GIS-Hydro; regression equations; gage data analyses; TR-20 modeling (RCN, Tc, drainage area, reach routing, reservoir routing, existing/ ultimate land use, calibration); applying MD Hydrology Panel recommendations; hydraulic modeling using HEC-RAS (consideration of downstream boundary conditions, sensitivity analyses, calibration, application of ineffective flow areas, roughness coefficients, expansion/ contraction and loss coefficients, shear stress, hydraulic structures, split flow, flow regimes, flow distribution/ continuity, unsteady flow); use of digital FEMA maps; letters of map revision (LOMA/ CLOMR); and scour analyses following MDOT SHA and HEC-18 guidelines. We have addressed these types of analyses on hundreds of stream restoration, transportation, and other projects. We also provide two-dimensional hydraulic modeling expertise utilizing HEC-RAS 2D; SMS, TuFLOW and SRH-2D.

Ecological and Stream Restoration

Century's integrated approach to stream restoration begins with experienced, multi-disciplined staff that together will assess existing conditions and develop sustainable, site appropriate restoration measures focused on project goals, while seeking agency and stakeholder acceptance. To achieve the overall project goals and restore a stream's stability and ecological function(s), the causes, mechanics, and scale of the stream instabilities must be assessed correctly. The causes of degradation may be due to a wide range of factors which requires consideration of: watershed conditions; valley type; the 'supply reach' upstream, (supplies flow and sediment); influences in the 'project reach'; and the 'control reach' downstream, (controls such as backwater, head-cuts advancing, slope change); and many other considerations that Century addresses as part of a geomorphic assessment and classification.

The Century Team has professional engineers and environmental scientists with extensive training in

fluvial geomorphology, hydraulics, sediment transport, aquatic/ terrestrial habitats, wetlands, and extensive experience in assessing urban streams. We understand the mechanics of stream evolution and make informed decisions to assess stream functions lost, potential functions to restore, and which restoration methodologies to utilize to create a stable functioning system. Our Team has applied the Stream Functions Pyramid assessment and Recommendations of Expert Panel for Pollutant Removal Rates for Stream Restoration, (CBP, 2012 and updates), on many stream restoration projects. The Century Team has experience in all types of restoration including urban and rural sites, Natural Channel Design (NCD), Analytical Design (AD), Valley Restoration Design (VRD), Regenerative Stormwater Conveyance Design (RSC), Threshold Channel Design (TCD) and Legacy Sediment Removal (LSR).

Stream assessments involve collecting and analyzing a wide range of features and data, depending on the site conditions and restoration goals. Data is collected using tablets and electronic forms for efficiency. The types of assessment data and analyses often includes methodologies in Levels I through IV of the Rosgen Stream Classification and Design System. Level II typically includes: measure stream morphologic parameters of stable and unstable cross sections at riffles, runs, glides, and pools to determine bankfull/ effective width, depth, channel entrenchment, bed and bank materials; perform pebble counts and bar or sub-pavement bulk sampling to assess bed roughness and sediment transport competence; perform detailed thalweg survey along the entire reach to determine low flow and bankfull slope, as well as spacing and dimensions of riffles, run, pools, and glides. Levels III and IV are more detailed analyses that require longer term monitoring and field investigations but can be helpful in determining the mechanisms of channel degradation. During field analysis, we note the extent and quality of trees, riparian vegetation, sediment depositional patterns, log jams, meander patterns, failing culverts, aquatic organism passage (AOP) blockages, areas of concentrated overland flow, and use that may be causes of degradation. Analysis of historical trends helps in assessing the extent of a reach's departure from its "Proper Functioning Condition". As appropriate, we may utilize: the Phankuch Channel Stability Evaluation, Bank Erodibility Hazard Index (BEHI), and Near Bank Stress measurements; bank pins; scour chains; sediment transport analyses (traps, bulk sampling, or

bedload samplers). Water quality, macroinvertebrate, and habitat assessment could consist of a combination of stream channel surveys combined with Maryland Biological Stream Survey and the EPA Rapid Bioassessment Techniques. Biological assessments provide an indication of the water quality and overall health of the stream.

Throughout the design process for stream and ecological restoration designs, we stay focused on project goals and constraints, impairment causes and effects, sediment transport, hydrology/ hydraulics, shear stress, long term stability, appropriate restoration techniques, load reduction credits, benefit/ cost, and providing and enhancing habitat features. Our restoration designs are always a collaborative team approach. Detailed hydraulic analyses are often performed iteratively during the design phases to determine stability of the proposed design. We may use 2-D hydraulic modeling to identify areas of concern in the design, allowing us to target specific areas for grading adjustments or increased stabilization. An assessment of sediment transport for perennial streams is necessary to account for long-term channel evolution in the project vicinity. Our restoration designs create or enhance benthic and fish habitat by creating riffles with varying depths, velocities, particle sizes, shaded pools with varying depths, and adjacent wetland or other habitat features. Our design approach always evaluates the possible reuse of materials from the site such as, trees felled may be used for in-stream grade control or habitat structures, and existing stone or gravels will be utilized to supplement proposed grade control structures. Incorporating on-site materials in designs reduces project costs and enhances the habitats and aesthetics of the project. Site specific planting plans will incorporate native plant species that are found within the physiographic region.

Restoration Monitoring Program

Existing condition monitoring often includes photo documentation, bank pins and scour chains and channel cross-sections to determine rates of bank and streambed erosion, down cutting, and lateral migration. Based upon the permit requirements and coordination with the County, a post construction monitoring program will be developed to include periodic collection of data on habitat, water quality, vegetation types and cover, geomorphic, and channel stability parameters. Both baseline and post-construction monitoring will be considered at stream transect stations and other points of concern. Physical

characteristics including cross sections at riffle, pools or glides, water surface and channel bed profiles, detailed surveys of in-stream structures and floodplain elevations, bed substrate using pebble counts and bar samples are commonly monitored. The Century Team can complete aquatic organism surveys, (i.e. Maryland Biological Stream Survey, fish shocking procedures), and monitoring along with vegetative plots and species identification.

Shoreline Restoration

The Century Team provides expertise for assessment, design, and construction oversight for shoreline stabilization and restoration projects ranging from structural measures (riprap armoring, bulkheads, sheet pile walls) to protect infrastructure and property, to living shoreline restorations for restoring eroding shoreline and/or creating wetland and habitat enhancement for mitigation requirements. Understanding the causes and effects of eroding shorelines is critical for designing stable restoration measures and achieving project goals. We have evaluated cause/ effect conditions such as: riverine flow, tidal flow, storm surge, wind/ wave action, boat wave action, soil type/ erodibility, vegetation, slope stability (above/ below water), and effects of previous stabilization or infrastructure improvements. The design of site appropriate restoration measures may include: field investigations to understand site conditions, natural resources delineation, early coordination with permitting agencies and defining permit requirements, evaluate available hydraulic models and/or develop new models, review historical photos, wave action computations, review FEMA model and flood map, borings and soils testing, slope stabilization design, stakeholder coordination, access and constructability, cost/benefit considerations, and selecting appropriate shoreline stabilization/ restoration techniques to achieve project goals. Our living shoreline and wetland creation projects are typically in accordance with MDE's Shoreline Erosion Control Guidelines and Marsh Creation, other MDE guidance documents, and we also utilize several ACOE and other technical papers for design of break waters and shoreline protection. We are also familiar with Charles County's Final Assessment and Shoreline Management Plan for Reaching NPDES MS4 Goals (2018). Some common design features for our living shoreline projects include: low height riprap sill (breakwater) with and without vent features, cobble apron, cobble/sand mix fill for wetland/ marsh creation, cobble beach protection, variety of wetland

planting zones (seed/ plugs), shrub and tree planting in upland zones, and consideration of various measures to increase resiliency for storm conditions and sea level rise.

Watershed Assessments, Pollutant Load Assessments

The Century Team has extensive experience in conducting watershed assessments, developing pollutant load reductions and implementation plans. Century has assisted Baltimore County, Carroll County, Prince George's County, and MDOT MDTA and SHA to evaluate potential stream and outfall restoration sites, BMP and stormwater management facility locations, and stormwater management retrofit opportunities. Century assisted MDOT SHA with the identification, verification, and concept designs of stormwater management and BMP opportunities in Frederick, Montgomery, and Baltimore County. More recently, Century conducted an outfall and stream study to assist the Carroll County Bureau of Resource Management with the prioritization and cost benefit analysis of 41 outfalls and receiving channels. Currently, Century is assisting the Prince George's County Department of the Environment with development of assessment procedures and restoration site search of the Patuxent Watershed. This assessment consists of desktop analysis, site visits, conceptual design development, nutrient credit evaluation including the alternative headwater protocol, cost-benefit and construction feasibility analysis, and ranking/ prioritization of sites. Century has also conducted stormwater management and outfall inspection services for MDOT SHA throughout the State of Maryland. Century has performed information additions, updates, reviews for MDOT SHA's BMP geodatabase and assisted with annual NPDES reporting.

ESA has experience in conducting watershed assessments, developing implementation plans, and providing monitoring and inspection services. ESA has conducted watershed assessments and prepared watershed management plans for the cities of Baltimore, Gaithersburg, Rockville, and Greenbelt; and Arlington County. ESA developed a TMDL implementation plan for bacteria in support of Anne Arundel County's MS4 permit and conducted biological, chemical, and physical stream monitoring.

Biological and Water Quality Monitoring and Assessments

The Century Team can provide water quality monitoring, macroinvertebrate and habitat assessments

as part of watershed or stream assessments. This could consist of a combination of stream channel surveys combined with Maryland Biological Stream Survey and the EPA Rapid Bioassessment Techniques. Biological assessments will provide an indication of the water quality and overall health of the stream. Our Team can assess the existing water quality and aquatic resources within the study watershed to establish a baseline to compare to watershed improvements. These analyses can be implemented at various levels ranging from simple baseflow water quality measurements, habitat assessment, and macroinvertebrate sampling, to automated storm water quality sampling. Water quality sampling could consist of low or storm flow in-situ or grab measurements of key water quality indicators such as temperature, turbidity, dissolved oxygen, nitrates, and phosphorous. Depending on the project scope/ goals, sampling may also include other indicators or local TMDL pollutants such as bacteria, petroleum hydrocarbons, phenols, or metals.

Landscape Services

The Century Team has utilized landscape design guidelines for numerous MD counties and MDOT and is familiar with Charles County zoning regulations 297 Attachment 15 Appendix E Guide for Landscaping. We understand the wide range of landscapes in Charles County from rural forest and pasture, to residential developments with varying densities, commercial corridors and urban streetscapes. Some types of landscape goals could include project/ community context, preserve rural character, or contribute to aesthetics of communities. Plant selection will consider native plants, plant placement/ conditions, providing habitat, and low maintenance needs.

Civil/ Site Design Services

Century's Civil/ Site Engineering Department can provide comprehensive planning and engineering services for a wide range of site improvements types including land planning, commercial, retail, schools, residential, local roadways and parking, landscape design, utilities, and related permitting. Century's Transportation Department also provides a wide range of civil design services including roads, traffic design, traffic control, parking lots, MDOT office and maintenance facilities, and park and ride facilities. Century has extensive experience designing and relocating utilities, including water, sanitary, gas, electric, and coordinating with utility owners for telephone, cable, fiber optic and other utilities.

Century's utility engineers will coordinate with the County and utility owner to develop a practical relocation sequence and design. Our Team understands the necessity to identify utilities and begin utility design/ relocation at the early stages of project design.

Geotechnical Engineering

The Century Team has professional geotechnical and materials engineers and technicians who are experienced in field and laboratory materials testing and analyses performed according AASHTO/ASTM methods and standards. Century has in-house materials testing laboratory (for concrete, soils, aggregate). Kim Engineering has a fully accredited in-house materials testing laboratory (for concrete, soil, aggregate). Testing and analyses may include material classification and test data reporting such as sieve analysis, moisture-density relationship, CBR, consolidation, and strength testing (direct shear, unconfined compression and triaxial shear). The subsurface information and test results are used for engineering analysis and design of cut/ fill slopes, pile/caisson capacity, foundation design, retaining wall structures, soil bearing capacity, settlement analysis, lateral earth pressures, and pavement design. Our Team can provide a wide range of geotechnical/ testing services that include performing inspections on foundation subgrade, backfill compaction tests, reinforcement verification, and concrete field tests to ensure that they meet the design specifications for this contract.

Understanding soil characteristics, including infiltration testing, and the geology and groundwater characteristics of a site is very important for assessment and design of stormwater management, stream restoration, wetland, and for other infrastructure improvement projects. During Preliminary Design phase, subsurface investigations will be performed to assess the type and condition of the underlying soils, the infiltration capacity of the soil, and the groundwater level at the time of testing. Geotechnical investigation may also be required for retaining walls, SWM control structures, headwalls, or other structures. Our Team has the capability to provide slope stability analysis and recommendation for stabilization systems.

Survey Services

Century and Kim Engineering have Professional Land Surveyors, and experienced survey crews and technicians to provide topographic and property line

surveys, prepare easement and plat documents, and provide construction stakeout services. All field survey assignments will be based on Maryland State Grid North (NAD 83/91) for horizontal and (NAVD 88) for vertical, or as established for a specific site. Horizontal and vertical control shall be established from "known" monuments, closure will be 1:15,000 or better. All level runs will be completed utilizing differential leveling procedures. GPS control surveys shall be utilized, with Charles County approval, when controls are not available, and shall have a closure of 1:100,000 or better tied to the NAD 83/91 Maryland State Grid or a Grid specified by Charles County. The Team is equipped with state-of-the-art survey grade Global Positioning System (GPS) equipment and post-processing software to ensure accurate survey control and topographic mapping. Our Team also uses total station equipment and software for efficient data collection and processing. Century's Team is experienced in providing construction stakeout and as-built surveys for a wide range of projects/ clients. Our survey crews are experienced with the specialized techniques required to develop accurate base maps of streams, floodplains, roadways, infrastructure, and define cross sections and break lines in enough detail to perform an accurate analysis derived from digital terrain models (DTM). Century also provides aerial photos and survey services using drones (sUAS). We currently have ten certified pilots and eight drones. Century and Kim can also provide bathymetric surveys.

Structural Design Services

Century provides full service structure inspection and design services for all types of new and rehabilitation projects including but not limited to: bridges (foundations, abutments, piers, scour, superstructure, approaches), culverts, retaining walls, retaining systems, bulkheads, boat ramps and piers, buildings, and special designs for SWM and drainage structures, (risers, vaults, inlets, headwalls, trash racks, etc.). We are currently providing a wide range of inspection and design services under structures contracts for MDOT SHA and MTA.

GIS Services

Century's Information and Spatial Solutions (GIS) Department provides a diverse range of GIS services and products including: GIS programming, data acquisition, mapping, graphics, utilizing GIS to enhance data collection efforts, detailed project tracking, facilitating project and resource inquiries, documenting compliance, and advancing current asset

management practices. Our GIS team has the capability and experience to incorporate field run survey and LiDAR data into CADD and GIS as needed to produce unified mapping. We specialize in data management, conversion, and integration; development of asset management solutions; spatial analyses and terrain modeling (LiDAR); and high-quality cartographic visualizations. Century utilizes the ESRI ArcGIS Software Suite including Collector for ArcGIS, Spatial Analyst, Survey 123, 3-D Analyst extensions, and Fulcrum data collection applications. We also use many open source software applications to develop and provide desired applications and tools for clients. If requested, Century could assist with enhanced data collection; perform detailed project tracking; facilitate resource inquiries; document compliance; advance current asset management practices; quality reviews of GIS and database information; GIS database development; custom digital data entry forms; and build upon current asset management practices.

Computer and CADD Services

Century operates an advanced network of computer systems, servers and networks which provides for engineering, planning, CADD, GIS, administrative and financial services necessary for the design and management of our projects. We take great pride in the capabilities of our in-house IT services. Century also has a wide spectrum of peripheral devices including digital cameras, tablets, scanners, digitizers and GPS units. Century is familiar with and follows several different CADD Standards for both MicroStation and AutoCAD depending on client standards and file deliverable requirements. MicroStation allows us to use software packages such as InRoads, OpenRoads, SelectCAD, and Geopak. Century has developed custom matrix and sidebar menus for setting level and symbology for specific design elements and quick access for attaching cell libraries and placing cells. We utilize AutoCAD, and Civil 3D extensively. We will provide products in the format and media required by Charles County. Our computer server systems have redundancy with main servers in the cloud and along with local servers. Century's computers are interconnected via Wide Area and Local Area Networks allowing data exchange and hardware sharing to all network computers. Century will utilize a project file sharing site to coordinate files with subconsultants, provide for consistency in CADD standards, presentation and quality.

Grant Requests

The Century Team has experience assisting clients with preparing and administering grant applications for a variety of project types. Century prepared the grant application for the Town of Camden that achieved funding for the required control measures to maintain compliance with the Town's Phase II MS4 permit. Century prepared grant requests for DelDOT and New Castle County to support implementation of elements of their NPDES permit. Century has worked on multiple project that are partly funded by grants and understands that additional reporting or design requirements often are required. One of Century's water resources engineers, who was formerly with Anne Arundel County, has expertise preparing and administering numerous grants related to County NPDES programs.

Technical Review Services

Century has professional engineers certified to provide Expedited and Technical Reviews for SWM, ESC and MD Pond Code 378 for state and federal projects at MDE and to provide MDOT SHA Plan Review Division (PRD) reviews. Several additional engineers also assist with these reviews. Through these assignments we have direct relationships with MDE Plan Review Division staff and are always up to date with the latest MDE policies, and guidance. Century has provided staff augmentation for clients needing special services and to assist with program management. Some examples include providing MDOT SHA NPDES program support services, (i.e., PM for stream restoration, Technical Reviews, watershed-based desktop and field site searches, site ranking/ prioritization, preparation of site mapping, concept development); MDTA program management support on-site (part-time) for asset management and remedial improvements for drainage infrastructure.

Construction Management and Inspection Services

The Century Team can provide complete construction management and inspection (CMCI) services. Century's Construction Inspection Department provides full CMCI services for MDOT SHA and MDTA, and for numerous Counties at varying levels of full or part time services. Our construction services may include: reviewing monthly CPM schedules, Value Engineering, construction management, claims analysis, constructability reviews, alternate construction methods, review of construction work orders, progress reporting and invoice reviews for payment, shop drawings, attending Pre-Bid and Pre-Construction meetings, partnering/ progress meetings, requests for information (RFI), and coordinating

redesign or permit modifications during construction. Typical inspector responsibilities include, but are not limited to performing: field tests on soils, concrete, HMA; sampling of material; off-site plant inspection; final quantities; estimate review/ approval; monitor contractor's schedule; as-built plans; review of claims/ change orders; document citizen complaints; document job related accidents; document utilities work; monitor ESC; monitor traffic control; develop punch list/ follow-up; complete semi and final inspections; perform close out procedures. We use electronic inspection forms and a web-based database for construction documentation and management. All CMCI staff have attended our mandatory safety orientation program. All field personnel will wear appropriate apparel (hard hats, reflective vest, hard-soled shoes, hearing and eye protection).

The Century Team may also provide engineers, scientists, surveyors, landscape architects, or designers, as necessary, in conjunction with our full service CMCI inspectors, and perform construction inspections for the wide range of construction activities under this contract. Our technical staff are experienced at providing construction inspection and as-built certifications, (as designated specialist, or engineer in charge), for stream restoration, wetland creation, SWM, planting projects as well as a variety of other project types.

Reasons to select the Century Team

The Century Team is well qualified to provide Charles County with the wide range of services that may be required under this contract. Our Team is comprised of experienced engineers and environmental scientists who are committed to providing high quality and cost-efficient design services delivered on schedule to Charles County.

A summary of reasons to select the Century Team includes:

- *Proven organizational structure with a responsive management system, support of experienced professionals and comprehensive support services*
- *Experienced water resources engineers and environmental scientists with specialized expertise in the types of services required for this contract*
- *Flexibility and capacity to meet schedule and resource requirements for this contract based on availability of qualified personnel, full-service capability*
- *Commitment to providing high quality services confirmed by completion of successful projects with Maryland local and state governments, good annual ratings, and a high degree of repeat clients over the last ten years*
- *The Century Team is eager to continue working with Charles County and is committed to providing timely, cost efficient, and quality services for this contract.*

I. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts



August 27, 2025

a. SIGNATURE

b. DATE

Ryan Thomas, PE, Contract Manager/Primary Liaison

c. NAME AND TITLE

ARCHITECT – ENGINEER QUALIFICATIONS

PART II – GENERAL QUALIFICATIONS

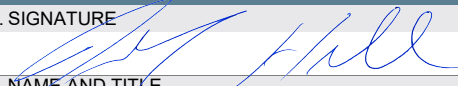
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME Century Engineering, LLC			3. YEAR ESTABLISHED 2021	4. UNIQUE ENTITY IDENTIFIER ET4SBN66XPX3
2b. STREET 10710 Gilroy Road			5. OWNERSHIP	
2c. CITY Hunt Valley			a. TYPE Corporation (LLC)	
2d. STATE MD		2e. ZIP CODE 21031	b. SMALL BUSINESS STATUS Not Applicable	
6a. POINT OF CONTACT NAME AND TITLE Jeffrey Hill, Executive Vice President/Director, East Division			7. NAME OF FIRM (If Block 2a is a Branch Office) The Kleinfelder Group, Inc.	
6b. TELEPHONE NUMBER 443.589.2400	6c. E-MAIL ADDRESS jhill@kleinfelder.com			
8a. FORMER FIRM NAME(S) (if any) Century Engineering, Inc.			8b. YEAR ESTABLISHED 1974	8c. UNIQUE ENTITY IDENTIFIER DUNS # 06-487-5420

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) Firm	(2) Branch			
02	Administrative	30	12	B02	Bridges	5
07	Biologist	1		C10	Commercial Building (low rise); Shopping Centers	2
08	CADD Technician	80	56	C15	Construction Management	7
12	Civil Engineer	51	16	E03	Electrical Studies and Design	7
15	Construction Inspector	93	13	E07	Energy Conservation; New Energy Sources	1
16	Construction Manager	31	10	E11	Environmental Planning	3
19	Ecologist	2		E12	Environmental Remediation	3
21	Electrical Engineer	12	10	G02	Gas Systems (Propane, Natural, etc.)	4
24	Environmental Scientist	11	10	G04	Geographic Information System Services	5
27	Foundation/Geotechnical Engineer	3	2	H04	Heating; Ventilating; Air Conditioning	5
29	Geographic Info. System Specialist	3	3	H11	Housing	5
38	Land Surveyor	50	25	O01	Office Buildings; Industrial Parks	3
39	Landscape Architect	3	3	P07	Plumbing and Piping Design	3
42	Mechanical Engineer	5	4	S09	Structural Design; Special Structures	5
47	Planner: Urban/Regional	5	2	S10	Surveying; Platting; Mapping; Flood Plain Studies	3
48	Project Manager	27	16	S13	Storm Water Handling and Facilities	6
57	Structural Engineer	12	10	T03	Traffic and Transportation Engineering	6
58	Technician/Analyst	29	1	T04	Topographic Surveying and Mapping	3
60	Transportation Engineer	32	5	W01	Warehouses and Depots	2
62	Water Resources Engineer	15	12	W02	Water Resources; Hydrology; Ground Water	6
	Other Employees	44	11	W03	Water Supply; Treatment and Distribution	4
Total		539	221			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	9	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	9	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE September 1, 2024
c. NAME AND TITLE Jeffrey Hill, Executive Vice President/Director, East Division	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

26-009

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME Environmental Systems Analysis, Inc.					3. YEAR ESTABLISHED 1989		4. UNIQUE ENTITY IDENTIFIER 788790442	
2b. STREET 2141 Priest Bridge Drive, Suite 1					5. OWNERSHIP			
2c. CITY Crofton			2d. STATE MD	2e. ZIP CODE 21114	a. TYPE S-Corporation			
6a. POINT OF CONTACT NAME AND TITLE Mark Burchick, Principal					b. SMALL BUSINESS STATUS MDOT MBE/DBE/SBE, Cert. No. W23-47 SBA-WOSB			
6b. TELEPHONE NUMBER 410-267-0495			6c. E-MAIL ADDRESS mburchick@esatoday.com		7. NAME OF FIRM (If Block 2a is a Branch Office)			
8a. FORMER FIRM NAME(S) (If any)					8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	
N/A								

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number
		(1) FIRM	(2) BRANCH			
02	Administrative	0	0	C15	Construction Management	1
08	CADD Technician	1	0	E01	Ecological & Archaeological	2
62	Water Resources Engineer	1	0	E09	Environmental Impact Studies	1
24	Environmental Scientist	4	0	E10	Environmental and Natural Resource	2
39	Landscape Architect	2	0	E11	Environmental Planning	1
				F06	Forestry	1
				L03	Landscape Architecture	1
				S11	Sustainable Design	2
				S13	Stormwater Handling	1
				T02	Testing & Inspection Services	1
				W03	Water Resources; Hydrology	2
	Other Employees	0	0			
Total		8	0			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	3	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	4	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	4	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE <i>The foregoing is a statement of facts.</i>	
a. SIGNATURE <i>Mark Burchick</i>	b. DATE August 20, 2025
c. NAME AND TITLE Mark Burchick, Principal	

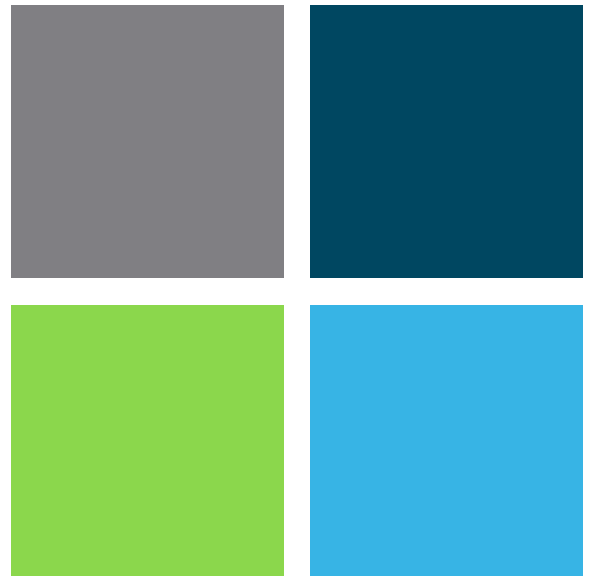
PART 11- GENERAL QUALIFICATIONS

2a. FIRM (or Branch Office) NAME Kim Engineering, Inc.			3. YEAR ESTABLISHED 1993		4. UNIQUE ENTITY IDENTIFIER 11-176-4945	
2b. STREET 6100 Chevy Chase, #105			5. OWNERSHIP			
2c. CITY Laurel						
6a. POINT OF CONTACT NAME AND TITLE Sunny Kim / President			a. TYPE Corporation			
6b. TELEPHONE NUMBER (240) 542-4238			b. SMALL BUSINESS STATUS MDOT MBE #94-054 Asian American			
6c. EMAIL ADDRESS sunnykim@kimengineering.com			7. NAME OF FIRM (If Block 2a is a Branch Office) N/A			
8a. FORMER FIRM NAME(S) (If any) N/A			8b. YEAR ESTABLISHED N/A		8c. UNIQUE ENTITY IDENTIFIER N/A	

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	7	n/a	R04	Recreation Facilities	2
08	CADD Technician/Draftsman	2	n/a	C15	Construction Management, CEI	5
12	Civil Engineer	2	n/a	L02	Land Surveying	5
23	Environmental Engineer	0	n/a	S10	Surveying, Platting, Flood Plain Studies	4
24	Environmental Scientist	0	n/a	D01	Dams, Dikes, Levees	1
25	Fire Protection Engineer	1	n/a	D04	Design Build Documents	2
27	Geotechnical Engineer	3	n/a	T02	Testing & Inspection Services	5
38	Land Surveyors	3	n/a	S13	Stormwater Handling/Facilities	4
39	Landscape Architects	2	n/a	H07	Highways, Streets, Parking Lots	3
48	Project Manager	4	n/a	W03	Water Supply, Treatment and Distribution	5
15	Construction Inspector	26	n/a	I06	Irrigations, Drainage	2
58	Technicians / Drillers	10	n/a	L03	Landscape Architecture	1
				R03	Railroad, Rapid Transit	5
				R13	Roadway Design, General	2
				E09	Environmental Impact Studies, Assessments	1
	Other Employees					
	Total	60	n/a			

SERVICES REVENUE OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		1. Less than \$100,000	6. \$2 million to less than \$5 million
a. Federal Work	1	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
b. Non-Federal Work	7	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
c. Total Work	7	4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

a. SIGNATURE	b. DATE
	8/26/2025
c. NAME AND TITLE	
Sunny Kim – President	



TAB 3:
Additional
Information

3.4 ADDITIONAL INFORMATION

- a. Provide an organizational chart of your proposed team(s). Explain how you have structured your team. Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.



TEAM COMPOSITION



Century Engineering, LLC, a Kleinfelder Company (Century) Overview

Century is a multidisciplinary consulting firm engaged in planning, design and construction management/inspection services for a variety of project types for public and private agencies including transportation, environmental and facilities industries. Century and all affiliates, as of November 15, 2021, were acquired and have become part of the Kleinfelder, Inc. (Kleinfelder) organization. Founded in 1961, Kleinfelder is a leading engineering, design, construction management, construction materials inspection and testing firm. Together, we employ over 3,100 professionals and operate from over 110 office locations in the U.S., Canada, and Australia. Our professional staff is experienced in the following service areas - many of which are relevant services for this contract.

- ✓ Comprehensive Water and Environmental Resources Services
- ✓ NPDES MS4/ TMDL Services
- ✓ Highway and Traffic Engineering
- ✓ Transportation Planning
- ✓ Bridge and Transportation Structures Engineering
- ✓ Information and Spatial Solutions (GIS/ Database) Services
- ✓ Surveys, Right-of-Way Services, and sUAS (drones)
- ✓ Geotechnical Engineering
- ✓ Utility Engineering (gas/ electric/ water/ sanitary)
- ✓ Landscape Architecture
- ✓ Civil Engineering/ Site Development Engineering
- ✓ Building and Waterfront Structures
- ✓ Mechanical/ Electrical/ Plumbing Engineering
- ✓ Sustainable Design/ LEED
- ✓ Water and Wastewater
- ✓ Construction Management/ Inspection/ Oversight
- ✓ Design-Build

Century will provide the wide range of services required for **NPDES Municipal Stormwater Permit Consulting Services, RFP #26-009**, from our office located in Hunt Valley, Maryland. Century's Water and Environmental Resources (WER) department provides comprehensive technical capabilities, applied experience, and depth of staff to perform multiple concurrent assignments for the types of projects that may be required under this contract. **Ryan Thomas, PE** will serve as the Contract Manager and

Primary Liaison, and **Anna Wagner, PE** will serve as the Assistant Contract Manager and Secondary Liaison.

Century's Water and Environmental Resources group has twenty-seven water resources engineers and environmental scientists working with a team approach to provide a wide range of services including, but not limited to: environmental investigations (wetlands, forest delineations, RTE); permitting; stormwater conveyance, stormwater management (inspections, designs, retrofits); erosion and sediment control (ESC); drainage systems infrastructure; floodplain studies and flood control assessments; ecological and habitat restoration; environmental planning; watershed assessments; pollutant load analyses; NPDES MS4 permit services; waterway improvements (boat ramps/launches, headwater restoration, tidal and marine studies); shoreline restoration; monitoring, assessment, evaluations, modeling and planning related to waterways; watersheds and restoration projects; stormwater permit geodatabase reporting; permitting with regulatory agencies; preparation of construction/ bid documents (plans, specifications, estimates); review and evaluation of designs by other consultants; grant assistance; inspection services (illicit discharge detection and elimination, property management/ good housekeeping); public outreach/ education; training and technical support; and construction inspection and maintenance inspection services. We are providing these types of services for numerous other Maryland clients including: Maryland State Highway Administration (SHA), Maryland Transportation Authority (MDTA), Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County, Montgomery County, and Prince George's County.

Mr. Thomas and Ms. Wagner, and our project managers, will coordinate with other departments in the Hunt Valley office for support services such as: geotechnical engineering; surveys (topographic surveys, plats, deed descriptions); structural design (inspections, risers, drainage structures, retaining walls, bridges); GIS/ database services; utilities; transportation/ MOT; general site/ civil design; and construction inspection. Century has included Environmental Systems Analysis, Inc. (ESA) and Kim Engineering, Inc. (KEI) on our team as MBE subconsultants to supplement our services, and together we will provide the full range of services required for this contract. ESA and KEI will provide support services that may be needed for projects such as surveys/plats, geotechnical, utility designation/ locating, environmental assessments and permitting. We are currently working with ESA and KEI on our current Charles County, NPDES Municipal Stormwater Permit Consulting Services, No. 20-21.

When the County requests a proposal, Mr. Thomas and Ms. Wagner will review the scope of work, coordinate with ESA and KEI, and define a core project team based on experience and availability to provide the County with an efficient, consistent, and capable team. Mr. Thomas and Ms. Wagner will assign a project manager and prepare a Project Quality Plan (PQP) including team communication plan, and the project scope, budget and schedule. If a team member changes or departs, Century will replace that team member with another qualified professional so that continuity is preserved and there is no impact to quality, schedule, or budget. We will communicate with the County about any changes for project managers/ engineers and verify that the County agrees with the change. Century continually evaluates workload and technical staffing needs to determine when to hire, with the goal of continuing to provide quality services to our clients.

Our consistent project success and client satisfaction are a result of our technical expertise, and our focus on proactively communicating with clients, review agencies, and other design disciplines to provide cost-effective and responsive service.



Environmental Systems Analysis, Inc. (ESA) Overview

ESA is a woman-owned small business and MDOT-certified MBE/DBE/SBE small business (MDOT #18-094) that has provided natural resources management and ecological restoration services in the mid-Atlantic region since 1989. ESA provides environmental, land planning, natural resource management and ecological restoration services to governmental, non-profit and private sector clients. ESA's management structure allows us to mobilize and respond quickly, while our sound and unbiased scientific methods have earned us an outstanding reputation with our clients and federal, state, and local regulators. ESA projects are completed on-budget and on-time as evident in our excellent performance ratings.

ESA's interdisciplinary team includes six qualified forestry professionals, five seasoned wetland delineators, four employees with all levels of Rosgen geomorphology stream restoration training, an additional two staff with the first two levels of Rosgen training, and two registered

landscape architects. The four principals at ESA have 27 to 47 years of experience working in Maryland-specific natural resources management and have overlapping experience in watershed management, NPDES MS4 permit compliance, stream restoration, as well as with local, state, and federal regulations.

Projects are assigned by a project manager and staff to assist in completing tasks in a timely manner. However, staff work on projects as needed, due dates are added to the company's shared calendar, and senior staff provide quality control. In ESA's weekly, mandatory staff meetings, all active projects are discussed in detail and prioritized with assignments allocated based on project familiarity and priority. All work in the field is performed by two-person teams to ensure safety and project continuity. ESA maintains a Continuity of Operations Plan (COOP), which is our pre-planned strategy to ensure our organization will continue its essential functions during and after a disruption, such as a disaster or emergency. It outlines procedures and resources to maintain operations, protect personnel, and facilitate a return to normal functions. If for any reason a project manager should require extended leave, retire or change jobs, we have the internal capability to shift and share management responsibilities to other senior staff with no loss of competency. If needed, ESA will recruit exceptional candidates to fill specialized positions. Our current recruitment program includes ongoing recruiting through professional societies, universities, and other professional and technical networks.



Kim Engineering, Inc. (KEI) Overview

KEI is a certified Minority Business Enterprise (MBE) founded in 1993 that provides multi-disciplinary engineering services to clients with a range of services, including, but not limited to: surveys/ plats, utility designation/ locating, geotechnical engineering and borings, civil engineering, construction materials testing and inspections, contract administration, and landscape architecture services. KEI's engineering expertise enables providing a wide range of services for both public and private sector clients. KEI's main office is located in Beltsville, Maryland with a branch office located in Baltimore.

b. Provide a detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.

Century has provided permitting and monitoring services for a variety of stream restoration designs for freshwater and tidal systems in Coastal Plain and Piedmont regions. We have extensive experience applying State and Federal Section 401/404 permits to stream-related projects, including Individual Permits, Nationwide Permits, USACE TMDL Regional General Permits, Maryland State Programmatic General Permits, and Tidal Wetlands Licenses. Century provides comprehensive services supporting permitting requirements including, but not limited to: wetland and waterway delineation, function and value assessments, functional uplift assessment, avoidance and minimization, Federal/State/local permitting, riparian and wetland planting plans, DNR-certified benthic macroinvertebrate sampling, local stream buffer law compliance, living shoreline permitting, Chesapeake Bay Critical Area Commission compliance, mitigation site searches and selection, Phase I/II Mitigation Plans, construction-related services including construction oversight/ compliance, as-builts, and post-construction performance monitoring, reporting, and close out.

Century provides value-added expertise for stream restoration and shoreline restoration design and permitting processes based on our extensive permitting experience and approaches for permitting, mitigation, and monitoring to prevent project delays, and our good working relationships with regulatory agencies. We implement an “early and often” approach for agency coordination to assess ways to expedite the permit process and reduce the risk of unanticipated agency comments later in the design phase. This includes practices such as holding on-site agency review meetings at early design milestones to solicit input on the proposed design and define a permitting/mitigation strategy, submitting the permit applications at the earliest possible phase of design/ milestone, including public notice or notification documentation in the original permit submittal to provide concurrent notice and agency permit reviews, and providing regular updates to regulatory entities as design progresses. We evaluate and define design goals and ecological uplift with a realistic approach and work with MDE and USACE to set permit and monitoring requirements that are achievable.

One example of Century’s experience for successful stream restoration design and permitting was for the Kelly Branch project on behalf of Baltimore County

Department of Environmental Protection and Sustainability. Kelly Branch is a Use III-P waterway and the limits of the stream restoration extended from Baltimore County into the Loch Raven Reservoir, which is owned by Baltimore City. The proposed stream restoration resulted in approximately 3,700 linear feet of intermittent and perennial stream impacts/ improvements and 7,300 square feet of wetland impacts. Century mitigated these impacts on-site with the creation of floodplain benches, improved planform geometry and bank grading, as well as directing flow from an outfall along a low gradient channel into a wetland cell to provide water quality treatment. The existing wetland system was expanded, restoring hydrology to historically wet areas and providing habitat diversity. Post-construction monitoring consisted of geomorphic survey, vegetation survey, stream habitat assessment, and wetland delineation. Biological monitoring was also completed in order to demonstrate biological uplift. Spring benthic macroinvertebrate sampling and summer fish sampling were completed in accordance with the Maryland Biological Stream Survey protocols. Century completed the five-year monitoring period and the project was very successful in achieving the stated design goals and monitoring criteria.

One example of Century’s successful shoreline restoration design and permitting was for the Chestnut Hill Cove project on behalf of BGE which provided shoreline stabilization and tidal wetland mitigation for the Key Bridge Reliability Initiative project. Century performed: site searches (desktop and field investigations) for mitigation sites; search criteria including property ownership, RTE resources, historic/ archeological, submerged aquatic vegetation, access; site ranking and concept designs; informational meetings with HOA/ property owners; coordinated with MHT on submerged historical resources; wetland and forest delineations, invasive species assessment; geotechnical borings/ report; early and regular coordination with MDE, USACE and Anne Arundel County, and the Chesapeake Bay Critical Area Commission; prepared and obtained permit approvals; prepared construction documents; and provided bidding assistance. Century provided construction oversight and post-construction monitoring.

ESA has extensive experience in meeting permit requirements for stream and shoreline restoration projects. We coordinate with local, state, and federal agencies regarding rare, threatened, and endangered species and special requirements and closures to avoid harm. ESA provides the client with a spreadsheet of permit conditions that highlights pertinent dates and notification requirements and regularly monitors these

conditions to ensure they are met. We commonly address time of year restrictions, anadromous fish, migratory birds, waterfowl concentration areas, and bat requirements.

ESA submits prepares and submits Notice of Intents (NOIs) on behalf of the appropriate operator according to the Construction Stormwater Permit 20-CP requirements. We prepare Stormwater Pollution Prevention Plans (SWPPP) that document potential pollutants including sediment and mitigation techniques. ESA collaborates with the contractor to ensure they are collecting turbidity benchmark monitoring if the project site is in a Tier II watershed or a watershed that is impaired for sediment according to the latest MDE and EPA requirements. ESA also ensures that turbidity benchmark data are reported and uploaded quarterly to the MDE ePermits website.

All ESA staff completing construction inspections and providing construction management are experienced with local, state, and federal regulations. We work closely with the construction contractor from project kickoff to close-out to make sure plans, permit requirements, and standards are met. ESA coordinates and attends project closeouts with the operator, client, contractor, and regulatory authorities. We provide clear communication and assist the contractor with meeting requirements. ESA prepares the authorized completion report and submits it to the U.S. Army Corps of Engineers. We coordinate to have as-built plans prepared and we review them for accuracy and completeness and submit them to MDE and the Corps. We also coordinate the required permit notifications and certifications. We work with the client and contractor to submit the USACE Self-Certification form and notify state and local compliance offices when construction is completed. We negotiate with the Corps regarding post-construction monitoring requirements and conduct the monitoring work.

Recent stream restoration monitoring work completed by ESA includes monitoring at Cedar Branch, Carderock, and Broad Creek stream restoration projects. We collect and analyze field data including channel cross-sections, longitudinal profiles, and pebble counts, and take photographs. We may also delineate wetlands, if required. We conduct post-storm inspections of the restoration structures and prepare annual reports documenting the monitoring results, which we submit to MDE and the Corps. MDE requires that all permitted living shorelines have a Marsh Maintenance Plan. ESA has monitored and written annual Marsh Monitoring Reports for many of our living shoreline designs including projects located at Possum Point, NSAA Berm, Forelands Road, several private landowners, Hillsmere Shores, and Honeysuckle Drive.

c. Provide a detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.

Century provides extensive experience for stream assessment and restoration designs, bank and outfall stabilization, regenerative stormwater conveyance (RSC), and stream and sediment monitoring. Successful stream and ecological restoration designs to restore stability and ecological functions require identifying the causes/effects and mechanisms of stream degradation correctly. The causes of degradation may be due to changes in the watershed hydrology or localized channel influences such as a storm drain outfall, clear-water scour, or high flow velocities. Our approach for restoration projects is based on multidisciplinary consideration of defined project goals, assessing project constraints and natural resources, fluvial geomorphologic principles, hydrologic/hydraulic analyses, sediment transport analyses, and potential ecological uplift. Detailed hydrologic and hydraulic analysis will be performed iteratively during the design phase in order to determine velocities and shear stresses for the proposed design. Two-dimensional hydraulic modeling may be used to inform the design and provide for adjustments resulting in more robust designs.

We understand that the approach to stream restoration requires flexibility and integrating a wide range of related project elements, which may include: watershed-based assessment, aquatic/terrestrial habitat processes and enhancement, wetland systems, bioengineering, sediment transport, reconnecting the floodplain and related impacts, agency/stakeholder input and consensus building, client and community priorities, forest impacts, flood elevations, constructability, benefit/ cost evaluation, and providing pollutant load reduction. While there are multiple potential goals for stream restoration projects – such as mitigation, environmental stewardship, infrastructure protection, and habitat/fisheries – very often one of the primary goals for stream restoration projects is to achieve impervious area treatment and nutrient load reductions toward NPDES MS4 permit requirements. We understand the pollutant load reduction protocols to be applied for the selected design approach. We apply protocols from the “Recommendations of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects” (Sept. 2014); “Consensus Recommendations for Improving the Application of the Prevented Sediment Protocol for Urban Stream Restoration Projects Built for Pollutant Removal Credit” (Oct. 2019); “Consensus Recommendations to Improve Protocols 2 and 3 for Defining Stream Restoration

Pollutant Removal Credits” (Oct. 2020); “Recommendations for Crediting Outfall and Gully Stabilization Projects in the Chesapeake Bay Watershed” (Oct. 2019); MDE’s “Accounting for Stormwater Waste Load Allocations and Impervious Acres Treated” (Nov. 2021); and “A Unified Guide for Crediting Stream and Floodplain Restoration Projects in the Chesapeake Bay Watershed” (Sept. 2021). We will use in-depth hydraulic analyses to design restoration projects that meet the project goals and provide good value (benefit/cost) to the County.

Century will conduct a functional assessment of the site following methods outlined in the EPA’s “A Function-Based Framework for Stream Assessment and Restoration Projects,” (May 2012) to document the existing conditions and functional uplift potential. Through this process we will analyze the five pyramid levels: hydrology, hydraulics, geomorphology, physiochemical, and biology parameters. Biological uplift will vary depending on the type of restoration and the conditions/ stability of the upstream and downstream reaches. Determining what stream functions have been lost, and why, helps identify those functions with potential to be restored based on site constraints. We understand that setting conservative and readily achievable project goals is important. Century understands that climate change may influence the frequency, duration, intensity, and distribution of storm events, resulting in more extreme wet or drought periods. Our restoration designs will consider potential effects from climate change and incorporate ‘robust’ design elements when possible and practical, (e.g., evaluate scenarios with higher discharges, velocities, and shear stress). Similar evaluations may also be considered to assess potential effects from continued development (per zoning), which may not be fully mitigated by SWM requirements. Our design approach includes reuse of materials from the site, locating spoil areas on site, and the use of native plant species found within the physiographic site location. Impacted trees may be used for in-stream grade control or habitat structures. Existing stone will be utilized to supplement grade control structures and natural channel bed gravel used in constructed riffles. Utilizing on-site materials in designs and locating spoil areas on site reduces project costs and enhances the habitats and aesthetics of the site.

Century has experience in all types of stream restoration, including urban and rural sites, Natural Channel Design (Rosgen approach), Floodplain Reconnection, Threshold Channel Design/Stabilization, and Regenerative Stormwater Conveyance (RSC). Hydrologic and

hydraulic conditions such as baseflow, bankfull/effective discharge, flooding, and erosion/scour issues of the stream will be assessed. Century will use methodologies presented in Levels I through IV of the Rosgen Stream Classification System (and Mecklenberg spreadsheets) as the framework for geomorphic characterization and existing conditions analyses. We will perform pebble counts and bar or sub-pavement bulk sampling to assess bed roughness and sediment transport competence. We will perform a detailed thalweg survey along the entire reach to determine low flow and bankfull slope, as well as spacing and dimensions of riffles, run, pools, and glides. Levels III and IV are more detailed analyses that require longer-term monitoring and field investigations. We have found that we can perform portions of Level III and IV analyses in conjunction with the Level II analyses. During field investigations we will note the extent and quality of riparian vegetation, trees, sediment depositional patterns, log jams, meander patterns, failing culverts, fish and aquatic organism passage (AOP) issues, areas of concentrated overland flow, beaver activity, and livestock or pedestrian use that may be causes of bank erosion or channel degradation. We will assess the surrounding watershed for potential water quality or quantity retrofits. As appropriate, we will utilize the Bank Erodibility Hazard Index (BEHI), near bank stress, BANCS analyses, and stream bank soil sampling/testing for nutrients to evaluate departure from stability and estimated sediment/pollutant load reduction credits. Century’s ecological restoration engineers and scientists and our full-service Construction Inspection Department can provide comprehensive construction phase services for stream and wetland restoration projects, including compliance inspections, requests for information, shop drawings, material testing, landscape inspection, Designated Specialist, and as-built certification.

Century has successfully used the above approaches for stream restoration designs to fulfill MS4 and Chesapeake Bay TMDL requirements for numerous counties in Maryland, including Anne Arundel, Baltimore, Carroll, Howard, Prince George’s, Montgomery; and local municipalities, such as City of Rockville and the City of Gaithersburg; and the Maryland State Highway Administration. For the Broad Creek stream and wetland restoration project, we planned, designed, permitted, and provided construction oversight for the Arundel River Federation and the Maryland State Highway Administration. This project won the Maryland Department of Transportation (MDOT) Environmental Excellence award in 2018. The project is located in Anne Arundel County and the staff from Anne Arundel County Bureau of Watershed Protection and Restoration have

taken visitors on site tours to show them an example of a successful urban/suburban stream restoration project.

ESA has successfully used the above approaches for stream restoration designs to fulfill MS4 and Chesapeake Bay TMDL requirements for Anne Arundel County, Baltimore County, and the U.S. Navy. ESA's Anne Arundel County restoration projects include: LPAX Russett, Lakeland, Oakview, Marley Old Mill, Marley Eason, and Jabez 3. ESA's Baltimore County restoration projects include: Herbert Run, Franklin Square, Magnolia Stormwater Retrofit, Bread and Cheese Creek, Cedar Branch, Cooper Branch, and Beaverdam Run. Working with the Arundel Rivers Federation, ESA designed the Annapolis Harbor Center stream restoration/retrofit project, which restored approximately 1,500 feet of stream and won a Best Urban BMP in the Bay Award (BUBBA). This project was recognized for restoring about 1,000 feet of deeply incised, canyon-like stream with very little tree clearing.

Century and ESA have completed stream restoration design plans for hundreds of stream miles throughout Maryland. We have learned that every project is unique, and a successful restoration is based on data-driven design decisions and the ability to adapt design approaches to site-specific constraints. Results from some of our recently completed projects have shown that the use of native materials combined with proven stream restoration practices, monitoring, and adaptive management practices are effective means of enhancing project success. Communication throughout the design and construction phases with the client, regulators, contractor, and other stakeholders is a critical aspect of stream restoration, and we continually strive to maintain an open dialogue with all relevant stakeholders.

The Century Team provides expertise for assessment, design, and construction oversight for shoreline stabilization and restoration projects ranging from structural measures (riprap armoring, bulkheads, sheet pile walls) to protect infrastructure and property, to living shoreline restoration to restore eroding shoreline and/or create wetland and habitat enhancement for mitigation requirements. Understanding the causes and effects of eroding shorelines is critical for designing stable restoration measures and achieving project goals. We have evaluated cause/ effect conditions such as: riverine flow, tidal flow, storm surge, wind/ wave action, boat wave action, soil type/ erodibility, vegetation, slope stability (above/ below water), and effects of previous stabilization or infrastructure improvements. The design of site appropriate restoration measures may include: field

investigations to understand site conditions, natural resources delineation, early coordination with permitting agencies and defining permit requirements, evaluate available hydraulic models and/or develop new models, review historical photos, wave action computations, review FEMA model and flood map, borings and soils testing, slope stabilization design, stakeholder coordination, access and constructability, cost/benefit considerations, and selecting appropriate shoreline stabilization/ restoration techniques to achieve project goals. Our living shoreline and wetland creation projects are typically in accordance with MDE's Shoreline Erosion Control Guidelines and Marsh Creation (2008), other MDE guidance documents, and we also utilize several ACOE and other technical papers for design of break waters and shoreline protection. Some common design features for our living shoreline projects include: low height riprap sill (breakwater), cobble apron, cobble/sand mix fill for wetland/ marsh creation, cobble beach protection, variety of wetland planting zones (seed/ plugs), shrub and tree planting in upland zones, and consideration of various measures to increase resiliency for storm conditions and sea level rise.

d. Provide detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.

The Century team has experience with many watershed and ecological restoration projects requiring soil management, tree planting, land use conversion, and climate resiliency best management practices. Many large-scale restoration projects require some level of soil chemistry analytics and provisions for decompaction of soils. Soil samples will be sent to a lab for analysis, (nutrient content, pH, percent organic matter, texture, etc.). We will use the lab data to adjust organic matter, lime and fertilizer requirements as necessary. To ensure there is topsoil with organic content (approx. 5%), we will specify incorporating Leaf-Gro or Com-Pro into the existing soils by rototilling, which aerates and decompacts the soil, and mixes in the compost. When a restoration site contains a compacted plow pan from historic agriculture, we will specify subsoil aeration. A plow pan pre-disposes a site to favoring shallow-rooted trees such as maple, versus deep-rooting trees such as oaks that cannot break through a hardened clay lens/pan. A deep-tine soil ripper can be used to create slotting of the surface and sub-soil to improve friability, soil mixing and aeration. Deep tine ripping allows for sub-soiling dry manure or soil additives. Our team has prescribed agricultural best management practices including deep

tine ripping on wetland creation sites on old farms, as well as other treatments/ supplements to enhance soil prior to use for forest planting or wetland mitigation. Our team has experience designing planting plans for Forest Conservation Plans, wetland mitigation plans, stream restoration plans, Critical Area buffer management plans, and wetland and bioretention SWM plans. Our planting plans specify native trees and shrubs known to perform well in the on-site soil conditions, sunlight, and moisture regime.

One example project is Mount Vernon Plantation, where in 2017 and 2018, ESA managed a three-million-dollar slope restoration of the Mansion grounds overlooking the Potomac River. This project involved forestry mower cutting of steep, marine clay soil slopes, slope drainage improvements, removal of emerald ash borer damaged green ash trees, non-native invasive plant treatment, extensive soil remediation, soil enhancements, on-site created soil mixes, removal of spoil soil, regrading and compaction in lifts, wetland delineation, forest stand delineation, specimen tree survey, tagging and GPS field location, arboriculture treatments, permitting, stabilization seeding, sodding, tree planting and meadow enhancements.

ESA has design/built dozens of large scale lawn to meadow conversions. One example is the Ecological Restoration and Waterfront Recreation Enhancement Master Plan and Implementation for the 32-acre, South Beach portion of Sandy Point State Park, located in Annapolis, Maryland. Work included the design for beach enhancement, primary dune restoration, wetland creation and restoration, pollinator meadow establishment, tree and forest planting, bay-scaping, trail construction, outdoor education interpretive themes, construction management and long term performance monitoring and maintenance.

Another example project is ESA's purchase and conversion of a former sand and gravel mine in Cedarville, which borders Prince Georges and Charles County. ESA conserved/ converted 122 acres to a preserved fishing and hunting farm. ESA planted 47.6 acres of upland and wetland forest for compensation for the construction of the Washington Redskins Stadium (FedEx Field) and other development projects. The project required hydroseed legume crops and grassland cover over finished grading, to improve the opportunity for organic/topsoil/mineral soil horizon development, where only subsoil horizon soils were present due to aggregate and sand surface mining. Tree and shrub planting was completed after defining micro-typography, and hydrophytic zones. The trees and shrubs specified

were native to the Maryland Coastal Plain and present in the adjacent forests.

Century and ESA will consider climate resiliency in all types of projects and specifically restoration projects. Some of the resources we use for evaluating predicted sea level rise, past and predicted flooding, natural resources/ soils, and storm surge include: the Maryland Coastal Atlas; Maryland Environmental Resource and Land Information Network (MERLIN); USGS tide gauges; Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs); Mid-Atlantic Regional Integrated Sciences and Assessments (MARISA); NOAA weather data; Coast Smart Climate Ready Action Boundary (CRAB); Advancing Stormwater Resiliency in Maryland (A-StoRM), MDE; SHA Transportation Asset Management Plan (TAMP), and Vulnerability Assessment and Adaptation Framework, FHWA. We are also aware of MDE's pending Stormwater Management manual update. These resources can provide a better understanding of potential climate change, resiliency and risks for making more informed decisions for life cycle benefits/costs throughout planning, design, construction and maintenance periods.

These considerations are particularly important for floodplain and tidal areas. For projects such as tidal marshes and living shoreline restoration our team will factor storm events (present and future) during design evaluations and clearly present scenarios in design reports and permit applications for regulatory agency approvals. One example of this was for the Maryland Critical Area Commission where ESA prepared a fact sheet for landowners about how to make their property more climate resilient and developed example climate resilient Critical Area buffer management plans that are featured on their website. Another example was for the Maryland Transportation Authority (MDTA) where Century developed a Climate Resiliency Checklist which analyzes risk of coastal flooding, extreme precipitation, extreme heat and extreme wind. The checklist is used as a screening tool during planning and preliminary design stages of a project to determine if a new asset or modification of an existing asset warrants adaptations to handle risks of future climate changes.

Another example is the Storm Drain Asset Management projects that Century is currently undertaking for Baltimore County to evaluate the risk and consequence of failure of drainage infrastructure in vulnerable neighborhoods. As part of the 2-D hydraulic modeling that Century is performing using PCSWMM, we are modeling flooding considering future potential storm events and sea level rise by accounting for ultimate zoning land use, future conditions precipitation change and sea

level rise factors from Baltimore County's Climate Action Plan (CAP). This helps Baltimore County make informed decisions about where to fund projects for drainage infrastructure improvements that will be resilient to climate change over the lifespan of the assets.

e. Provide a detailed history of watershed monitoring, assessments, evaluations, modeling and planning.

The Century team has extensive experience in conducting watershed assessments, developing implementation plans, and providing monitoring and inspection services. Century will assist the County with watershed management programs and planning. We will prepare new Watershed Assessment Studies and Watershed Implementation Plans toward advancing the County's NPDES MS4 water quality pollutant load reduction, Bay TMDL, equivalent impervious area credits, and local TMDL requirements, or provide reviews, investigations, and updates for prior studies. We can identify, evaluate, and prioritize potential projects to address various permit requirements. We understand that the Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated (MDE, 2021) provides numerous methods of computing pollutant load reduction credits, (e.g., SWM Co-Benefits, Green Infrastructure, application of BMP runoff reduction (RR) or stormwater treatment (ST) curves, land cover conversion BMPs (tree planting), street sweeping, storm drain cleaning, septic practices, EOS/EOT adjustments, and others). We understand that MDE has developed the TMDL Implementation Progress and Planning (TIPP) spreadsheet tool that reflects updates in the Phase 6 Chesapeake Bay Watershed Model and is intended for use in Watershed Implementation Planning updates and evaluations, (as other tools like MAST or CAST may be phased out over time).

Century's water resource engineers and GIS professionals are very capable of assisting the County with pollutant load re-evaluations, baseline loading adjustments, WIP updates or other related assignments. We understand that MS4 programs, WIP and asset management plans are incorporating components to evaluate climate change and resiliency. From our experience working on numerous baseline assessments, watershed/ site searches, WIPs, and the actual design/ permitting for specific projects for implementing restoration plans, we know there are many details, decisions, constraints and interpretations required, along with many limitations (e.g., funding and schedule) to achieve these requirements. Identifying and accounting for constraints, (i.e., access, utilities, ROW, soils/rock, floodplain, hydrology/ hydraulics, wetlands, trees, RTE, historic/archeological, stakeholders, permits, benefit/cost), early in site selection and design is very

important. Century's experience and capabilities to perform desktop site searches, site investigation/ assessments, evaluate/ prioritize sites and BMP types based on feasibility, constraints and benefit/cost will be applied for developing quality restoration work plans that provide for meeting permit requirements cost effectively and on schedule. Century will utilize our experience using various methods and approaches from working with other MS4 clients to assist Charles County.

Century developed a WIP (Phase 3) for the City of Brunswick including: baseline assessment of managed and unmanaged impervious areas, evaluation of existing BMPs, and development of new/retrofit BMPs to satisfy the MS4 Permit requirement for managing 20% of unmanaged impervious area. This project consisted of three phases including: 1) assessment of impervious areas and existing SWM BMPs to define the baseline untreated impervious area using GIS mapping; 2) performed desktop and field evaluations for existing SWM BMP retrofits and for new BMPs for impervious area credits; and 3) developed costs for retrofit and new BMPs, ranked them based on cost per acre and other constraints/ considerations, and prepared implementation recommendations. The WIP documents included: existing and new BMP computations, impervious area credits, estimated pollutant load reductions (N,P,TSS), planning level cost estimates, permitting considerations, access and ROW needs, implementation schedule, and GIS mapping with BMP information. Century reviewed several other WIP Sectors with the City and provided summaries in the WIP document including: Agriculture, Wastewater, and Septic Sectors.

Century has assisted Prince George's County Department of the Environment with development of assessment procedures and several watershed restoration site searches for segments of the Patuxent watershed. These assessments consisted of desktop analyses, site visits/ searches, site ranking/prioritizing, developing conceptual designs, nutrient credit evaluation including the alternative headwater protocol, benefit/cost and construction feasibility analyses. Century has completed numerous projects including design, permitting, impervious area and nutrient load reduction credits, construction oversight, as-builts and post-construction monitoring for numerous projects identified by these watershed implementation plan evaluations. The Prince George's County project (Tab 2, 330 form) describes these services in more detail.

Century has assisted Baltimore County, Carroll County, Howard County, Prince George's County, Maryland Transportation Authority (MDTA) and Maryland State Highway Administration (SHA) with evaluating potential

stream and outfall restoration sites, BMP and stormwater management facility locations, and stormwater management retrofit opportunities. Century assisted SHA with the identification, verification, and concept designs of stormwater management and BMP opportunities in Frederick and Washington County. Century prepared final design and construction documents for 25 BMPs and also performed construction phase services. Century performed modeling to determine impervious area and pollutant load reduction credits. Century conducted an outfall and stream study to assist the Carroll County Bureau of Resource Management with the prioritization and cost benefit analysis of 41 outfalls and receiving channels for NPDES/TMDL credit. Century has conducted drainage, stormwater management and outfall inventory, inspections, and GIS/ database updating services for SHA and MDTA for many regions of Maryland.

ESA has extensive experience in conducting watershed assessments, developing implementation plans, and providing monitoring and inspection services. ESA has conducted watershed assessments and prepared watershed management plans for the cities of Baltimore, Gaithersburg, Rockville, and Greenbelt; Arlington County; nontidal sections of the Severn River watershed; and the Arundel Rivers Federation. ESA developed a TMDL implementation plan for bacteria in support of Anne Arundel County's MS4 permit and conducted biological, chemical, and physical stream monitoring. ESA has performed pollutant source tracking, composite stormwater sampling, groundwater monitoring, and stream assessments for permit compliance for clients.

ESA recently performed watershed assessments for the Baltimore Harbor Watershed for Anne Arundel County, Bull Branch in Baltimore County as well as the Russett community and town of Galesville located in Anne Arundel County. We assessed these watersheds for opportunities to perform traditional stormwater best management practices (BMP) retrofits and install alternative stormwater BMPs, with the objective to restore the assimilative capacity of the Baltimore Harbor Watershed relative to nutrient loads, meet applicable water quality criteria for nitrogen and phosphorus, and qualify the watershed for removal from the MDE 303(d) list (MDE, August 2022).

The Century team can develop TMDL restoration plans that identify strategies for reducing nutrients, sediment, bacteria, and other pollutants of concern toward the TMDL goals in a defined watershed. Century will use the data gathered during the desktop analysis and field evaluations in the development of restoration plans. Appropriate models may include results of the Final

Chesapeake Bay Program Partnership Phase 6 CAST and Watershed Model for nutrients and sediment; the Expert Panel documents and MDE's Stream Restoration Crediting Clarification for MS4 Permitting Purposes Memorandum for site specific stream restoration projects for nutrients and sediment; the TMDL Implementation Progress and Planning (TIPP); and the Center for Watershed Protection's Watershed Treatment Model (WTM) may be used for evaluation of baseline and target pollutant loads. Restoration plans will use a combination of strategies to provide needed reductions to meet project/ TMDL goals. The Century team will provide pre- and post-construction monitoring, including MBSS biological surveys, EPA rapid bio-assessment protocols, and structural stability evaluations to verify that restoration improvements meet County, MDE and USACE permit criteria and remain functioning as intended. We will address Benefit/ Cost evaluations for all alternatives advanced for concept development and provide recommended strategies and alternatives.

f. Detailed experience with asset management tools.

We understand that Charles County has well-developed and evolving Asset Management and MS4 programs. We will promote close coordination with the County and make full use of the abundant available resources, guidance documents, policies/ programs for Asset Management. We understand that adopting information, resources and procedures from other entities can promote partnering, and provide for cost efficiencies, but it is also important to tailor and adapt procedures for the County's program goals and schedule/ funding needs. From our experience with numerous asset management planning/ implementation, and MS4 programs/ projects, some of the important strategies and approaches that help lead to successful projects include: document data sources/ assumptions for future uses; clearly define assets, benefits, costs, and risk/vulnerability indicator parameters applied to assets with available data; apply an iterative process to refine benefits/ costs/ risk ratings; perform higher level and lower cost assessments to allow for more resources to be devoted to assets requiring design, rehabilitation, replacement; perform sensitivity analyses to understand the range benefits, costs, risks; quality benefit/cost analyses provides for informed decision making; developing realistic cost estimates requires experience and documenting any conservative simplifying assumptions; promote co-benefits; promote community involvement and consensus building; environmental justice factors; early coordination with regulatory agencies; use multi-disciplinary teams; emphasize quality control at each phase; consider future

needs/ uses of the data developed for decision making; and promote integration of asset management through planning, design, capital improvements, and operations/ maintenance programs.

Century has developed numerous tools to assist clients with their asset management program needs. Century has extensive experience developing customized GIS-based asset management tools using ESRI products, (e.g., Collector for ArcGIS, Survey 123), and Fulcrum data collection applications to improve speed, accuracy, Q/C of data collection, and facilitate data analyses. For example, Century has developed customized GIS application tools to efficiently perform site search/screening, to assess site conditions/constraints, and perform desktop evaluations of feasibility for SWM BMP's and stream restoration. This enables focusing field investigations and conceptual designs on stream segments with the highest restoration potential. Century has also developed customized Fulcrum data collection application for construction inspection to improve speed, and accuracy, organize construction photos, Q/C of data collection, and automated standard inspection daily reports though hand-held tablets.

Century has also prepared numerous manuals and protocols for clients to guide asset management activities. For example, Century developed manuals for all MDOT SHA maintenance shops statewide to provide concise and consolidated guidance on routine and preventative maintenance actions for the wide range of SWM facility types, to provide solutions for addressing commonly occurring minor maintenance issues, and to inform maintenance personnel on the quantity, locations, and types of SWM facilities under their responsibility. Another example is the Concrete Channel Inspection Protocols that Century developed for MDTA to standardize inspections of these assets and provide a framework to facilitate decision-making on prioritizing maintenance and remediation.

g. Other information you think is important for consideration in the evaluation of proposals.

Century also provides specialized and unique services for many disciplines. Below are a few examples that could be relevant for assignments under this contract.

1. Century has provided staff augmentation for clients needing special services and to assist with program management. Some examples include: SHA NPDES MS4 program support services (project management for stream restoration program, watershed-based

desktop and field site searches, site ranking/prioritization, site mapping (automated conversions); MDTA program management support on-site (part-time) for asset management and remedial improvements for drainage infrastructure; SHA Dam Safety/Hazard program management.

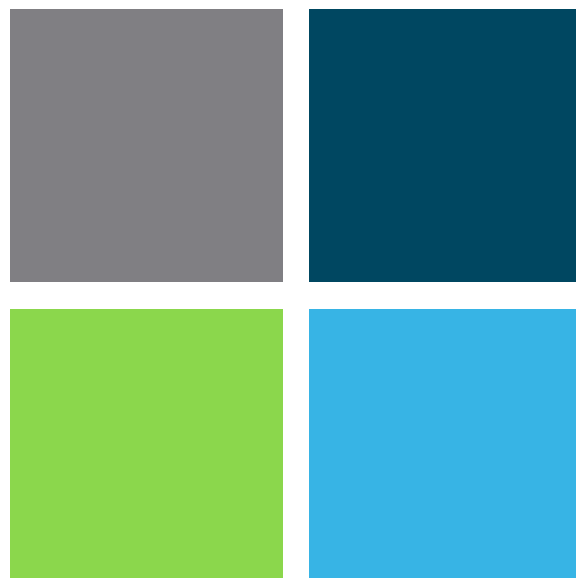
2. Century has staff certified to provide Expedited and Technical Reviews for SWM, ESC and MD Pond Code 378 for state and federal projects at MDE and MDOT SHA Plan Review Division (PRD). These staff have direct relationships with MDE Plan Review division staff and are always up to date with latest MDE policies, procedures, and guidance.
3. Century has experience performing two-dimensional hydraulic modeling using software such as HEC-RAS (2-D), SMS, TuFLOW, and SRH-2D to more accurately model stream and floodplain systems. This provides for improved estimates of shear stresses to inform the design of stream restoration projects.
4. Century has staff with expertise performing Dam Safety inspections and Hazard Risk evaluations. We have prepared complex dam breach analyses utilizing a variety of hydrologic and hydraulic modeling techniques. We have prepared Emergency Action Plans and served as the Engineer-In-Charge for the rehabilitation/retrofit of significant and high hazard dams.
5. Century has experience providing education and outreach services and training for various State and County clients (SHA, Howard County, Prince George's County).
6. Century will prepare grant funding and support the County in grant administration/reporting as needed.
7. Century has a large Construction Management Department in Hunt Valley who, along with our engineers and environmental scientists, will provide CM/CI services (review material and equipment submittals, managing RFIs, attend on-site pre-construction, progress and warranty (including landscape) walk through meetings, provide meeting minutes, review drawings for County Ordinance and Standards compliance, preparation of punch lists, technical advisory consultation for addressing unforeseen conditions and issues and assistance with project extensions and close outs.

Summary

Century will emphasize good communication throughout the project team and with stakeholders to ensure that: decisions are made in a timely manner, appropriate team members are kept informed, that work proceeds efficiently, the whole project team is informed of decisions, and project goals are addressed.

We submit that the Century team is the right choice for this contract based on:

- Proven organizational structure with a responsive management system, support of experienced professionals and comprehensive support services
- Experienced water resource engineers and environmental scientists with specialized expertise in the types of services required for this contract
- Flexibility and capacity to meet resource requirements for this contract based on availability of qualified personnel and full-service capability
- Commitment to providing quality services confirmed by completion of successful projects with local and state governments, good annual ratings, and a high degree of repeat clients
- Good project experience and working relationships with Charles County under NPDES Municipal Stormwater Permit Consulting Services, (No. 20-21).



APPENDIX A: Required Forms

EXPERIENCE FORM #1RESOLUTION 26-61
Attachment 3Bidder/Offeree/Quoter: Century Engineering, LLC

Bidder/Offeree/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 1 **Company/Firm Name:** Maryland State Highway Administration
Address: 707 North Calvert Street **Phone:** 410.545.8567
Baltimore, MD 21202-3601 **Fax:** N/A
 Email: rcole@mdot.maryland.gov
Contact Person: Mr. Ryan Cole **Contact Person Title:** Chief, Water Programs Division

Project Name: Environmental Design and Permitting Services, BCS 2012-03G **Original Project \$ Amount** \$4,100,000
Responsible for 100 % of the project **\$ Amount of all Change Orders** N/A
Project Begin Date 2015 **Final Project \$ Amount** \$2,639,700
Original Project End Date 2020 **# of days project was extended** N/A
Why project was extended N/A

Location work was provided (specify City, State): Statewide, Maryland

Describe the work provided and explain how it relates to the work solicited:

Century provided various restoration, environmental, landscape architecture and water resource engineering services for multiple project types to support compliance with MDOT SHA's NPDES MS4 permit and impervious area / TMDL restoration requirements including:

On-site TMDL permit coordination support; On-site TMDL stream restoration support; Wetland delineation and joint permit application permitting services for maintenance activities in SHA Maryland Districts 1,2,4, and 7; Tree planting site evaluations and stakeouts; Access permit research for redevelopment credit, TMDL pre-construction sediment monitoring; MD 210 post-construction monitoring; New BMP site searches in Frederick County, Maryland; New BMP final design in Frederick County, Maryland; Redevelopment restoration credit accounting; and SC-19 (Woodfield) stream design and banking. Work performed under this contract relates directly to 2026-009 Section 4.4.A 1, 2, 3, 4, 5, 6, 7, 9, and 10.

Typable fields will expand as content is entered.

EXPERIENCE FORM #2Bidder/Offeror/Quoter: Century Engineering, LLC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 2 **Company/Firm Name:** Maryland State Highway Administration

Address: 707 North Calvert Street Phone: 410.545.8770
Baltimore, MD 21202-3601 Fax: N/A
 Email: emarabello@mdot.maryland.gov

Contact Person: Mr. Eric Marabello, PE Contact Person Title: Director, Office of Highway Development

Project Name: Planning, Preliminary, and Final Engineering Design and Construction Management Services, BCS 2011-09B Original Project \$ Amount \$10,000,000
 Responsible for 100 % of the project \$ Amount of all Change Orders N/A
 Project Begin Date 2015 Final Project \$ Amount \$10,000,000
 Original Project End Date 2020 # of days project was extended N/A
 Why project was extended N/A

Location work was provided (specify City, State): Statewide, MarylandDescribe the work provided and explain how it relates to the work solicited:

Century, serving as the Prime Offeror, provided comprehensive engineering services for the SHA Office of Highway Development (OHD) for new construction, reconstruction, and rehabilitation projects including preliminary engineering, feasibility/concept design, environmental planning/NEPA, final highway and structural design, pedestrian and bicycle facility design, site layout and design, hydrology and hydraulics (H/H) design, stormwater management (SWM), erosion and sediment control (ESC), permitting, NPDES MS4/TMDL compliance, traffic engineering, traffic control device design, maintenance-of-traffic (MOT), landscape architecture, topographic/photogrammetrical/lidar surveying, subsurface utility engineering (SUE), geotechnical engineering, right-of-way (ROW) plat development, value engineering, construction phase engineering, construction management, and construction inspection.

Completed project assignments include:

HHD Embankment Hydraulic Classification - Century performed hydraulic evaluation of 18 pond embankments, including simplified and standard dam breach analyses, and 1-dimensional and 2-dimensional hydraulic modeling utilizing HEC-RAS; conducted background research, review of record drawings; performed field investigations; and determined hazard classification of the embankments and prepared reports for each pond. Century assisted SHA in gaining concurrence on the hazard classification from SHA-PRD, MDE Plan Review Divisions, and MDE Dam Safety Division. Century updated SHA's database with classification data after receiving final approvals and concurrences with hazard classification.

SWM and Drainage Asset Summaries and Routine Maintenance Manuals - Century developed all maintenance shops statewide to inform SHA maintenance personnel on the quantity, locations, and types of SWM facilities under their responsibility; to provide concise and consolidated guidance on routine and preventative maintenance actions for the wide range of SWM facility types; and to provide solutions for addressing commonly occurring minor maintenance issues. Century developed over 3500 maps and indices identifying the locations and types of all SWM facilities in each maintenance shop's area of responsibility. Prepared schematic drawings of various BMP types and maintenance guidance, including scheduling, based on BMP type. Assignment involved significant coordination and training of maintenance personnel.

TMDL Stream Restoration Management and Support - Century assisted SHA with implementation of its Chesapeake Bay TMDL Implementation Plan by providing Stream Restoration Contract Management, program support, and project management support. Multiple Century staff served as project manager and support staff for TMDL stream and outfall restoration projects and other planning and implementation tasks. Century attended field and design team meetings; coordinated with local, state and federal regulatory agencies; performed overall project management including navigating the project development and permitting milestone process, and ensured schedule compliance; conducted landowner coordination; performed site screening, selection and prioritization for potential TMDL restoration sites; provided natural resource inventories; worked with construction personnel throughout the construction phase; and conducted/oversaw TMDL monitoring studies to track project success.

SWM BMP Site Assessment and Remediation Work Orders. Performed site assessment and preparation of maintenance work orders and permitting for 100 stormwater management (SWM) BMPs across the state of Maryland. Work orders included a text report for each site, a work order punch list to be provided to the contractor performing the work, and an estimate of the construction items and quantities required to complete the work. Engineer's Estimates were calculated multiple ways (standard MDOT SHA pay items, and Time and Materials) depending on which on-call contract was to be utilized. Construction phase services included responding to contractor RFIs.

Typable fields will expand as content is entered.

EXPERIENCE FORM #3Bidder/Offeror/Quoter: Century Engineering, LLC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

<u>Experience #:</u>	3	<u>Company/Firm Name:</u>	<u>Maryland State Highway Administration</u>
<u>Address:</u>	<u>707 North Calvert Street</u> <u>Baltimore, MD 21202-3601</u>	<u>Phone:</u>	<u>410.545.8770</u>
		<u>Fax:</u>	<u>N/A</u>
		<u>Email:</u>	<u>emarabello@mdot.maryland.gov</u>
<u>Contact Person:</u>	<u>Mr. Eric Marabello, PE</u>	<u>Contact Person Title:</u>	<u>Director, Office of Highway Development</u>
<u>Project Name:</u>	<u>Preliiminary and Final Engineering Design and Construction Management, BCS 2015-05E</u>	<u>Original Project \$ Amount</u>	<u>\$20,000,000</u>
<u>Responsible for</u>	<u>100</u> % of the project	<u>\$ Amount of all Change Orders</u>	<u>N/A</u>
<u>Project Begin Date</u>	<u>2018</u>	<u>Final Project \$ Amount</u>	<u>\$20,000,000</u>
<u>Original Project End Date</u>	<u>2023</u>	<u># of days project was extended</u>	<u>N/A</u>
<u>Why project was extended</u>	<u>N/A</u>		
<u>Location work was provided (specify City, State):</u>	<u>Statewide, Maryland</u>		

Describe the work provided and explain how it relates to the work solicited:

Century, as Prime/Joint Venture Offeror, is providing provided comprehensive engineering services for the Maryland State Highway Administration (SHA) for various new construction, reconstruction, and rehabilitation projects, including preliminary engineering, feasibility/concept design, environmental planning/NEPA, final highway, design, hydrology and hydraulics (H/H) design, stormwater management (SWM), erosion and sediment control (ESC), permitting, NPDES MS4/TMDL compliance, and asset management.

Completed project assignments include:

SWM Asset Inventory and Inspections in Anne Arundel, Calvert, Charles, St. Mary's, and Wicomico County – The JV (including MBE/DBE partners) performed SWM, storm drain and outfall inventory, inspection, and GIS updates for 972 SWM BMPs, 683 conveyances, and 318 drainage structures/outfalls. The task involved significant field work mapping existing infrastructure with GPS, performing inspections to determine conditions, identification of deficiencies and recommending remedial activities. The JV coordinated lane-closure permits and traffic control for field work through District 5. Following the field work, the JV performed the post-field office processing and QA/QC per the NPDES Standard Procedures Manual protocols. The JV also performed GIS updates to MDOT SHA's geodatabase utilizing the ArcGIS Online field application (Collector and Survey123) and desktop application.

SWM Operations and Maintenance Applications – Century prepared revised manuals for all maintenance shops statewide to inform maintenance personnel on quantity, locations, and types of SWM facilities under their responsibility; to provide concise guidance on routine and preventative maintenance actions for the wide range of SWM facility types; and to provide solutions for addressing commonly occurring minor maintenance issues. Century developed over 3500 maps and indices identifying the locations and types of all SWM facilities in each maintenance shop's area of responsibility. Also prepared schematic drawings of BMP types and maintenance guidance/frequency based on BMP type. The assignment involved significant coordination with District maintenance personnel. Century also assisted in the development of field applications, including a GIS tool and Wiki format of the manuals.

Outfall Stabilization and Restoration in Anne Arundel County - This project consists of developing stabilization measures for thirteen (13) existing eroded storm drain outfalls, including replacement of associated drainage structures and pipes, as needed, located in Anne Arundel County. Preliminary Investigation (PI) Design was completed by Century Engineering under a separate contract. Plan Review Division (PRD) Concept approval and Site Development comments were received. Under this task, Century progressed the design through Semi-Final, Final and Plans, Specifications and Estimate (PS&E) design milestones, advertisement phase services, permitting approvals and also included Maryland Department of Transportation State Highway Administration (MDOT SHA) project management assistance.

SWM As-Built Certification Reviews – Century performed reviews of SWM As-Built Certification packages for SHA projects. Century confirmed construction completion and documentation was in compliance with approved contract documents (plans, specifications), approved SWM report and MD Pond Code 378 requirements. This included the review of material test results (bioretention soil mix, clay for impervious core/cutoff trench), compaction test results, and landscape installation certifications. Projects involved wide range of SWM practices including microscale ESD facilities (Micro-bioretention, Bioswales, Grass Swales, Wet Swales, Submerged Gravel Wetlands), MDE SWM Manual Chapter 3 Filtration Practices and Small Ponds. Century facilitated structural approvals through SHA-PRD and MDE-PRD and prepared final acceptance for contractors. Reviewed over 500 as-built submissions involving over 1200 SWM BMPs.

Embankment Hydraulic Classification – Century performed hydraulic evaluation of 11 pond embankments, including simplified and standard dam breach analyses, and 1-dimensional and 2-dimensional hydraulic modeling utilizing HEC-RAS; reviewed record drawings/performed field investigations; determined hazard classification; and prepared reports. Assisted SHA in gaining concurrence on the hazard classification from SHA-PRD, MDE Plan Review Divisions, and MDE Dam Safety Division.

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EXPERIENCE FORM #4Bidder/Officer/Quoter: Century Engineering, LLC

Bidder/Officer/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 4 **Company/Firm Name:** Maryland State Highway Administration

Address: 707 North Calvert Street **Phone:** 410.545.8567
Baltimore, MD 21202-3601 **Fax:** N/A
Email: rcole@mdot.maryland.gov

Contact Person: Mr. Ryan Cole **Contact Person Title:** Water Programs Division Chief

Project Name: NPDES Services, BCS 2010-12B **Original Project \$ Amount** \$6,000,000

Responsible for 100 % of the project **\$ Amount of all Change Orders** N/A

Project Begin Date 2016 **Final Project \$ Amount** \$6,000,000

Original Project End Date 2021 **# of days project was extended** N/A

Why project was extended N/A

Location work was provided (specify City, State): Statewide, Maryland

Describe the work provided and explain how it relates to the work solicited:

Century Century Engineering, LLC (Century) provided various restoration, environmental, landscape architecture and water resource engineering services for multiple project types to support compliance with MDOT SHA's NPDES permit and impervious area / TMDL restoration requirements including:

- New BMP site searches including desktop analysis (200 BMP sites), field investigation (64 BMPs), and concept design (20 BMPs). New BMP final design and preparation of final construction documents (13 BMPs), including plans, specifications, estimate, as well as facilitating permit approvals.
- Montgomery County outfall restoration concept development (13 Outfalls) including assessment, concept design and prioritization for final design.
- SWM Asset Inventory, Inspection and GIS Updates for 1,374 BMPs in Calvert, Charles, and Prince George's County. Extensive field work performing Source Identification inventory updates, condition assessments and remedial recommendations for structural and landscape features.

Completed project assignments include:

Israel Creek at MD 550 Stream Restoration

Provided assessment, design, and permitting services for the restoration of Israel Creek at MD 550. Project limits include Israel Creek (5,560 LF), Dorcas Branch (315 LF) and an Unnamed Tributary (280 LF).

Services included geomorphic survey, BANCS assessment, functional uplift analysis, hydrologic analysis, 2-D hydraulic modeling, SWM alternatives analysis, construction document preparation (plans, specifications, and estimate) and construction phase services. The design approach focused on eliminating the effects of channel entrenchment by excavating a floodplain near the elevation of the existing channel

invert to lower bank heights and allow for frequent interaction of flows with the floodplain. The design improved water quality by reducing bank erosion, increasing nutrient uptake within the vegetated floodplain, and enhancing the hyporheic zone, allowing for greater nutrient processing as a result of rooting depth extending into the groundwater and stream's baseflow.

TMDL New SWM BMP Site Search and Final Design in Washington County

Provided final design of thirteen new BMPs in Washington County, to provide treatment of SHA owned impervious area to help meet the pollutant removal requirements of SHA's NPDES MS4 permit. We provided watershed site search desktop analysis (200 BMP sites), field investigation (64 BMPs), and concept design (20 BMPs). Century prepared final construction documents for 13 BMPs, including plans, specifications, estimate, as well as permit applications and approvals. Desktop Analysis: Reviewed GIS data including utilities, right-of-way, land use/land cover, soils, geology (Karst), topography, and aerial imagery. Used ArcMap to analyze the specific study areas to determine BMP feasibility, site constraints and footprints. Field Investigation: Performed a detailed evaluation of BMP site feasibility and document site features such as utilities, environmental features (wetlands, waters of the US, forest stand/trees), and drainage patterns. Sites were ranked based on maximizing treatment and feasibility of permitting and construction. Ranking considered major items such as utility conflicts, environmental features, additional construction needs, and public concerns. Concept Design: The top 20 potential BMP locations were taken to concept design (grading, BMP type and size) and pollutant reductions computed per Recommendations of the Expert Panel to Define Removal Rates for Urban Stormwater Retrofit Projects and MDE's Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated. Final Design: Prepared contract documents for 13 new BMPs including grass swales, bioswales, and submerged gravel wetlands. Provided the stormwater management, ESC, drainage, MOT, and electric utility relocation design, topographic survey, ROW mosaic and work map development. Century performed permitting/natural resource assessment activities including wetland delineations and memo preparation, general forest characterization, tree/forest impact assessment. Coordination included tree impacts to Indiana Bat habitat within project limits.

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EXPERIENCE FORM #5Bidder/Offeror/Quoter: Century Engineering, LLC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 5 **Company/Firm Name:** Maryland Transportation Authority

Address: 2310 Broening Highway **Phone:** 410.537.7873
Baltimore, MD 21224 **Fax:** N/A
Email: jharkness@mdta.state.md.us

Contact Person: James Harkness **Contact Person Title:** Chief Engineer

Project Name: Comprehensive Engineering Services, MDTA AE-3042-0000 **Original Project \$ Amount** \$1,617,500

Responsible for 100 % of the project **\$ Amount of all Change Orders** N/A

Project Begin Date 2018 **Final Project \$ Amount** \$1,617,500

Original Project End Date 2023 **# of days project was extended** N/A

Why project was extended N/A

Location work was provided (specify City, State): Statewide, Maryland

Describe the work provided and explain how it relates to the work solicited:

Century, as the Prime Offeror, is performing a wide range of planning, preliminary engineering, and final design services including program/project management and technical review services for stormwater permitting, compliance and remedial programs to support compliance with MDTA's NPDES MS 4 Phase II permit.

Completed project assignments include:

Stormwater and Drainage Remediation Program Support, Statewide, MD: Century provided ongoing support for the MDTA OEC Environmental Division's Stormwater and Drainage Remediation Program, which maintains and remediates existing MDTA stormwater infrastructure including storm drain systems, outfalls, slopes, and ditches. We provided program management including management of design consultants, program budget, oversight of remediation design projects, environmental permitting, discipline coordination, work prioritization, oversight and tracking for stormwater and drainage remediation on-call construction contracts, construction coordination, and emergency response/post-large storm assessments. Performed remediation designs, site assessments, assessment/recommendation reports, remediation work orders, H/H analysis, preparation of contract documents (estimates and task order packages), and coordination for hazardous materials and health and safety plans. We developed drainage inspection protocols, provided GIS support, and performed storm drain outfall inspections, including water quality sampling for IDDE, and SWM BMP inspection and design. Prepared on-call construction contracts for stormwater and drainage remediation including IFB development and project delivery activities, wage rates, schedule of prices, pre-bid meetings for MA2803, MR3007, MR3017, and MR3030.

Presented Lunch & Learn to structure remedial staff on H&H requirements, implications of Attachment 3 remediation activities, and the role of the Stormwater and Drainage Remediation Program.

Project Review Support, Statewide, MD: Century provided peer reviews and expedited MDE SWM/ESC reviews for MDTA projects including I-95 ETL NB from MD 43 to South of MD 152 (KH3009), I-95 ETL NB Noise Wall Along SB I-95 S. of Calvary Road (KH3031), and Small Drainage System Preservation. Completed MDE SWM/ESC reviews for compliance with the MDE SWM/ESC Guidelines and Manual. Performed over the shoulder design reviews, reviewed Contractor RFIs and conceptual changes, and facilitated final/modification approvals. Also performed peer reviews prior to MDE Dam Safety Division submission providing compliance with MDE SWM/ESC and Dam Safety requirements (dam breach analyses, hazard classifications, and Emergency Action Plans).

I-95 ETL NB, Noise Wall – I-95/MD 24 Woodside, Harford County, MD: Century provided management, design, and contract document preparation on KH3030 for construction of noise wall along ramp from SB I-95 to NB MD 24. The design minimized the wall height and cost; considered future I-95 SB ETL project; avoided utility impacts; and eliminated the need for retaining walls. Century is responsible for the design of the noise wall and special headwall structures; drainage; SWM (grass swales) and ESC; culvert extension; embankment analysis; environmental permitting (RTP, JPA, Tier II); and the supervision of subconsultants that provided the noise study, landscaping design, MOT, and utility location services. Century also incorporated utility plans for the rehabilitation/relocation of a Harford County water main into the contract documents.

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EXPERIENCE FORM #6RESOLUTION 26-61
Attachment 3Bidder/Offeror/Quoter: Century Engineering, LLC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 6 **Company/Firm Name:** Howard County Department of Public Works**Address:** 9801 Broken Land Parkway
Columbia, MD 21046**Phone:** 410.313.6413**Fax:** N/A**Email:** msrichmond@howardcountymd.gov**Contact Person:** Mr. Mark Richmond**Contact Person Title:** Chief, Storm Water
Management Division

Project Name:	<u>Howard County Stormwater and Watershed Management Evaluation And Design Services</u>	Original Project \$ Amount	<u>\$2,000,000</u>
Responsible for	<u>100</u> % of the project	\$ Amount of all Change Orders	<u>N/A</u>
Project Begin Date	<u>2013</u>	Final Project \$ Amount	<u>\$1,750,000</u>
Original Project End Date	<u>2018</u>	# of days project was extended	<u>N/A</u>
Why project was extended	<u>N/A</u>		

Location work was provided (specify City, State): Howard County, Maryland**Describe the work provided and explain how it relates to the work solicited:**

Century, serving as the Prime/Joint Venture Offeror, is providingproviding a wide range of services including: NPDES, water resources, stormwater management, stream restoration, permitting, public involvement, construction inspection, monitoring, and related support services for Howard County's NPDES permit and Imperious Area/TMDL restoration requirements. A summary of the services Century has provided includes: BMP assessments, major repairs, and retrofit designs for water quality TMDL pollutant load credits; dam breach analyses (HEC-1, PMP), hazard assessments, and emergency action plans; H/H modeling including HEC-RAS 2D; drainage complaint investigations, drainage system improvements; stream assessments and restoration designs; erosion and sediment control; natural resource investigations and forest stand delineations (NRI/FSD) including wetlands and Waters of US delineations and jurisdictional determinations; permitting services including Joint Permit Applications, Forest Conservation Plans, Howard County Planning and Zoning Department, and Howard Soil Conservation District approvals; design of environmental landscaping, BMP planting and wetland planting plans; preparation of construction documents (plans, specifications, estimates); public meetings; design support services (surveys, right-of-way, geotechnical, utility designation coordination, utility relocation design, traffic control plans); construction inspection services (on-site inspections, RFIs, shop drawing reviews, final inspections, close out, as-built certifications); and post-construction monitoring.

Wilde Lake High School SWM Retrofit - Century assessed the high school and middle school sites and developed options for SWM retrofits to provide water quality management (WQv) including: hydrology and hydraulic computations, BMP sizing, plans, and cost estimates. The County selected a retrofit option for the 23-acre high school site which has 50% impervious cover. Century developed construction documents (plans, specifications, estimate) for a large underground filtering BMP consisting of flow splitters, extensive underground storage via a series of 96" CMPs, venting system, proprietary Storm Filter system, and Jellyfish structures for pre-treatment. Century addressed natural resources investigation and forest stand delineation, including wetlands and Waters of the U.S. delineation, and coordination with MDHR, USFWS, and MHT for RTE and historic resources. Related services included structural design, surveys, geotechnical, and utility coordination. Final design was completed on an aggressive fast-track schedule so construction could occur during the summer. Century provided construction phase services including responding to requests for information, shop drawing reviews, construction inspection and documentation; as-built surveys, and as-built certification.

Deep Earth Lane SWM Retrofit - Century developed retrofits for two adjacent SWM BMPs – one BMP is a public facility serving Long Reach High School, the second private facility serves the Village of Long Reach. These BMPs are connected and each BMP has a control structure which ties into a common storm drain system downstream. Century evaluated original design plans and developed hydrology/hydraulic computations to define operating conditions and level of management provided for the complex SWM conditions and related storm drain systems. Century prepared retrofit plans, SWM report/computations, and cost estimate for these BMPs to provide WQv and CPv toward the County NPDES goals. Century addressed dam breach analysis and a reach hazard assessment. Century addressed natural resources investigation and forest stand delineation including wetlands and Waters of the U.S. delineation, and coordination with MDHR, USFWS, and MHT for RTE and historic resources. Century provided construction phase services including responding to RFIs, shop drawing reviews, construction inspection, as-built surveys, and as-built certification.

Cherrytree Farm SWM Pond and Stream Stabilization - Century assisted the Howard County with the restoration of a tributary to Rocky Gorge Reservoir in Laurel. The project area consisted of approximately 1,200 linear feet of stream restoration through a narrow (20–60-foot width), relatively steep (3%-5%) stream valley. The project included the retrofit of an adjacent stormwater management facility to meet Pond-378 requirements. Services included site assessments to evaluate design alternatives, stream restoration design, preparation of construction documents, and permitting services such as natural resources inventory, preparation of Joint Permit Application (JPA), and RTE coordination. Century also provided construction phase services including contractor submittal and RFI reviews and construction oversight. Century is currently providing post-construction monitoring under a separate task.

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EXPERIENCE FORM #7

Bidder/Offeror/Quoter: Century Engineering, LLC

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Experience #: 7 **Company/Firm Name:** Baltimore County Department of Environmental Protection and Sustainability (DEPS)

Address: 111 West Chesapeake Avenue **Phone:** 410.887.4927
Room 305 **Fax:** N/A
Towson, MD 21204 **Email:** rryan@baltimorecountymd.gov

Contact Person: Mr. Robert Ryan **Contact Person Title:** Environmental Scientist

Project Name: On-Call Stream Restoration, Design, Management, and Monitoring Services 2010-08 **Original Project \$ Amount** \$4,000,000

Responsible for 100 % of the project **\$ Amount of all Change Orders** N/A

Project Begin Date 2015 **Final Project \$ Amount** \$665,155

Original Project End Date 2024 **# of days project was extended** N/A

Why project was extended N/A

Location work was provided (specify City, State): Baltimore County, Maryland

Describe the work provided and explain how it relates to the work solicited:

Century and its Joint Venture (JV) partner provided watershed and stream restoration assessment, design, and monitoring services to Baltimore County DEPS including developing environmental and engineering studies, designs, and reports for various integrated stream restoration and upland water quality projects to support the County's NPDES MS 4 permit requirements. Additional services include post-design consulting, construction management, and pre- and post-construction monitoring, pollutant load reduction calculations. Restoration approaches applied adaptive natural channel design principles and fluvial geomorphological principles in conjunction with hydrologic and hydraulic engineering, bio-engineering, and other aquatic and terrestrial habitat considerations to create stable, ecologically functioning waterway systems.

Completed project assignments include:

Kelly Branch Stream Restoration and Wetland Creation: Project included the assessment and restoration design of 3,400 linear feet of stream channel, and the creation of adjacent wetlands. Under the existing conditions, the channel experienced active erosion, lateral migration, fish blockages, channel over-widening, exposed utility lines, and lacked a riparian buffer. Services provided included: site assessments to evaluate restoration opportunities; stream assessment and restoration design for water quality and NPDES credit; preparation of construction documents (plans, specifications, estimates); environmental landscaping; natural resource investigations/forest stand delineations (NRI/FSD) including wetland and waters of U.S. and jurisdictional determinations; permitting services including State/Federal Joint Permit Applications,

SHA Access Permits, MD DNR Roadside Tree Permits, Forest Conservation compliance, and Soil Conservation District approvals; surveys and plats; construction phase services including on-site inspection/reporting, RFI response, and close out; post-construction monitoring; and stream bank sediment sampling to determine bulk density and nutrient (Nitrogen and Total Phosphorus) content. Century conducted geomorphic assessments, identified the bank full discharge, located significant stream and valley features with GPS, completed a Natural Resource Inventory (NRI), performed wetland and Forest Stand Delineations (FSD), conducted pebble counts to assess sediment transport, calculated width/depth ratio, channel slope, and entrenchment ratios, and examined historical aerial photographs to describe current and past fluvial geomorphic processes. Century determined existing/ultimate discharges utilizing GIS Hydro and TR-20. Peak discharges were then used in HEC-RAS to determine the existing and proposed hydraulic conditions. A Natural Channel Design (NCD) was undertaken to create a stable baseflow habitat channel that would provide sediment transport, while constructed benches adjacent to the stream channel provide flood relief during elevated storm events. Proposed floodplain benches achieved a bank height ratio of 1.0, allowing DEPS to take advantage of both expert panel Protocols 1 and 2. Design submittal packages including 15%, 30%, 60%, and 100% that included design reports, plans, specifications, and cost estimates were completed. ESC and FCP were developed and approved by the County Soil Conservation District. MDE and USACE permits were obtained through the JPA process. Century worked with the County to develop community handouts and attended community meetings to address owner concerns. Century provided a designated environmental specialist and construction oversight services. These services included: material clearance/approval; communicating regularly with the client and inspector; providing photo documentation and weekly reports of construction progress; and attending bi-weekly progress meetings.

Century also conducted both pre- and post-construction monitoring including biological sampling, longitudinal and cross-section surveys, and as-built review.

Roland Run at Thornton Road Stream Restoration: Century assisted DEPS in the assessment, design, permitting, bidding, and construction services for the restoration of 600 feet of Roland Run and 680 feet of an associated tributary in Essex Farm Park, Towson that provides a stable, ecologically-functional stream and riparian system. We are currently providing post-construction monitoring. Roland Run is a 2nd order stream with a watershed that has been significantly altered over the last several decades resulting in a highly impervious landscape with a flashy flow regime and high peak discharges. To provide safe conveyance of the elevated flows while remaining within the narrow urban park corridor, a combination of natural channel design (NCD) and floodplain reconnection was designed to provide stable grade control while alleviating stress within the channel. The objective of the project was to reduce sediment and nutrient loadings and to provide water quality improvements to meet the County's nutrient reduction and impervious area treatment goals.

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EXPERIENCE FORM #8

Bidder/Offeror/Quoter: Century Engineering, LLC

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Experience #: 8 **Company/Firm Name:** Prince George's County Department of the Environment

Address: 9400 Peppercorn Place Phone: 443.689.2573
Suite 300 Fax: N/A
Largo, MD 20774 Email: jmsmith@co.pg.md.us

Assistant Director, Office
of Storm Drain

Contact Person: Ms. Joanna Smith Contact Person Title: Maintenance

Project Name: Civil Engineering,
Environmental Engineering and
Construction Management and
Inspection Services Original Project \$ Amount \$4,817,000
Responsible for 100 % of the project \$ Amount of all Change Orders N/A
Project Begin Date 2013 Final Project \$ Amount \$4,817,000
Original Project End Date On-Going # of days project was extended N/A
Why project was extended N/A

Location work was provided (specify City, State): Prince George's County, Maryland

Describe the work provided and explain how it relates to the work solicited:

Century, as a Prime Offeror, provided various assessment, restoration, environmental, and water resource engineering services for multiple project types to support compliance with Prince George's County's NPDES MS4 permit and impervious area/TMDL restoration requirements.

Completed project assignments include:

Patuxent River Watershed Assessment: Century provided an assessment for a 205 sq. mi. watershed including desktop evaluation/site identification, field assessment and concept restoration design and cost estimates for 16 stream and outfall sites. Based on results from the concepts, the County has tasked Century with final design and permitting of 8 of the sites for a total of approximately 21,000 liner feet.
Henson Creek Watershed Study: Century provided an assessment for a 25 sq. mi. watershed including desktop evaluation/site identification for stream, outfall, and stormwater BMP new/retrofit opportunities. Field verified 20 stream and outfall sites and 7 BMP sites and are currently developing concept plans and cost estimates for 5 sites stream and outfall sites and 2 BMP sites.

University Boulevard NPDES SWM Retrofits: Century provided evaluation/design of SWM LID retrofits along University Boulevard for pollutant load reduction for NPDES permit credits. Services included desktop analysis using GIS and aerial imagery to identify potential LID retrofit locations; evaluation of drainage areas, soils, and existing impervious areas; field investigations to assess site constraints, drainage systems, utilities, safety, aesthetics, access, and natural resources; and H&H analyses of storm drain system, proposed splitter structure, principal spillway, and floodplain considerations. Century provided support for public meetings, presentation materials, and coordination with stakeholders including parks, utility owners, community association and adjacent residents, and MDOT SHA. Century prepared construction documents (plans, specifications, cost estimates), and coordinated wetland/forest conservation approvals.

Bear Branch Stream Restoration: Century provided assessment, restoration design, and permitting for approximately 3,438 LF of Bear Branch and associated tributaries in Laurel. Bear Branch is a second order stream with a drainage area of 1.8 sq. mi. and 35% impervious area. The primary objective was to restore or improve the lost ecological functions of a wetland meadow or wetland forest, providing a stable and sustainable project that will reduce nutrient and sediment inputs to the Chesapeake Bay. The proposed design involved a combination of excavating the adjacent terrace and raising the channel invert to increase the floodplain width and dramatically reduce bank heights, allowing flows to access the floodplain during the most frequent storm events. These conditions provide the critical hydrology necessary to maintain wetlands and related functions while offering micro-habitat conditions, carbon, sediment and nutrient retention, and increased groundwater interaction. A highly sinuous channel with series of riffles and pool will convey baseflow through the constructed floodplain while step-pool structures was utilized to drop flows down onto the proposed floodplain from the steep adjacent tributary channels. Woody habitat features, consisting of branch layering incorporated into the banks of pools, was utilized to provide aquatic habitat and carbon inputs. Habitat roughness features, consisting of salvaged trees, and wetland depressional features similar to vernal pools were constructed to create terrestrial habitat throughout the wet meadow/forest complex. Century developed construction documents, including design plans, planting plans, maintenance-of-traffic (MOT) plans, construction details, cost estimate, specifications, and design justification reports. The project also included extensive agency coordination and environmental permitting as well as TMDL nutrient reduction computations based on the expert panel Protocols 1, 2, and 3. Century also performed a dam breach analysis for the Van Dusen Road crossing which is considered a high hazard dam. Century provided construction phase services and certified as-built plans and is currently providing post-construction monitoring services.

Unnamed Tributary to Henson Creek: Century provided assessment, restoration design, and permitting of approximately 800 LF of restoration to an unnamed tributary to Henson Creek. The design approach focuses on establishing a two-stage channel and floodplain within the project area, to reconnect the stream with the proposed floodplain and provide nutrient reduction and ecological uplift. The project includes a detailed geomorphic assessment, nutrient credit calculations, preparation of construction documents, and construction oversight.

Typable fields will expand as content is entered.

EXPERIENCE FORM #9Bidder/Offeree/Quoter: Century Engineering, LLC

Bidder/Offeree/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 9 **Company/Firm Name:** Baltimore Gas and Electric Company

Address: 2900 Lord Baltimore **Phone:** 410.470.6708
Baltimore, MD 21244 **Fax:** N/A
Email: james.casey@exeloncorp.com

Contact Person: Mr. Jim Casey **Contact Person Title:** Principal Project Manager

Project Name: Chestnut Hill Cove Tidal Wetland Mitigation and Stream Rehabilitation **Original Project \$ Amount** \$257,721

Responsible for _____ **% of the project** **\$ Amount of all Change Orders** N/A

Project Begin Date 2022 **Final Project \$ Amount** 257,721

Original Project End Date 2025 **# of days project was extended** N/A

Why project was extended N/A

Location work was provided (specify City, State): Anne Arundel County, Maryland

Describe the work provided and explain how it relates to the work solicited:

Century, as the Prime Offeror, Century Engineering, LLC (Century) prepared conceptual design documents for a 2 mile long submarine cable installation, horizontal directional drilled (HDD) cable installation, overhead transmission, and other installation methods. Century continued to identify and characterize a preferred underground solution and a preferred overhead option. Through an extensive alternatives analysis, we identified the overhead option as the lowest cost, lowest environmental impact, and lowest risk option for BGE.

As part of the permitting process, Century prepared a Joint Permit Application including a Natural Resources Inventory, Impact Plates, and supporting materials such as a detailed Alternatives Analysis that was submitted to the Maryland Department of the Environment (MDE) and the Army Corps of Engineers in late 2018. Century also addressed ESC design and plan approval and Chesapeake Bay Critical Area coordination.

Under this contract, Century's assignments included, but were not limited to Terrestrial and bathymetric field surveys to provide current baseline information; Delineation and location of forest stands, specimen trees, streams, tidal wetlands, and non-tidal wetlands; Collaborating on the Certificate of Public Convenience and Necessity (CPCN); Joint Permit Application coordination/preparation/submittal/tracking including hosting an agency summit meeting, stakeholder/agency coordination, public notification, coordinating with agencies on the jurisdictional nature of delineated resources, thoroughly investigating alternatives, avoidance and minimization analysis, design coordination, preparation and tracking of permit submittal, and authorization; Wetland mitigation coordination including mitigation site identification, mitigation design, pre- and post- construction assessment, coordination with regulating agencies on ratios

and requirements, development of the monitoring plan, and construction oversight; Public outreach including organizing and hosting community meetings and developing project renderings; and Coordination with the Chesapeake Bay Critical Area Commission for approval to alter areas within 1,000 feet of the tidal waters of the Chesapeake Bay.

Chestnut Hill Cove Tidal Wetland Mitigation and Stream Rehabilitation

Century Engineering, LLC, a Kleinfelder Company (Century), conducted a site search, site assessment, design, permitting, and lead bid-phase services for this tidal wetland mitigation project for the Key Crossing Reliability Initiative. The project includes a living shoreline wetland system, shoreline slope repairs, vegetative stabilization, wetland enhancement, and tidal stream rehabilitation for a small unnamed tributary to Nabbs Creek.

Century performed a site search to identify approximately 0.5 acres of tidal wetland mitigation to support the Key Crossing project. The Chestnut Hill Cove site—located on an unnamed cove and tributary to Nabbs Creek—was selected. It includes approximately 1,050 feet of shoreline, with areas of active erosion and steep slopes. We conducted initial site assessments, coordinated with permitting agencies to identify resources and site constraints, and supported engagement with the HOA, site owners, and other community representatives. Our team also performed site investigations and evaluations, including wetlands and waterway delineation, forest stand delineation, Critical Area assessments, property boundary identification, and topographic/bathymetric surveys, EMA floodplain, and utilities. Early coordination with permitting agencies defined a potential submerged archaeological zone that the project design avoided. With assistance from Sustainable Science, we developed the tidal wetland mitigation design creating 0.45 acres of tidal wetlands and 0.27 acres of tidal wetland enhancement. The project had five main components including: a low profile rock sill and a high/low marsh system along approximately 550 feet of shoreline; an unprotected high/low marsh system along approximately 200 feet of shoreline; a wetland enhancement area in the upper cove zone created by mechanical excavation of *Phragmites Australis* and replacement with a high/low marsh system; a bioengineered soil fabric lift system with shrub plantings for slope repair and vegetative stabilization; and rehabilitation of a small stream (unnamed tributary) through the wetland enhancement area. Our team prepared a geotechnical report with recommendations for accommodating the very soft silt and clay soils at the wetland creation area including: a low height rock sill/containment dike, geotextile, sequence of construction, settlement, and placement of a sand/cobble mix.

Typable fields will expand as content is entered.

EXPERIENCE FORM #10Bidder/Offeror/Quoter: Century Engineering, LLC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: <u>10</u>		Company/Firm Name: <u>Carroll County Department of Land & Resources Management</u>	
Address: <u>225 N. Center Street</u>		Phone: <u>410.386.2949</u>	
<u>Suite 209</u>		Fax: <u>N/A</u>	
<u>Westminister, MD 21157</u>		Email: <u>cheyn@carrollcountymd.gov</u>	
Contact Person: <u>Mr. Christopher Heyn</u>		Contact Person Title: <u>Director</u>	
Project Name: <u>Environmental Compliance Engineering Services 75-F-7-16/17</u>		Original Project \$ Amount <u>\$1,085,700</u>	
Responsible for <u>100</u> % of the project		\$ Amount of all Change Orders <u>N/A</u>	
Project Begin Date <u>2017</u>		Final Project \$ Amount <u>\$1,085,700</u>	
Original Project End Date <u>2022</u>		# of days project was extended <u>N/A</u>	
Why project was extended <u>N/A</u>			
Location work was provided (specify City, State): <u>Carroll County, Maryland</u>			

Describe the work provided and explain how it relates to the work solicited:

Century, as the Prime Offeror, provided water and environmental resource design services along with related support services and construction phase services to the County for projects focused on implementation of the County's NPDES/ SWM program. A summary of the services Century provided under this open-end included: BMP assessment and retrofit designs for water quality and NPDES pollutant load reduction; Dam breach analyses and reach hazard assessments; Watershed assessments to evaluate SWM (new/retrofit), stream and outfall restoration opportunities; Stream assessment and restoration design; Natural resource investigations and forest stand delineations (NRI/FSD) including wetland and Waters of U.S. delineations and jurisdictional determinations; Permitting services including Joint Permit Applications and Forest Conservation Plans; Design of environmental landscaping, BMP plantings, wetland plantings; Preparation of construction documents – plans, specifications, estimates; Survey and right-of-way services; Geotechnical investigations, coordination, and analyses; Support for coordination with property owners and public outreach; Construction phase services; and As-built certifications.

Completed project assignments include:

Woodsyde SWM Retrofit and Stream Restoration - Century designed the retrofit of two existing stormwater management facilities and the restoration of 2,100 linear feet of the receiving stream in to assist the County with its NPDES MS4/TMDL goals. Services included site assessments to evaluate design alternatives, stream restoration design for NPDES credit, SWM retrofit design of two BMPs, preparation of construction documents, hydrology and hydraulics analysis, dam breach analysis, and permitting services. Century also provided construction phase services including contractor submittal and RFI reviews. SWM Facility Retrofits: Two existing SWM facilities were retrofit. A shallow marsh was expanded and retrofit into a surface sand filter to maximize water quality and channel protection treatment and reducing the 10-year peak discharge below pre-existing conditions. The design included storm drain modifications, pretreatment stilling basins, access road, and a 50' long by 13.5' high concrete weir wall control structure, and it met Pond Code 378 and Carroll County criteria. A surface sand filter was also retrofit for additional water quality treatment. The design included a flow diversion structure and the replacement of the earthen weir with an inlet control structure that tied into the proposed storm drain system. Stream Restoration: The pre-restoration stream channel consisted of a deeply entrenched, actively eroding channel with no floodplain connection within a narrow, relatively steep stream valley. Century performed a geomorphic assessment and BANCS evaluation. We then developed two alternative restoration approaches to reduce bank erosion, provide vertical grade control, and promote nutrient processing within the vegetated floodplain/hyporheic zone. The chosen approach aimed to re-establish the boundary conditions of a sustainable headwater system by raising the channel invert and excavating the adjacent terrace to lower the bank height, restoring connection with the adjacent riparian areas/floodplain. Century performed a detailed hydraulics analysis to validate the design and delineate the floodplain boundaries. TMDL nutrient reductions and impervious acre treatment were calculated.

Woodville Watershed Study - Century completed a watershed study for the Town of Mount Airy and Carroll County to identify the most cost-effective means of providing impervious area and TMDL restoration credits to help meet the Town's NPDES MS4 goals. A desktop evaluation of the entire 869-acre watershed was completed to identify new BMP's and retrofit opportunities. We reviewed available GIS data (property ownership, contributing drainage area, topography, and physical features) and developed an initial BMP type and footprint for twenty sites. The BMP types consisted of conventional practices per Chapter 3 and Chapter 5 of the MDE SWM Manual and Stream Restoration Practices. Alternative BMPs described in MDE's "Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated" were also considered. Century developed an estimate of current treatment and potential additional treatment, and prepared existing TR-20 hydrology for the entire watershed for use in assessing impacts to peak discharge rates. Each potential site was reviewed in the field using a cloud-based field collection tool developed by Century. We documented repairs needed, design/site constraints, potential environmental features, downstream channel conditions, and recommendations for advancement to concept design. A pre-application meeting was held with MDE, the US Army Corps of Engineers, and DNR to discuss permitting requirements. Century met with the County, the Town, and the Water and Sewer Commission to present the most cost-effective options. With their input, Century completed concept designs for two regional wet ponds. The overall watershed model was updated to assess the impacts the two proposed BMPs on the peak discharge rates.

Typable fields will expand as content is entered.

Vendor Disclosure Form

RESOLUTION 26-61
Attachment 3

Instructions: Complete the form in its entirety, sign, and date.

Part 1. To be Completed by the Quoter/Bidder/Offeror

Solicitation # and Name: 26-009 Municipal Stormwater Permit Design and Consulting Services

Legal Name of Firm: Century Engineering, LLC

Doing Business As (DBA): Century Engineering, LLC

Year of Legal Formation: 2021 Federal Tax ID Number (FEIN): 52-2002914

State of Legal Formation: Delaware DUNS Number: 06-487-5420

Address: 10710 Gilroy Road, Hunt Valley, MD 21031

Contact Name/Title: Ryan Thomas, PE, Contract Principal/Director

Telephone: 443.589.2400 Fax: N/A

Email: rythomas@kleinfelder.com

Part 2. Disclosure Questions

1. Litigation History

Has your firm, or any principal, been a party to any civil or criminal litigation in the past five (5) years?

☒ Yes ☐ No

If yes, provide details:

Century Engineering, LLC is a large firm and is involved in over thousands of projects per year. Many of these projects are large and complex and typically generate a variety of claims and disputes, some of which evolve into formal legal proceedings. These proceedings typically involve all design consultants, including Century Engineering, LLC, regardless of scope and responsibility. In a number of these proceedings, Century Engineering, LLC has been named as a defendant despite our belief that the firm has no liability. Century Engineering, LLC does not believe that any of these proceedings will have a material adverse effect on the operations of the Company or its ability to perform.

2. Contract Terminations or Defaults

Has your firm had any contracts terminated for default, cause, or non-performance in the past five (5) years?

☒ Yes ☐ No

If yes, provide details:

Century Engineering, LLC, a Kleinfelder Company does not maintain a central contracting repository and considering that we have been in business for many years, we cannot specifically identify contracts that have not been completed. Nonetheless, to the extent there have been incomplete contracts we believe the number is extremely small and in no way reflects our commitment to quality and excellence.

3. Ethics Violations or Investigations

Has your firm or any principal been the subject of an ethics investigation, formal complaint, or violation by a government entity?

☐ Yes ☒ No

If yes, provide details:

Upon information and belief, Kleinfelder was not, within the past five years, the subject of any ethics investigation, formal complaint, or violation by a government entity.

4. Debarment or Suspension

Has your firm or any principal been debarred, suspended, or otherwise deemed ineligible to participate in public contracts? **RESOLUTION 26-61**
Attachment 3

☐ Yes ☒ No

If yes, provide details:

5. Conflict of Interest

Are there any known conflicts of interest between your firm and any current employee or elected official of Charles County Government?

☐ Yes ☒ No

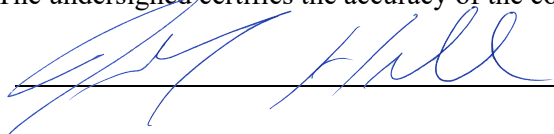
If yes, provide details:

Part 3. Certification of Vendor Disclosure Form

By signing below, the QUOTER/BIDDER/OFFEROR certifies that the information provided in this Vendor Disclosure Form is true and correct to the best of my knowledge and belief. The QUOTER/BIDDER/OFFEROR is aware that noncompliance, as determined by the COUNTY, may result in the QUOTER/BIDDER/OFFEROR to take corrective actions and/or result in sanctions as set forth in the contract.

The undersigned certifies the accuracy of the content provided on all Vendor Disclosure Form:

Signature:



Date: 8/27/2025

Name & Title: Jeff Hill / Executive Vice President, Director, East Division

Bidder/Offeror/Quoter: Century Engineering, LLC

Sub #: _____ **Company/Firm Name:** _____ **Percentage of Participation:** _____

Minority Firm ☐ Minority Class: _____ Non-Minority Firm ☐ _____

Address: _____

Products/Services: _____

Signature: 

Page 260 of 976

This form may be duplicated if additional space is required.

**CHARLES COUNTY GOVERNMENT MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE
(MWBE) PROGRAM – COMPLIANCE PLAN FORM**

1. Purpose and Intent:

A. Program Statement

It is the practice of Charles County Government (the County), to foster greater competition and increase opportunities for participation by all segments of the business community and maximize value for the taxpayers' dollars through efficient use of public funds. The County accordingly shall endeavor to promote full and equal business opportunities for all businesses contracting with the County by increasing the opportunity for purchase of goods and services from minority and women-owned enterprises.

The County similarly encourages Offerors/Bidders/Quoters and contractors to take all reasonably necessary and responsible steps to ensure that minority and women-owned enterprises have meaningful and equitable opportunities to participate in County contracts.

B. Promotion of Equal Opportunity.

The County seeks to ensure that firms desiring to participate in contracting and procurement activities with the County are not prevented from doing so based on the race, color, national origin, or gender of their owners. No firm, business enterprise, or person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin, or gender in connection with the award or performance of any contract paid for, in whole or in part, with funding from the County.

2. Requirement for Submission of Compliance Plan:

A. The County requires submission of a written compliance plan, included herein, for including MBE and WBE firms for subcontracting opportunities, which becomes a material part of the contract. The Offeror/Bidder/Quoter's compliance plan must be responsive in the opinion of the County, which means a meaningful and successful search and commitments to include MBE and WBE firms for subcontracting work. Bids/proposals/quotes submitted without a compliance plan may be rejected by the County.

B. Offeror/Bidder/Quoters should use selection methods and strategies sufficiently effective for successful MBE and WBE participation.

3. Eligibility:

A. A minority-owned, woman-owned, or disadvantaged business certified in the State of Maryland Department of Transportation (MDOT) Minority Business Enterprise (MBE) program, shall maintain that certification, and shall comply with all provisions of the state program, including annual certification. ***Firms should register with the Charles County MWBE program in order for their participation to count. It is the County's preference that Charles County, MD MWBE vendors be utilized first, where appropriate.***

B. The directory is available on the Economic Development Department website at <https://www.meetcharlescounty.com/>. Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202.

4. Offeror/Bidder/Quoter Certification of Acceptance

By submitting a proposal/bid/quote in response to this solicitation, the Offeror/Bidder/Quoter agrees to the following:

A. To utilize MWBE firms, where possible, to contribute to the County's aspirational goals and to utilize certified vendors listed in 1) Charles County's MWBE Vendors list, 2) the MDOT MBE list or 3) any MBE list otherwise approved by the SLMBE Programs Division.

B. To submit to the MWBE/DBE Compliance Manager any documentation or data that is necessary to ensure compliance with the MWBE program.

C. At the County's request, Offeror/Bidder/Quoters must furnish evidence, such as copies of agreements or letters of intent with MBE and/or WBE subcontractors, either before contract execution or during contract performance. The awarded Offeror/Bidder/Quoter(s) must request written approval for changes to its inclusion plan once it is agreed upon.

MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLAN FORM

***Instructions: Fully complete all required forms. Sign and Date all applicable forms. ***

Part 1. Prime Quoter/Bidder/Offeror MWBE Status

Solicitation Number and Name: 26-009 Municipal Stormwater Permit Design and Consulting Services

Name of Prime Quoter/Bidder/Offeror: Century Engineering, LLC

RESPOND TO ALL QUESTIONS:

1. Is the Prime Contractor a Registered Charles County, MD registered MWBE? Yes ☐ No ☒ If yes, specify MWBE #: _____

2. Is the Prime Contractor a State of Maryland Department of Transportation (MDOT) Minority Business Enterprise (MBE) program? Yes ☐ No ☒ If yes, specify ID#: _____

3. Is the Quoter/Bidder/Offeror utilizing subcontractors that are **Charles County, MD registered MWBE(s) or MDOT MBE certified** to provide services or goods? *Charles County Government prefers Charles County, MD registered MWBEs are utilized to the fullest extent possible, as allowable.*

Yes ☒ Complete ***Schedule A.***

No ☐ Complete ***Schedule C – Summary of Efforts.***

SCHEDULE A – MWBE SUBCONTRACTOR PARTICIPATION FORM**Part 1. MWBE Subcontractor Participation**

Solicitation Number and Name: 26-009 Municipal Stormwater Permit Design and Consulting Services

Name of Prime Century Engineering, LLC

Quoter/Bidder/Offeror:

Total Quote/Bid/Proposal Price: N/A

Total MWBE Work – Quote/Bid/Proposal Amount/Value: N/A

Percentage of Total Work (Based on Dollar Value) of MWBE(s): 25%

Part 2. MWBE Subcontractors Participation Schedule

Instructions: Identify each registered MWBE subcontractor below, including Charles County MWBE or MDOT MBE assigned registration numbers, Federal Employer Identification Numbers (FEINs), company names and addresses, the nature of the services or supplies being furnished, value of work to be performed by the MWBE, and the percentage of the overall project amount and complete ***Schedule B - Official Letter of MWBE Intent*** with each MWBE subcontractor/joint-venture partner included in the schedule below. Submit all completed forms with your firm's response to this solicitation.

MWBE #	FEIN or Social Security #	Company Name Address Phone & Fax	Services to be Provided	Value of MWBE Work From Letter of Intent	MWBE % of Contract
94-054	52-1835947	Kim Engineering, Inc. 6100 Chevy Chase Drive Suite 105 Laurel, MD 20707 410.501.3669	May provide services including: surveys/ plats, utility designation/ locating, geotechnical, materials testing/ inspections, and civil engineering.	\$ N/A	15%
18-094	52-1631440	Environmental Systems Analysis, Inc. 2141 Priest Bridge Drive Suite 1 Crofton, MD 21114 410.267.0495	May provide services including: natural resources assessment, watershed assessment, permitting, ecological/ habitat restoration, shoreline restoration, stormwater management, drainage, MS4 permit support services, IDDE, and construction management/ inspection.	\$ N/A	10%
				\$	%
				\$	%

				\$	%
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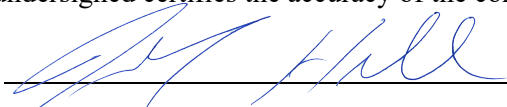
If additional space is needed, please submit information on a separate sheet and attach it hereto. For each registered MWBE subcontractor identified, complete a *Schedule B - Official Letter of MWBE Intent*.

Part 3. Certification of MWBE Compliance

By signing below, the QUOTER/BIDDER/OFFEROR certifies that it has complied with MWBE program requirements and during the course of the project will maintain all terms and conditions set forth in these forms, including the MWBE participation schedule and Letters of MWBE Intent. The COUNTY shall be granted access to inspect any relevant matter related to MWBE Program compliance, including records and the jobsite and to interview subcontractors and workers. The QUOTER/BIDDER/OFFEROR is aware that noncompliance, as determined by the COUNTY, may result in the QUOTER/BIDDER/OFFEROR to take corrective actions and/or result in sanctions as set forth in the contract.

The undersigned certifies the accuracy of the content provided on all MWBE Compliance Plan Forms:

Signature:



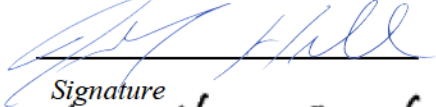
Date: 8/27/2025

Name & Title: Jeff Hill / Executive Vice President, Director, East Division

SCHEDULE B - OFFICIAL LETTER OF MWBE INTENT

***Instructions: Complete the form in its entirety. Sign and Date the form. ***

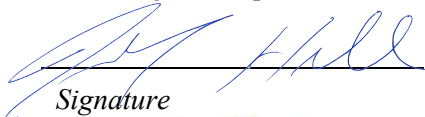
A LETTER OF INTENT is required for each MWBE identified in *Schedule A, Part 2* of the MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLANS FORMS. The LETTER OF INTENT must be signed by both the Quoter/Bidder/Offeror and Registered MWBE Firm.

Part 1. To be Completed by the Quoter/Bidder/Offeror		
Solicitation # and Name:	<u>26-009 Municipal Stormwater Permit Design and Consulting Services</u>	
Name of Quoter/Bidder/Offeror:	<u>Century Engineering, LLC</u>	
Address:	<u>10710 Gilroy Road, Hunt Valley, MD 21031</u>	
Contact Name/Title:	<u>Jeff Hill / Executive Vice President, Director, East Division</u>	
Telephone:	<u>443.589.2400</u>	Fax: <u>N/A</u>
Email:	<u>jhill@kleinfelder.com</u>	
Identify the services to be performed or items to be supplied by the MWBE, including Quote/Bid/Proposal Item (if applicable):		
May provide services including: surveys/ plats, utility designation/ locating, geotechnical, materials testing/ inspections, and civil engineering.		
Value of Work to be Performed by the MWBE:	<u>\$ N/A</u>	
Value of Work as a Percentage of Total Quote/Bid/Proposal Price:	<u>15%</u>	
Part 2. To be Completed by the MWBE		
Name of MWBE:	<u>Kim Engineering, Inc.</u>	
Charles County MWBE or MDOT MBE #:	<u>Charles County #</u>	<u>MDOT MBE # 94-054</u>
Address:	<u>6100 Chevy Chase Drive, Suite 105, Laurel, MD 20707</u>	
Contact Name/Title:	<u>Jonathan Park Business Development Manager</u>	
Telephone:	<u>240-542-4238</u>	Fax: _____
Email:	<u>jonathanpark@kimengineering.com</u>	
Part 3. Certification of MWBE Intent		
The Quoter/Bidder/Offeror certifies its intent to utilize the MWBE identified above for the effort identified in this quote/bid/proposal, and that the work described above is accurate. Quoter/Bidder/Offeror will provide the County with a copy of the related subcontract agreement and/or purchase order prior to commencement of the MWBE's work. The MWBE firm certifies that it has agreed to provide such work identified and/or supplies for the amount stated above.		
Bidder/Offeror:	 Executive Vice President, Director, East Division	<u>8/27/2025</u> Date
MWBE Firm Rep:	 Business Development Manager	<u>8/19/2025</u> Date

SCHEDULE B - OFFICIAL LETTER OF MWBE INTENT

***Instructions: Complete the form in its entirety. Sign and Date the form. ***

A LETTER OF INTENT is required for each MWBE identified in ***Schedule A, Part 2*** of the MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLANS FORMS. The LETTER OF INTENT must be signed by both the Quoter/Bidder/Offeror and Registered MWBE Firm.

Part 1. To be Completed by the Quoter/Bidder/Offeror			
Solicitation # and Name:	<u>26-009 Municipal Stormwater Permit Design and Consulting Services</u>		
Name of Quoter/Bidder/Offeror:	<u>Century Engineering, LLC</u>		
Address:	<u>10710 Gilroy Road, Hunt Valley, MD 21031</u>		
Contact Name/Title:	<u>Jeff Hill / Executive Vice President, Director, East Division</u>		
Telephone:	<u>443.589.2400</u>	Fax:	<u>N/A</u>
Email:	<u>jhill@kleinfelder.com</u>		
Identify the services to be performed or items to be supplied by the MWBE, including Quote/Bid/Proposal Item (if applicable):			
<u>May provide services including: natural resources assessment, watershed assessment, permitting, ecological/ habitat restoration, shoreline restoration, stormwater management, drainage, MS4 permit support services, IDDE, and construction management/ inspection.</u>			
Value of Work to be Performed by the MWBE:	<u>\$ N/A</u>		
Value of Work as a Percentage of Total Quote/Bid/Proposal Price:	<u>10 %</u>		
Part 2. To be Completed by the MWBE			
Name of MWBE:	<u>Environmental Systems Analysis, Inc.</u>		
Charles County MWBE or MDOT MBE #:	<u>MDOT MBE # 18-094</u>		
Address:	<u>2141 Priest Bridge Drive, Suite 1, Crofton, MD 21114</u>		
Contact Name/Title:	<u>Molly Ratz</u>		
Telephone:	<u>410-267-0495</u>	Fax:	<u>none</u>
Email:	<u>mratz@esatoday.com</u>		
Part 3. Certification of MWBE Intent			
The Quoter/Bidder/Offeror certifies its intent to utilize the MWBE identified above for the effort identified in this quote/bid/proposal, and that the work described above is accurate. Quoter/Bidder/Offeror will provide the County with a copy of the related subcontract agreement and/or purchase order prior to commencement of the MWBE's work. The MWBE firm certifies that it has agreed to provide such work identified and/or supplies for the amount stated above.			
Bidder/Offeror:	 <i>Signature</i>	<u>Executive Vice President, Director, East Division</u> <i>Title</i>	<u>Primary Liaison</u> <i>Date</i>
MWBE Firm Rep:	 <i>Signature</i>	<u>Principal</u> <i>Title</i>	<u>8/20/2025</u> <i>Date</i>

NON-COLLUSION AFFIDAVIT FORM

***Instructions: Complete the form. Sign and Date the form. Notarize the form. ***

Bidder/Offorer/Quoter: Century Engineering, LLC

I do solemnly declare and affirm, under the penalties of perjury, the following:

1. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offorer/Quoter, nor any officer, director, partner, member, associate or employee of the Bidder/Offorer/Quoter, nor any person in his behalf, has in any way agreed, connived or colluded with any one for and on behalf of the Bidder/Offorer/Quoter, to obtain information that would give the Bidder/Offorer/Quoter an unfair advantage over others, nor gain any favoritism in the award of this contract, nor in any way to produce a deceptive show of competition in the matter of bidding or award of this contract.
2. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offorer/Quoter, nor any officer, director, partner, member, associate of the Bidder/Offorer/Quoter, nor any of its employees directly involved in obtaining contracts with the State of Maryland or any County or any subdivision of the State has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any State or Federal Government of acts or omissions committed after July 1, 1977, except as noted below: All pursuant to Article 78A, Section 16D of the Annotated Code of Maryland.




Signature

Jeffrey Hill, Executive Vice President/Director,
East Division

Name and Title of Signer

Century Engineering, LLC
Company

8/20/2025
Date

Subscribed to and sworn to before me, a Notary Public of the

Maryland, Baltimore County (state/district & county/city: e.g.,
Maryland, Charles County)

8/20/2025 (date: e.g., January 1, 2023) first written above.


Notary Public

March 14, 2027
My Commission Expire

Charles County Municipal Stormwater Permit Design and Consulting Services

8/25/2025

Description	Qty	Unit Cost	Total
1 Director	25	\$221.00	\$5,525.00
2 PM	50	\$167.00	\$8,350.00
3 Civil Eng	50	\$107.00	\$5,350.00
4 LA	50	\$135.00	\$6,750.00
5 Sr Env Sci	50	\$150.00	\$7,500.00
6 Jr Env Sci	50	\$115.00	\$5,750.00
7 Arborist	10	\$128.00	\$1,280.00
8 Soils Sci	10	\$95.00	\$950.00
9 Graphic Designer	10	\$83.00	\$830.00
10 Surveyor PLS	50	\$160.00	\$8,000.00
11 2 person survey crew	50	\$190.00	\$9,500.00
12 Additional field	50	\$68.80	\$3,439.80
13 Geotech Eng	10	\$135.00	\$1,350.00
14 Proj Inspector	50	\$147.00	\$7,350.00
15 Construction Administrator	50	\$92.00	\$4,600.00
16 GIS Specialist	50	\$105.00	\$5,250.00
17 GPS/ GIS Asset Mgmt Tech	50	\$105.00	\$5,250.00
18 CAD Tech	50	\$92.00	\$4,600.00
19 Administrative	50	\$83.00	\$4,150.00
Total	765		\$95,774.80

Note: reproduction costs are part of
Century's overhead cost; if significantly
larger quantities are needed on a project
basis, we will charge as direct expense with
no markup.

8.5 x 11 BW	1000	\$0.00	\$0.00
8.5 x 11 Color	200	\$0.00	\$0.00
24" x 36" Plans BW	125	\$0.00	\$0.00
24" x 36" Plans Color	125	\$0.00	\$0.00
Mylars	50	\$0.00	\$0.00
Mileage	0	\$0.70	\$0.00

AGREEMENT

THIS AGREEMENT, effective as of this ____ day of __, 2026, by and between **THE TOWN OF LA PLATA, MARYLAND**, a municipal corporation of the State of Maryland (hereinafter referred to as “Town”), and **Century Engineering, A Kleinfelder Company**, 10710 Gilroy Road Hunt Valley, MD 21031 (hereinafter referred to as “Consultant”).

WHEREAS, Charles County Government, a county agency of the State of Maryland, competitively awarded and entered into a Contract for Municipal Stormwater Permit Design and Consulting Services, Charles County RFP 26-009 (CC RFP), with the Consultant on November 18, 2025; and

WHEREAS, the Town, as a government entity, desires to procure the Services by means of intergovernmental cooperative purchasing in reliance on the rates, terms and conditions in the competitively awarded CC RFP, consistent with applicable Maryland law and the Town’s procurement authority in Chapter 43 in the Town’s Code of Ordinances ; and

WHEREAS, except as specifically set out in this Agreement, the Consultant has agreed to extend to the Town the same rates, terms, and conditions as those set forth in the CC RFP, as further provided in Section 1 of this Agreement; and

WHEREAS, Town requires a qualified Consultant who is able to provide professional general Consulting services, including municipal stormwater permit design and such additional Consulting services as the Town may require from time to time, on an as-needed basis (herein “Services” or “Project”).

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Cooperative Procurement; Piggyback. This Agreement is entered into pursuant to intergovernmental cooperative purchasing authority (commonly referred to as “piggybacking”), by which the Town adopts the rates, terms, and conditions of a contract competitively awarded by another public entity. The referenced contract is: (a) RFP Number: RFP 26-009; (b) RFP Name: Municipal Stormwater Permit Design and Consulting Services; and (c) Issuing Government Entity: Charles County Government, a county agency of the State of Maryland (the “Referenced Contract” or “CC RFP”). The Consultant agrees to extend to the Town the same rates, terms, and conditions as those set forth in the Referenced RFP, except as otherwise expressly provided in this Agreement. The rates constituting the list price for the Services are set forth in Exhibit B (Fee Schedule). The CC RFP is incorporated herein by reference to the extent not inconsistent with the express terms of this Agreement; in the event of a conflict between the Referenced Contract and this Agreement, the terms of this Agreement shall control. Both the Town and the Consultant expressly acknowledge that the Agreement is a fully enforceable independent contract, that the CC RFP is incorporated solely for the purpose of establishing the rates and terms under this Agreement, and that neither Party shall use the incorporation of the CC RFP as a basis to avoid its obligations, including any

payment obligations, under the Agreement. Either party may terminate the Agreement and this arrangement with sixty (60) days written notice to the other party.

2. Services to be Provided. The Consultant agrees to perform the Services in accordance with the Scope of Services more fully outlined in Exhibit A (Scope of Services), attached hereto and incorporated herein by reference.

3. Costs. The cost for Services to be provided by Consultant under this Agreement shall be based upon the rates and fees set forth in the Fee Schedule, attached hereto as Exhibit B (Fee Schedule), which reflect the rates established under the CC RFP. The total amount payable with respect to any Task Order shall not exceed the amount authorized in that Task Order, as accepted by the Town.

4. Contract Modifications. As between the Town and Consultant only, the Charles County Agreement is modified as follows:

7.2. Indemnification Clause: The Contractor shall, hold free and harmless, and indemnify Charles County, including its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract, but only to the proportionate extent caused by the negligence, recklessness or willful misconduct of Contractor, its employees or subcontractors. This agreement shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County, its officers, agents, and employees.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

CENTURY ENGINEERING, A KLEINFELDER COMPANY

By: Craig A. Lynch, PE
Title: Vice President, Water and Environmental Resources

THE TOWN OF LA PLATA, MARYLAND,

By: Noel C. Stevens
Title: Town Manager

EXHIBIT A

SCOPE OF SERVICES

The Consultant shall provide general Consulting services to the Town of La Plata on an as-needed basis, including, without limitation, Municipal Stormwater Permit Design and Consulting services, and such additional Consulting services as the Town may request and the parties may mutually agree upon. Specific assignments shall be defined through individual Task Orders authorized in writing by the Town. Each Task Order shall set forth the description of services, deliverables, schedule of performance, key personnel, and the not-to-exceed fee for the assignment.

Representative categories of Services may include, without limitation: stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

EXHIBIT B
FEE SCHEDULE

Compensation for Services authorized under each Task Order shall be based on the hourly billing rates and reimbursable expense provisions set forth in this Exhibit B, subject to the not-to-exceed amount established in the applicable Task Order. The hourly billing rates set forth below constitute the price for the Services and are the rates established under the CC RFP (CC RFP 26-009), which the Consultant has agreed to extend to the Town.

Charles County Municipal Stormwater Permit Design and Consulting Services

8/25/2025

Description	Qty	Unit Cost	Total
1 Director	25	\$221.00	\$5,525.00
2 PM	50	\$167.00	\$8,350.00
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16 GIS Specialist	50	\$105.00	\$5,250.00
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Total	765		\$95,774.80

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Century's overhead cost; if significantly
larger quantities are needed on a project
basis, we will charge as direct expense with
no markup.

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Mylars	50	\$0.00	\$0.00
Mileage	0	\$0.70	\$0.00



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Melinda Adams, Stormwater Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: Municipal Stormwater Permit Design and Consulting Services
Contract - EA Engineering, Science, and Technology, Inc., PBC

BACKGROUND:

The Town does not currently have an established stormwater services agreement with EA Engineering, Science, and Technology, Inc., PBC, to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks, that may arise on an as-needed basis.

Public Works recommends that the Town enter into a piggyback agreement adopting the rates, terms, and conditions of the Charles County RFP 26-009 (CC RFP) existing contract for Municipal Stormwater Permit Design and Consulting Services. Charles County Government competitively awarded this contract on November 18, 2025, the County contract expires on September 30, 2028, or once the maximum contract ceiling has been reached, whichever occurs first, with an option for two (2) one-year renewals at the sole option of the County.

The County contract carries an aggregate not-to-exceed amount of \$5,000,000 across all County task orders; the Town's own use under its piggyback agreement would be authorized and limited on a task-order-by-task-order basis. A copy of the CC RFP 26-009, the EA Engineering, Science, and Technology, Inc., PBC, proposal (including price list and executed contract with the County), and the Town's proposed piggyback agreement are attached for Council's review.

FISCAL IMPACT:

Funding for stormwater permit design and consulting services performed under this contract would be included in the Public Works Department's Operations and Capital Budget within the Stormwater Enterprise Fund, as applicable to specific assignments.

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Execution of this agreement does not obligate the Town to utilize EA Engineering, Science, and Technology, Inc., PBC, for any specific project; rather, it establishes the hourly rate schedule set under the CC RFP 26-009 that would apply should the Town choose to engage EA Engineering, Science, and Technology, Inc., PBC for future general stormwater services. Individual assignments will be authorized through task orders issued within existing budget appropriations.

STRATEGIC PLAN ALIGNMENT:

Goal #2, Operational Excellence: Engaging a qualified firm with specialized stormwater engineering and permitting expertise provides staff with the tools and technical knowledge needed to maintain compliance and manage the Town's stormwater infrastructure and permit obligations.

Goal #5, Public Service Readiness: Access to experienced stormwater engineering professionals supports the Town's ability to plan for drainage, flooding, water quality, and climate resilience needs while protecting natural resources and meeting growing service demands.

SUSTAINABILITY CONSIDERATIONS:

Maintaining a partnership with a qualified firm supports sustainable, resilient decision-making for the Town's stormwater infrastructure. This collaboration helps ensure that stormwater investments are efficient, environmentally responsible, compliant with applicable regulations, and capable of managing current and future drainage, flooding, water-quality, and climate-resilience needs.

ADA CONSIDERATIONS:

Stormwater infrastructure projects performed under this contract will incorporate ADA compliance requirements, where applicable, when design elements affect sidewalks, curb ramps, drainage structures within pedestrian pathways, or other public access points, consistent with the Town's standard design and construction requirements.

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RECOMMENDED ACTION:

Adopt Resolution 26-62, "Municipal Stormwater Permit Design and Consulting Services - EA Engineering, Science, and Technology, Inc., PBC," authorizing the Town Manager to execute a piggyback agreement with EA Engineering, Science, and Technology, Inc., PBC, for Municipal Stormwater Permit Design and Consulting Services, under the rates, terms, and conditions of Charles County Government RFP 26-009.

ATTACHMENTS:

1. Charles County RFP 26-009
2. Addendum #1 to Charles County RFP 26-009
3. EA Engineering, Science, and Technology, Inc., PBC, Proposal, including price list and executed contract with Charles County Commissioners
4. Draft Contract Agreement between the Town of La Plata and EA Engineering, Science, and Technology, Inc., PBC

COUNCIL OF THE TOWN OF LA PLATA

Resolution 26-62

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Municipal Stormwater Permit Design and Consulting Services**
4 **Contract - EA Engineering, Science, and Technology, Inc., PBC**
5

6 **FOR** the purpose of authorizing the Town Manager to enter into a Contract Agreement with
7 EA Engineering, Science, and Technology, Inc., PBC, to support general stormwater
8 assignments, including stormwater-related engineering, planning, monitoring, asset
9 management, and inspection tasks that may arise on an as-needed basis; and all
10 matters generally relating thereto.

11
12 * * * * *

13
14 **WHEREAS**, the Council of the Town of La Plata (“Town Council”) desires to promote
15 Operational Excellence through the enhancement of community programs and services by
16 strengthening services and programs with adequate staffing and technical expertise; and
17

18 **WHEREAS**, the Town Council desires to enhance Public Service Readiness through
19 the use of the Town’s guiding documents to plan and provide for current/future
20 infrastructure needs and by planning upgrades and enhancements to the Town’s
21 infrastructure to ensure the growth and development can be accommodated; and
22

23 **WHEREAS**, through the Stormwater Enterprise funds, the Public Works
24 Department’s Operations Budget provides for upgrades and enhancements to the Town’s
25 infrastructure to ensure adequate natural resource availability to meet current usage
26 demands and to ensure that growth and development can be accommodated; and
27

28 **WHEREAS**, the professional engineering services of EA Engineering, Science, and
29 Technology, Inc., PBC, of Hunt Valley, Maryland, may be acquired utilizing Charles County
30 Government RFP 26-009; and
31

32 **WHEREAS**, the Town Manager, having reviewed the proposed services and the

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33 qualifications of EA Engineering, Science, and Technology, Inc., PBC, recommends that the
34 Town Council authorize him to execute a contract with EA Engineering, Science, and
35 Technology, Inc., PBC, to perform work and services as described in Attachment 1; and
36

37 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
38 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,
39 except for expenditures which the Town Council, by ordinance, has determined are not
40 subject to the sealed bid requirements; and
41

42 **WHEREAS**, Town Code, Chapter 43, Section 43-2 C., provides for provisions for
43 expenditures which are exempt from the sealed bid requirements of § C8-23 if “Items,
44 services, materials and goods purchased from a person who is supplying that same item,
45 service, material or good to another governmental entity, if the total price or price per unit,
46 as applicable, to be paid by the town is not more than the total price or price per unit to be
47 paid by the other governmental entity and if the price to be paid by the other governmental
48 entity has been established by a competitive bidding process conducted by the other
49 governmental entity or by a purchasing cooperative or alliance that bids procurements on a
50 volume basis for state and local governments”; and
51

52 **WHEREAS**, Town staff has identified the terms offered to Charles County RFP 26-
53 009, “Municipal Stormwater Permit Design Consulting Services” and in Addendum #1 to RFP
54 26-009, “Municipal Stormwater Permit Design Consulting Services,” as best serving the
55 Town’s interests.
56

57 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
58 **PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to enter into, on behalf of
59 the Town of La Plata, a Contract Agreement for Municipal Stormwater Permit Design and
60 Consulting Services with EA Engineering, Science, and Technology, Inc., PBC, of Hunt
61 Valley, Maryland, under the terms defined in Charles County RFP 26-009, “Municipal
62 Stormwater Permit Design Consulting Services,” attached hereto as Attachment 1, and
63 Addendum #1 to RFP 26-009, “Municipal Stormwater Permit Design Consulting Services,”
64 attached hereto as Attachment 2, and under the terms defined in “Original Proposal:
65 Municipal Stormwater Permit Design and Consulting Services (Redacted),” attached hereto
66 as Attachment 3, and the Agreement between the Town of La Plata, Maryland, and EA
67 Engineering, Science, and Technology, Inc., PBC, attached hereto as Attachment 4.
68

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69 **BE IT FURTHER RESOLVED**, that Charles County RFP 26-009, “Municipal
70 Stormwater Permit Design Consulting Services,” attached hereto as Attachment 1, and
71 Addendum #1 to RFP 26-009, “Municipal Stormwater Permit Design Consulting Services,”
72 attached hereto as Attachment 2, are hereby adopted and incorporated herein by reference.

73
74 **AND BE IT FURTHER RESOLVED**, that “Original Proposal: Municipal Stormwater
75 Permit Design and Consulting Services (Redacted),” inclusive of a Contract executed
76 between EA Engineering, Science, and Technology, Inc., PBC, and the Charles County
77 Commissioners, attached hereto as Attachment 3, is hereby adopted and incorporated
78 herein by reference.

79
80 **AND BE IT FURTHER RESOLVED**, that the Agreement between the Town of La Plata,
81 Maryland, and EA Engineering, Science, and Technology, Inc., PBC, attached hereto as
82 Attachment 4, is hereby adopted and incorporated herein by reference.

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

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26-009

MUNICIPAL STORMWATER PERMIT DESIGN AND
CONSULTING SERVICES

Charles County Government

200 Baltimore Street

La Plata, MD 20646

RELEASE DATE: July 23, 2025

RESPONSE DEADLINE: August 27, 2025, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/charlescountymd>

Charles County Government
Municipal Stormwater Permit Design and Consulting Services

I. INTRODUCTION.....

II. PROPOSAL INSTRUCTIONS.....

III. TECHNICAL PROPOSAL SUBMISSION CONTENT.....

IV. ORIGINAL PROPOSAL SUBMISSION CONTENT

V. PROPOSAL EVALUATION PANEL AND CRITERIA

VI. AWARD AND CONTRACT FORMATION.....

VII. GENERAL PROVISIONS.....

VIII. SPECIAL PROVISIONS

IX. PROPOSAL ITEM DESCRIPTIONS.....

X. PROPOSAL SUBMITTALS

XI. COST PROPOSAL FORM.....

XII. INSURANCE

Attachments:

A - Sample Contract - Term & Renewals Specified

1. INTRODUCTION

1.1. Summary

The Commissioners of Charles County are seeking proposals from multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

1.2. Contact Information

The **Purchasing Representative** identified below is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between the Offeror and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified below, for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

Shanna Reese

Chief of Purchasing

200 Baltimore Street

N/A

La Plata, MD 20646

Email: reeses@charlescountymd.gov

Phone: [\(301\) 645-0656](tel:(301)645-0656)

Department:

PGM - Planning

1.3. Timeline

NOTE: Times and dates are subject to change due to extenuating circumstances, including inclement weather. Offerors may obtain County operating status by calling 301-645-0600 (meeting times cannot be verified at this number) or by referring to County operations status updates on the Charles County Government website at <http://www.CharlesCountyMD.gov>.

Release Project Date	July 23, 2025
Pre-Proposal Meeting Registration Deadline	August 4, 2025, 8:00am Firms must register in advance to attend the pre-proposal meeting via the County's eProcurement Portal RSVP Manager. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions. If multiple attendees from your firm will be attending the meeting, please have each individual complete the eProcurement Portal RSVP Manager process.

Pre-Proposal Meeting (Non-Mandatory)	August 4, 2025, 2:00pm Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that register timely and via the County's eProcurement Portal RSVP Manager will receive participation instructions. The attendance roster will be published on the County's eProcurement Portal.
Question Submission Deadline	August 13, 2025, 8:00am Questions shall be submitted via the eProcurement Portal Question & Answer feature prior to the due date and time specified. The County will not provide responses to questions received after the deadline.
Proposal Submission Deadline	August 27, 2025, 11:00am

2. PROPOSAL INSTRUCTIONS

2.1. Proposal Submission Conditions

Charles County Government is accepting electronic proposal submissions. Offerors shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, click on "Draft Response" and follow the instructions to submit the electronic proposal via the [County's eProcurement Portal](#).

Proposals shall be submitted by the date and time specified. Late proposals will not be accepted. Submission, modification, or withdrawal of proposals after the due date/time will not be considered.

It is the Offerors' sole responsibility to ensure that proposals are delivered via County's eProcurement Portal. Offerors shall give yourself adequate time to submit a response. Any technical difficulties or uncertainty with the submittal process will not be cause for accepting a response that was not submitted timely. The County is only accepting electronic submittals. Delivery methods by courier, in-person hand delivered, United States Postal Service, United Parcel Service or Federal Express, and other methods of delivery shall not be accepted. Any proposals not received timely will not be considered.

Proposals shall be valid and irrevocable for a minimum of one hundred twenty (120) days from the due date. An Offeror may submit only (1) proposal in response to this RFP. Offerors shall monitor the [County's eProcurement Portal](#) for schedule changes issued via addendum.

2.2. Solicitation Events

- A. Pre-Proposal Meeting Registration Deadline: Refer to the **Timeline** section for date, time, location, participation and registration requirements. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions.
- B. Pre-Proposal Meeting: Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that registered timely will receive participation instructions. Refer to the **Timeline** section for date, time, and location, participation, and registration requirements. The attendance roster will be published on the [County's eProcurement Portal](#).
- C. Last Day for Questions: The County will not provide responses to questions received after the deadline to submit questions specified in the **Timeline** section.
- D. Proposal Submission Deadline: Refer to the **Timeline** section for the date and time proposals must be received by. Offerors must have an account or create a FREE account with [OpenGov Procurement](#) to submit a proposal.

2.3. Offeror Certification of Acceptance

By submitting a proposal in response to this RFP, the Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the *RFP* or any *Appendices* is made part of this solicitation package.

2.4. Incurring Costs

The County is not liable for any costs incurred by the Offeror prior to full execution of the contract.

2.5. Additions/Modifications to Solicitation Forms

Modifications of or additions to the [Cost Proposal Form](#) or any other County form may be cause for rejection of the proposal, however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive. As a precondition to proposal acceptance, the County may, in its sole discretion, request that the Offeror withdraw or modify any such modifications or additions which do not affect quality, quantity, price, or delivery.

2.6. Alternate Offers

Offerors must bid only one (1) product and one (1) price per proposal item even though they feel they can offer more than one item that will meet the specifications. Offeror must determine for themselves which to offer. If an Offeror submits more than one (1) product and/or more than one (1) price for a given proposal item or items, it may be cause for the proposal items or items being bid upon to be considered non-responsive and rejected.

2.7. "Or Equal" Interpretations

Identification of an item by manufacturer's name, trade name, catalog number, or reference is intended to be descriptive but not restrictive in that it is used for the purpose of describing the type, style, quality, performance and minimum specifications of the product desired, and shall not be interpreted to mean the only acceptable product. Proposals on other makes and/or models will be considered provided in the [Cost Proposal Form](#) what is being proposed and forwards with the proposal complete descriptive literature indicating the character of the article being offered and addressing all specifications of this solicitation.

The County reserves the right to accept or reject, in its sole discretion, items offered as an "equal".

2.8. Offeror Investigation

Prior to submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the Offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Offeror.

2.9. Sole Point of Contact

The **Purchasing Representative** identified in the [Introduction section](#) is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between Offerors and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified on the [Introduction section](#), for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

2.10. Questions

All inquiries/questions concerning technical or bidding information shall be directed via OpenGov Procurement Question & Answer feature prior to the due date and time specified in the [Introduction section](#). In the event an Offeror has multiple questions, each question must be submitted individually. Please include the section number and title for each question, if applicable. All questions submitted and answers provided will be electronically distributed to offerors following this solicitation on the [County's eProcurement Portal](#). The County will not provide responses to questions submitted after the due date and time specified in the [Introduction section](#). The person submitting the request will be responsible for its prompt delivery. Questions and answers are provided for informational purposes only and are not part of any resulting contract from this solicitation.

2.11. Addenda and Supplements

In the event that it becomes necessary to revise any part of this solicitation, or if additional information is necessary to enable the Offeror to make an adequate interpretation of the provisions of this solicitation, a supplement to the solicitation will be issued. The Offeror shall acknowledge in their proposal, the receipt of all addenda, supplements, amendments, or changes to the solicitation that were issued by the County. Oral statements made by County personnel shall not bind the County in any manner whatsoever and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement.

Any interpretation, correction, changes to the solicitation will be made only by addendum duly issued and will be posted on the County's eProcurement Portal found at www.CharlesCountyMD.gov. Click on Any and all addenda issued prior to the proposal due date/time shall become a part of the contract documents and shall be covered in the Offeror's proposal prices, unless an alternate schedule is presented by addendum. It is the responsibility of the Offeror to check the [County's eProcurement Portal](#) as frequently as necessary to obtain all updates and addenda to the solicitation.

2.12. Ability to Perform

Offeror shall have the capability to perform classes of work contemplated, having sufficient capital to execute the work properly within the specified time. The County reserves the right to request any additional information, utilize references not provided by a Offeror, and validate any information provided by an Offeror by any means deemed necessary by the County for the purpose of determining the Offeror's ability to perform the services described herein.

2.13. Errors

Any errors in computations may be corrected during the County's review of the proposal. The County shall not be responsible for Offeror computation errors contained on the [Cost Proposal Form](#). All values contained on the [Cost Proposal Form](#) remain the responsibility of the Offeror. Where the unit price and the extension price are at variance, the unit price will prevail. In the event that the unit price is not provided, the unit price shall be the extended price divided by the quantity. Errors on any forms submitted remain the sole responsibility of the Offeror.

2.14. County Rights/Disclaimers

The County exclusively reserves the right, but is not limited to the following actions:

- A. Reject any or all proposal submissions;
- B. Issue a new RFP;
- C. Cancel, modify, or withdraw the RFP;
- D. Issue addenda, supplements, and modifications to this RFP;
- E. Modify the RFP process (with appropriate notice to offerors as described herein);
- F. Appoint an Evaluation Committee and evaluation teams to review proposal submissions;
- G. Approve or disapprove the use of particular subcontractors and/or substitutions and/or changes in proposal submissions;
- H. Revise and modify, at any time before the Proposal Due to County date, the factors it will consider in evaluating proposal submissions and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the County will publish an addendum. The County may extend the RFP due date if such changes are deemed by the County, in its sole discretion, to be material and substantive;
- I. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the RFPs;
- J. Disqualify any team that changes its Proposal Submission without County written approval;
- K. Retain ownership of all materials submitted in hard-copy and/or electronic format.

2.15. Rejection of Quotes/Bids/Proposals

The County exclusively reserves the right, but is not limited to the following actions:

- A. Evidence of collusion among offerors.
- B. Lack of competency revealed by financial statements, experience, equipment statements, or other factors.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted or from previous experience with the offeror.
- D. Default on a previous similar contract for failure to perform.
- E. Being delinquent in payments due to Charles County Government.
- F. Exceptions or exclusions to the requirements of the solicitation.
- G. Failure to be in "Good Standing" with the State of Maryland.
- H. Previous substandard performance on a County contract.
- I. Failure to perform properly or to complete, in a timely manner, contracts of a similar or comparable nature, or if investigation shows the offeror unable or unlikely to perform the requirements.
- J. Failure to furnish information requested by the County.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

2.16. Good Standing Requirements

In order to be eligible for award, Offerors shall meet the following conditions prior to contract award:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

2.17. Notifications

Legal notice given by the County to the Offeror shall be sent to the Offeror's contact information provided in the [County's eProcurement Portal](#). Notice given by the County by any of the following:

- A. A communication delivered by MAIL shall be deemed as having been received by the addressee three (3) business days after the date of mailing.
 - 1. UPS or FedEx or other delivery service; or
 - 2. USPS first class postage mail; or
 - 3. USPS certified, or
 - 4. USPS registered mail.
- B. A communication delivered by email shall be deemed as having received by the addressee the same day the email was sent.

2.18. Negotiations

The County may negotiate contract terms, price, statement of work, or other conditions that results in the most advantageous outcome for the County. In the event an agreement satisfactory to the County cannot be negotiated, the County may terminate negotiation and move to another Offeror.

2.19. Prohibition of Discrimination in County Procurement

Charles County is committed to ensuring that Minority and Women-Owned Business Enterprises are provided equal opportunity to participate in the County's procurement and contracting processes. Any instances of overt or perceived discrimination should immediately be reported to the MWBE/DBE Compliance Manager.

Per Resolution 2023-13, Section 8, Item 4.1, the SLMBE Programs Division is authorized to investigate such complaint. An investigation may also be initiated based solely on a finding of a significant statistical disparity from the Annual Aspirational Goal or contract/project goal(s), as detailed herein. The details of any investigation, including findings, shall be recorded and maintained by the SLMBE Programs Division.

All Contractors must cooperate with any investigations or audits conducted by authorized entities to assess compliance with anti-discrimination laws and policies. Non-compliance may result in sanctions, including but not limited to contract termination, suspension, or debarment from future contracts.

Certification of Compliance

By submitting a response to this solicitation, the Contractor agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

Reporting Discrimination

Discrimination in any form is strictly prohibited in Charles County. Charles County staff, prime contractors, subcontractors, or any individuals otherwise engaged in the procurement process are strictly prohibited from discriminating against any business or individual based on, but not limited to the following: race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, political affiliation, veteran status, or any other characteristic protected by applicable law. Legitimate denial of a bid or not being selected for a procurement opportunity is not considered discrimination.

If anyone is a victim of discrimination, in any form, a request must be submitted to the MWBE/DBE Compliance Manager. Anyone submitting a discrimination complaint must submit a complaint using the “MWBE Discrimination Reporting Form”. You can request a form from the MWBE/DBE Compliance Manager. Any individual or firm discriminating against another could face any of the following penalties including, but not limited to: sanctions, contract termination, suspension, and/or debarment from future contracts. If necessary, the case can also be referred to the County Attorney and/or the County Administrator for further action.

Notification of Accusation and/or Finding of Discrimination

Once a discrimination complaint is received by the Purchasing Division and the MWBE/DBE Compliance Manager, the accused will be notified in writing that they; a) have been accused of discrimination, b) will have an opportunity to provide a defense against the accusation; c) must comply with all requests from investigators; d) are prohibited from taking any adverse actions against an accuser; and e) have a right to appeal a finding of discrimination.

3. TECHNICAL PROPOSAL SUBMISSION CONTENT

Cost information shall not be included in the Technical Proposal.

3.1. Technical Proposal Instructions

At a minimum, each technical proposal shall include the following items in the stated order; all pages shall be numbered; using font size of eleven (11) point or larger, printable one sided on 8.5" x 11" size paper and all the listed components must be included. Do not provide references to other section/tabs, documents or websites for the information required; information should be specifically included in the RFP response. Technical proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

Provide a Table of Contents with the specified tabs, page numbers, and content below for each tab.

3.2. Tab 1 - Executive Summary

Provide the following information:

- A. Name, address, and phone of the firm and subcontractors.
- B. Brief background history of the firm.
- C. Principals of the firm.
- D. Location of office from which this contract will be administered.
- E. The name of the principal in charge of this contract.
- F. Summary of the Offeror's understanding of the requested services.

3.3. Tab 2 - Standard Form (SF) 330

Complete and submit a **Standard Form (SF) 330 "Architect/Engineer Related Services for Specific Project"** (template available on Charles County's Purchasing Division webpage). All applicable spaces of the form shall be completed. Offerors shall demonstrate at least ten (10) years of experience and provide project summaries for ten (10) representative projects over the past ten (10) years. Experience of subcontractors may not be used as experience of the prime.

Firms shall demonstrate their history and expertise in the municipal stormwater permit services for which they are qualified.

3.4. Tab 3 - Additional Items

Provide the following:

- a. An organizational chart of your proposed team(s). Explain how you have structured your team(s). Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.
- b. Detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.
- c. Detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.
- d. Detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.
- e. Detailed history of watershed monitoring, assessments, evaluations, modeling, and planning.
- f. Detailed experience with asset management tools.
- g. Other information you think is important for consideration in the evaluation of proposals.

4. ORIGINAL PROPOSAL SUBMISSION CONTENT

Any information identified as “Confidential” shall be noted by reference and appended to the **Proposal Submission**. Each item identified as “Confidential” shall be accompanied by an explanation. Refer to **Public Information Act/Confidentiality Notice** section.

A complete original proposal package shall include all information and forms identified on the **County’s eProcurement Portal**, including but not limited to:

4.1. Original Proposal Instructions

The original proposal shall be considered the items listed in this Section. All forms must be completed, signed, and submitted. Indicate "NA" on the form if it is "Not Applicable" and sign and date it. Original proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

4.2. Cost Proposal Form

Proposal pricing shall be submitted on the [Cost Proposal Form](#). All cost columns of the table shall be fully completed to be able to submit a proposal response. All pricing shall be rounded to the nearest whole cent (e.g. \$.01). There shall be no hidden costs. Prices shall include all profit, overhead, equipment, transportation cost, etc. An Offeror may only submit one (1) [Cost Proposal Form](#) in response to this solicitation. Each item on the form shall contain only one value. “Or Equal” items, if applicable, shall be noted on the [Cost Proposal Form](#).

4.3. Vendor Disclosure Form

This form shall be completed in legible ink or typewritten and signed.

4.4. Experience Form

Offeror shall be required to complete and submit the County provided *Experience Form*. A qualified Offeror must have requisite experience for the work as described in the **Special Provisions** and must be actively engaged as a legal entity in this field for a period of no less than ten (10) years at the due date for quote/bid/proposal. Offerors shall demonstrate their experience on the *Experience Form*. Offerors shall provide no less than ten (10) projects completed within the past ten (10) years of equal or greater magnitude, as deemed acceptable by the County at its sole discretion, as specified in *Item A* below. All blank spaces of the form shall be fully completed in legible ink or typewritten. The projects may be the same as those used in the SF-330.

Experience shall be that of the prime contractor unless otherwise specified. Experience of subcontractors may not be used as experience of the prime. The County shall accept experience of subcontractor only in those areas specified otherwise, if applicable.

As applicable: On-going service contracts for the services specified may be considered a “Completed” project if the base term of the contract has been fully completed, purchase orders issued and tasks fully completed during the contract term, and the contract renewed by the issuing agency. Each Offeror is solely responsible for providing any and/or all information/documents demonstrating completion and/or requested by the County in order to confirm the validity of references provided.

- A. A minimum of ten (10) completed representative projects that demonstrate the Offeror's experience in all of the following areas:
 1. Maryland Municipal Stormwater (MS4) permit Phase 1 requirements
 2. stormwater conveyance systems
 3. stormwater management retrofits
 4. innovative water quality treatment practices
 5. ecological restoration
 6. environmental assessment and planning
 7. pollutant load modeling, watershed management
 8. water quality monitoring and modeling

9. municipal stormwater related asset management
10. education and outreach to reduce stormwater pollution and flooding
11. illicit discharge

4.5. Minority and Women- Owned Business Enterprise (MWBE) Program - MWBE Compliance Plan Forms

This form shall be completed in legible ink or typewritten and signed. Proposals submitted without a MWBE compliance form may be rejected as non-responsive by the County. Th Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202 for questions related to the County's MWBE program.

4.6. Small Local Business Enterprise (SLBE) Program – SLBE Certification Form and SLBE Letter of Intent

Charles County Government has established a Small Local Business Enterprise (SLBE) Program, which registered Charles County SLBE firms responding to this solicitation may receive a preference in accordance with the provisions of the Program that may apply to a formal solicitation resulting in an award of less than \$500,000.00. **This solicitation is exempt from the SLBE Program.**

4.7. Intended Sub-Contractors Form

This form shall be completed in legible ink or typewritten and signed. “NA” shall be noted on the form if it is Not Applicable.

4.8. Non-Collusion Affidavit Form

This form shall be completed in legible ink or typewritten, signed, and notarized.

4.9. Addendum Certification

Offerors shall be required to acknowledge the addenda when responding to this request for proposals.

5. PROPOSAL EVALUATION PANEL AND CRITERIA

All materials, conferences, proposals, and other matters related to this project shall remain confidential until the contract is executed with the selected firm. The County may use any appropriate technical resources to assist during any part of the evaluation process.

5.1. Responsiveness Review

The County will review the proposal for minimum responsiveness criteria. Proposals that do not meet the minimum responsiveness criteria may be rejected as non-responsive, at the sole option of the County. Any deficiencies will be reviewed and determined by the Chief of Purchasing.

5.2. Evaluation Criteria

Proposal evaluation will include, but is not limited to, the following:

Item #	Evaluation Criteria Description	Points
1	Project understanding, approach, and capability	15
2	Experience of key staff and project team proposed. • Project Management • Technical expertise • Organizational structure • Key personnel qualifications	20
3	Firm representative projects and depth	20
4	Examples of innovative watershed solutions	5
5	Price	40
6	Total	100

5.3. Evaluation

Offerors' proposals will be evaluated by an evaluation committee who will evaluate and score the proposals in accordance with the criteria specified above. The County reserves the right to conduct the evaluation in any manner considered in the best interest of the County. The County may utilize any information obtained as a result of reference checks, proposal clarification or additional information requests, offeror negotiations or any other means deemed necessary at the sole discretion of the County to identify the proposal that best meets the County's needs.

6. AWARD AND CONTRACT FORMATION

The County reserves the right to award a contract by individual items, in the aggregate, or in any combination thereof, or to reject any or all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of the County. Any contract awarded is contingent upon completion of the protest period.

6.1. Award of Contract

The County intends to award this solicitation on the basis of a combination of the evaluation of the Offerors' experience and qualifications, as well as the proposed price. Award will not be based upon cost alone, and this solicitation does not commit the County to award a contract or to award to that firm which has submitted the lowest fee. The evaluation criteria may include: the Offeror's demonstration of their understanding of the work to be performed, past experience, technical ability, other resources, qualifications of personnel, results of reference checks, and record of similar work performed satisfactorily. In addition, the County reserves the right to accept any proposal either in part or in its entirety.

At any time, the County may request an offeror to provide additional items such as: additional information, clarification, references, interviews/presentations, and any other documentation needed to assist the County in the award selection process. Failure of an offeror to furnish requested information may constitute grounds for determining an offeror as non-responsive at the sole option of the County. Any contract awarded is contingent upon completion of the protest period.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

6.2. Term of Contract

The Contractor(s) selected shall provide the services and all requirements contained herein for a base period commencing on the date of contract execution, after expiration of the award protest period, unless notified otherwise by the County in writing by the County and end September 30, 2028, with two (2) optional 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

This contract shall be automatically renewed unless notice of nonrenewal shall be made to the Contractor by Charles County Government or to Charles County Government by the Contractor at least forty-five (45) calendar days prior to the contract anniversary date which is the date in the Notice to Proceed, contract begin date, or otherwise indicated by Charles County Government.

6.3. Pricing Adjustment for Extension Years

Unit prices under the resulting Contract shall remain firm through the base term. Thereafter, pricing shall be adjusted at the beginning of each succeeding year and/or Contract renewal period at the written request of the Contractor to the Chief of Purchasing. Pricing shall be adjusted by the percentage change in the Consumer Price Index (CPI) from the previous year. For purposes of this agreement, the CPI is defined as the Consumer Price Index for All Urban Consumers, All Items, as published by the United States Department of Labor, Bureau of Labor Statistics. For purposes of adjustment, the CPI used for each subsequent year of the Contract shall be the last published percentage change in the CPI (for the previous 12 months) either on, or prior to, the anniversary date of the Contract. Price adjustments shall take effect upon written approval by the County.

6.4. Quantity Contracts Awarded

The County may make award to more than one firm. The County may award to one or multiple offeror(s). The contract(s) entered into with the successful offeror(s) shall meet all standard provisions required by the County.

The County intends to contract with a single firm and not with multiple firms doing business as a joint venture. Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

6.5. Contract Execution

The successful Offeror to whom the contract shall have been awarded shall be required to execute the County contract (or as authorized by the County) and shall furnish all requirements due at contract execution, which may include, but is not limited to performance bonds and/or payment bonds, insurance certificates, equipment inspections, licenses, etc., as specified herein.

6.6. Contract Documents

All work under this project shall be in accordance with the contract documents. The Contract documents for this project includes, but is not necessarily limited to, this solicitation package, project plans and specifications as shown in ***RFP and other referenced ordinances, manuals and specifications***. Contract Documents shall also include:

- A. All written modifications, amendments and change orders to this Agreement issued in accordance with the ***General Provisions***.
- B. Contractor's proposal and accompanying exhibits submitted in response to the County's Project Criteria and Solicitation; and any solicited and/or unsolicited Alternates to the Solicitation accepted by the County in writing.

The Contract Documents are intended to permit the parties to complete the work and all obligations required by the Contract Documents within the specified time(s) for the proposal price. The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event of any inconsistency, conflict, or ambiguity between or among the Contract Documents, the County will make a determination on which item of discrepancy shall take precedence. Within listed documents or group of documents, the later dated shall have precedence over the earlier requirements, and specific requirements shall have precedence over the general requirements.

6.7. Default and Suspension

If an Offeror who has been selected for award and offered a contract refuses or fails to execute the contract and/or fully comply with all requirements of this solicitation within fourteen (14) consecutive calendar days after receipt of formal notice of intent to award or an alternate date specified by the Chief of Purchasing, the Offeror may be considered to have defaulted with respect to execution of the contract, and to have abandoned all rights and interests in the contract. In such instance the bid security, if any, may be declared forfeited to the County without further notice to the Offeror. In the event of such default, award may then be made to another Offeror determined to be in the best interest of the County, or the solicitation may be cancelled and/or re-advertised for proposals as deemed if deemed in the best interests of the County.

A Contractor, who has executed a contract with the County, may be considered to have defaulted in the performance of the Contract, by: failure to comply with the requirements of the contract, sub-standard performance, failing to complete the contract, and/or by other significant errors and omissions as determined by the Project Manager and the Chief of Purchasing. In such instance, the Contractor's performance and/or payments bonds, if any, may be exercised, and the Contract terminated and awarded to another Offeror if determined to be in the best interest of the County.

An Offeror/Contractor, who has defaulted as discussed above, may be declared by the Chief of Purchasing to be ineligible to bid on future County solicitations for a period of up to two (2) years from the date the County determined the Offeror/Contractor to have defaulted. This determination by the Chief of Purchasing shall be final, and not subject to appeal.

6.8. Offeror/Award Protests

- A. All protests made pursuant to solicitations must be in writing and delivered to the Chief of Purchasing within the timeframes specified:
 - 1. Protests must be delivered to the Chief of Purchasing no later than seven (7) consecutive calendar days after the basis for the protest (i.e. notification of rejection of Offeror's proposal, notification of removal of Offeror from consideration, etc.) is known or should have been known, whichever is earlier.
 - 2. If protesting contract award, the protest must be delivered to the Chief of Purchasing within seven (7) consecutive calendar days after the Purchasing Division has publicly posted the proposed contract award. This provision shall only apply to "aggrieved" Offerors.
 - 3. If Offeror seeks as a remedy the cancellation or amendment of the solicitation, the protest must be delivered to the Chief of Purchasing before the submission date for quotes/bids/proposals.
 - 4. If the County is closed for business at the due date and time, for whatever reasons, protests will be accepted on the next business day of the County prior to 12:00 p.m. (Eastern Time).
Protests shall be considered timely only if received in the Purchasing Division office prior to close of business within the timeframes specified above.

- B. All protests made pursuant to solicitations shall be delivered to the Chief of Purchasing:
Charles County Government
ATTN: Chief of Purchasing, Purchasing Division (Room B130)
200 Baltimore Street,
La Plata, Maryland 20646
- C. Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Charles County Government". The Chief of Purchasing, may, at his sole election, return the filing fee to the protesting Offeror, if the protest is sustained. Filing fees for unsustained protests shall not be returned. The Chief of Purchasing must dismiss any protest not timely received.
- D. Only an Offeror that is "aggrieved" is eligible to file a protest. Aggrieved means that the Offeror who is filing the protest is susceptible for an award of the contract if the protest is sustained (e.g., a fourth ranked Offeror is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked Offerors or would require that the solicitation be reissued). Each protest must contain the following: identification of the solicitation; the name, address and telephone number of the protesting Offeror; a statement supporting that the Offeror is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the Offeror contends supports the protest. The burden of production of all relevant evidence, data and documents, and the burden of persuasive argument to support the protest is on the Offeror making the protest.
- E. The Chief of Purchasing shall forward to the County Attorney, all protests timely received and appropriate information addressing the circumstances of the protest. The Chief of Purchasing shall also forward for the County Attorney's information, all protests not timely received and/or otherwise ineligible, that was dismissed by the Chief of Purchasing.
- F. The Chief of Purchasing, after consultation with the County Attorney, shall determine whether to sustain or reject the protest, and shall provide written notice of his determination to the Offeror making the protest, and to the County Attorney. In the case of a sustained protest, the Chief of Purchasing, after consultation with the County Attorney, shall determine what remedy shall be taken to redress the protest. Decisions shall be final, and not subject to appeal.

6.9. Performance Evaluations

The County shall perform periodic performance evaluations, at the County's discretion, on all work performed by the Contractor under this Contract. The Contractor shall have the opportunity to review performance evaluations upon request. Performance evaluations shall be maintained in the County's contract files.

6.10. Assignment of Contract

The Contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the County, Chief of Purchasing.

6.11. Subcontractors

Subcontractors may not be used in the conduct of this contract without express written approval of the County. The County reserves the right to reject any subcontracted relationship if changes or additions of subcontractors are necessary during the life of the contract. Subcontracts for any portion of this contract must be clearly identified in the Offeror's proposal. Subcontracts are subject to Minority and Women Business Enterprise (MBE) Program and Small Local Business Enterprise (SLBE) requirements detailed herein. Prime contractor shall perform a minimum of fifty percent (50%) of the work.

6.12. News Release

No news releases pertaining to this proposal request or the service, study, or project to which it relates will be made without County approval.

6.13. Public Information Act/Confidentiality Notice

Offeror should give specific attention and identification of those specific portions of their proposals which they deem to contain confidential and/or proprietary information. Such information must be individually noted as being confidential or proprietary, either at that location, or in a separate consolidated listing contained within the bid/proposal/quote and provide justification of why the

material should not be subject to disclosure by the County upon request under the Maryland Public Information Act. Offerors may not declare their entire bid/proposal/quote package to be confidential or proprietary. Failure to provide specific identification and justification may result in the County releasing the information if requested to do so.

6.14. Campaign Finance Reform Act of 2013

The Maryland Campaign Finance Reform Act of 2013 dictates that vendors with single contracts of \$200,000 or more shall file certain campaign finance-related disclosures with the Maryland State Board of Elections. Vendors shall certify that they have filed the requisite disclosure, and if the vendor fails to provide this certification, the County must notify the State. In the event of Contract award, the Contractor shall certify that campaign finance-related disclosures are filed with the Maryland State Board of Elections as applicable.

6.15. Holiday Schedule

The following holidays are observed by the County:

- New Year's Break (Close at 12:00pm New Year's Eve, New Year's Day, Day after New Years)
- Martin Luther King Jr's Birthday
- Super Bowl Monday
- Washington's Birthday
- Eid al Fitr
- Good Friday
- Easter Monday
- Memorial Day
- Eid al Adha
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Election Day (When Applicable)
- Thanksgiving Closure (Wed, Thur, Fri of Thanksgiving)
- Christmas Break (Close at 12:00pm Christmas Eve, Christmas Day, Day after Christmas)

6.16. Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, governmental entities that are not Customers may make purchases under the terms and conditions contained herein, if agreed to by the Contractor. Such purchases are independent of the Contract between the Department and the Contractor, and the Department is not a party to these transactions. The Mid-Atlantic Purchasing Team Cooperative Ride Clause is hereby incorporated into this solicitation. Refer to the County's Website at: <https://www.charlescountymd.gov/home/showpublisheddocument/15127/638182853727870000>

7. GENERAL PROVISIONS

7.1. Definitions

The term COUNTY, as used herein, refers to the COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, hereinafter called the COUNTY, represented by the CONTRACTING OFFICER, the Director of the Using Department, or their designated representative who is authorized to act for the COUNTY.

7.2. Indemnification Clause

The Contractor shall protect, hold free and harmless, defend and indemnify Charles County, including its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. This agreement shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County, its officers, agents, and employees.

7.3. Governing Law

This Contract shall be governed by and construed only in accordance with the laws of the State of Maryland.

7.4. Responsibility of the Consultant

A. The CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in their design, drawings, specifications, and other services.

B. Neither the COUNTY'S review, approval or acceptance of, nor payment for, any of the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the COUNTY in accordance with applicable law for all damages to the COUNTY caused by the CONSULTANT'S negligent performance of any of the services furnished under this contract.

C. The rights and remedies of the COUNTY provided for under this contract are in addition to any other rights and remedies provided by law.

7.5. Changes

A. The COUNTY may, at any time, by written order, make changes within the general scope of the contract in the services to be performed. If such changes cause an increase or decrease in the CONSULTANT'S cost of, or time required for, performance of any services under this contract, whether or not changed by any order, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. Any claim of the CONSULTANT for adjustment under this Article must be asserted in writing within thirty (30) days from the date of receipt by the CONSULTANT of the notification of change unless the COUNTY grants a further period of time before the date of final payment under this contract.

B. The CONSULTANT shall provide no services for which an additional cost or fee will be charged without prior written authorization by the COUNTY.

C. Additional Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in an increase in the contract price will be determined by one or the other of the following methods, at the election of the CONTRACTING OFFICER.

(1) On the basis of a stated lump sum price, or other consideration fixed and agreed upon by negotiation between the CONTRACTING OFFICER and the CONSULTANT in advance, or if this procedure is impractical because of the nature of the work or for any reason,

(2) On the basis of the actual necessary cost as determined by the CONTRACTING OFFICER, plus a fixed fee to cover general supervisory and office expense and profit. The fixed fee shall not exceed fifteen percent (15%) of the actual necessary costs. The

actual necessary cost will include all reasonable expenditures for material, labor, and supplies furnished by the CONSULTANT and a reasonable allowance for the use of their plant and equipment where required but will in no case include any allowance for general superintendent, office expense, or other general expense not directly attributable to the extra work. In addition to the foregoing, the following will be allowed: the actual payment by the CONSULTANT for workmen's compensation and public liability insurance; performance and payment bonds (if any); and all unemployment and other social security contributions (if any) made by the CONSULTANT pursuant to Federal or State statutes, when such additional payments are necessitated by such extra work. An appropriate extension of the working time, if such be necessary, also will be fixed and agreed upon, and stated in the written order.

D. Reduced Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in a decrease in the contract price will be determined in a manner conformable with paragraph C.2 under Additional Costs.

7.6. Termination

A. The COUNTY may, by written notice to the CONSULTANT, terminate this contract in whole or in part at any time, either for the COUNTY'S convenience or because of the failure of the CONSULTANT to fulfill their obligations under this contract.

Upon receipt of such notice, the CONSULTANT shall:

(1) Immediately discontinue all services affected (unless the notice directs otherwise), and

(2) Deliver to the COUNTY the originals of all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing under this contract, whether completed or in process.

B. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price shall be made but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of the CONSULTANT to fulfill their obligations under this contract, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT shall be liable to the COUNTY for any additional cost occasioned to the COUNTY.

D. If, after notice of termination for failure to fulfill obligations, it is determined that the CONSULTANT had not so failed, the termination shall be deemed to have been affected for the convenience of the COUNTY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Article.

E. The rights and remedies of the COUNTY provided in this Article are in addition to any other rights and remedies provided by law or under this contract.

7.7. Disputes

A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising hereunder which is not disposed of by agreement shall be decided by the COUNTY, who shall reduce their decision to writing and mail or otherwise furnish a copy thereof to the CONSULTANT. The decision of the COUNTY shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the CONSULTANT executes and furnishes a written appeal to the COUNTY COMMISSIONERS OF CHARLES COUNTY. The decision of the COUNTY COMMISSIONERS for the determination of such appeals shall be final and conclusive.

B. The provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or their representative is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of their appeal. Pending final decision of a dispute hereunder, the CONSULTANT shall proceed diligently with the performance of the contract and in accordance with the COUNTY'S decision.

C. This Disputes Article does not preclude consideration of questions of law in connection with decision provided in paragraph (A) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative on a question of law.

7.8. County Rights

All designs, drawings, specifications, notes, computations, and other work developed in the performance of this contract shall be and remain the sole property of the COUNTY and may be used on any other work without additional compensation to the CONSULTANT. With respect thereto, the CONSULTANT agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The CONSULTANT, for a period of three (3) years after final payment under this contract, agrees to furnish and provide access to all retained materials on the request of the COUNTY. Unless otherwise provided in this contract, the CONSULTANT shall have the right to retain copies of all such materials beyond such period.

In the event that the COUNTY uses any of the above-mentioned materials for purposes other than those covered under this contract or other than for which it was provided, the CONSULTANT shall not be held liable for any personal or property damage arising from such use.

7.9. Examination of Records

A. The CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. The foregoing constitutes "records" for the purposes of this Article.

B. The CONSULTANT'S office, or such part thereof as may be engaged in the performance of this contract, and their records shall be subject at all reasonable times to inspection and audit by the COUNTY or their authorized representative(s). In addition, the COUNTY, or their authorized representative(s), shall, until the expiration of three (3) years from the date of final payment under this contract, or of the time periods for the particular records specified, have the right to examine those books, records, documents, papers, and other supporting data which involve transactions related to this contract along with the computations and projections used therein.

C. The CONSULTANT shall include in each subcontract, a provision that includes paragraphs A and B of this Article, binding each subcontractor to the requirements outlined in the above-mentioned paragraphs.

7.10. Covenant Against Contingent Fees

The CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon a contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

7.11. Accident Reports

The CONSULTANT shall promptly investigate and maintain a complete record of accidents resulting in personal injury, death, or property damage incident to performance of work under this contract. Loss of or damage to COUNTY equipment or property in the custody of the CONSULTANT shall be reported to the COUNTY within twenty-four (24) hours after the occurrence of the accident, together with full details relating to the incident.

7.12. Consultant's Organization

The CONSULTANT shall furnish to the COUNTY within two weeks after executing this contract, and thereafter prior to any annual renewal date, a chart showing the overall organization provided for the performance of this work and the names and titles of personnel employed in connection with the work, and shall furnish from time to time, revised organization charts reflecting any substantive changes therein. The CONSULTANT agrees to retain the listed key employees assigned to the performance of the work under this contract and shall not reassign or remove any of them without the consent of the COUNTY. Whenever, for any reason, one or more of the aforementioned employees is unavailable for assignment for work under this contract, the CONSULTANT shall, with the approval of the COUNTY replace such employee with an employee of substantially equal abilities and qualifications.

The CONSULTANT shall be responsible for maintaining satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

The CONSULTANT shall require in each subcontract, a provision that requires each subcontractor to advise the CONSULTANT promptly of any significant changes in the organization of such subcontractor, and the CONSULTANT shall promptly advise the COUNTY of any such changes reported to the CONSULTANT or otherwise discovered by the CONSULTANT.

7.13. Employment Discrimination by Consultants Prohibited

During the performance of any contract awarded pursuant to this RFQ, ITB, or RFP, the CONSULTANT agrees as follows:

A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the CONSULTANT. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination Article.

B. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, will state such CONSULTANT is an equal opportunity employer.

C. Notices advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

7.14. Certification of Drawings and Other Documents

All original drawings and the first page of all specifications, estimates, or similar documents shall have affixed or contain the seal of a duly qualified and authorized professional CONSULTANT certifying to the completeness and accuracy of the work performed.

7.15. Composition

If the CONSULTANT hereunder is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

7.16. Conflicts

It is the spirit and intent of these General Provisions, and the Special Provisions to provide that the services and all parts thereof shall be fully completed and suitable in every way for the purpose for which the project was intended. The CONSULTANT shall supply all materials and perform all services, which reasonably may be implied as being incidental to the work of this contract. In the event of a conflict between the **General and Special Provisions**, the **Special Provisions** will govern.

7.17. Delivery Point, Inspection, and Approval

All items required to be furnished by the CONSULTANT under this contract shall be delivered at the CONSULTANT'S expense to the attention of the County's authorized representative located at:

Project Manager identified in the written Notice of Intent to Award letter or Contract Execution Letter issued by the Purchasing Representative.

The CONSULTANT will be notified if the submittal, or any portion thereof, is rejected. In this event, the CONSULTANT will be required to resubmit those rejected materials so that they fully comply with the requirements of this contract. The decision of the COUNTY as to acceptance or rejection of the required submittals shall be final.

7.18. Designation of County's Representative

The CONSULTANT'S Day to day activities and work production will be monitored by a person designated by the COUNTY to act as the authorized representative to administer this contract in whole or in part.

No oral statement of any person and no written statement of anyone other than the CONTRACTING OFFICER, or the authorized representative, shall modify or otherwise effect any provision of this contract.

Designation and termination of the COUNTY'S representative shall be done in writing.

7.19. Document Standards

1. A. Plan format and contents shall be consistent with the County's plan preparation manual.
2. Specifications, Reports, and other narrative statements in final form for submission to the COUNTY shall be prepared on 8 1/2" X 11" white bond paper. Specifications shall follow the "Master Format" developed by the Construction Specifications Institute (CSI).

3. Bibliographies. If the preparation of reports and other narrative statements involves the use of reference and research materials, the CONSULTANT shall prepare a bibliography of such material and include it in the final document. Each bibliography shall include the following information:
 1. Books
 1. Name of author or authors, editors, or institution responsible for writing the book.
 2. Full title of book (including subtitle if there is one).
 3. Series name and number (if applicable).
 4. Volume number (if any).
 5. Edition (if not the original).
 6. City of publication.
 7. Publisher's name.
 8. Date of publication.
 2. Articles of Periodicals.
 1. Name of author.
 2. Title of article.
 3. Name of periodical.
 4. Volume number.
 5. Date of article.
 6. Pages occupied by article.

7.20. Inspection

The COUNTY, through any authorized representative, may at all reasonable times inspect or otherwise evaluate the work being performed hereunder and the premises on which it is being performed. If any inspection or evaluation is made by the COUNTY on the premises of the CONSULTANT or subcontractor, the CONSULTANT shall provide and shall require the subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the COUNTY representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7.21. Investigation of Field Conditions

The CONSULTANT shall visit the areas where work is to be performed and by their own investigation satisfy themselves as to the existing conditions affecting the work to be done. If the CONSULTANT, including subcontractor, does not visit the area, they will nevertheless be charged with knowledge of conditions, which a reasonable inspection would have disclosed. The CONSULTANT shall assume all responsibility for deductions and conclusion as to the difficulties in performing the work under this contract.

7.22. One Year Guarantee

In the event the COUNTY requires a construction contract resulting from the prepared work of the CONSULTANT hereunder, to make repairs, replacement, reconstruction or similar adjustments under the provisions of the construction contract, the CONSULTANT shall provide such professional services as may be required at no additional cost to the COUNTY where it is determined that the repairs, replacement, reconstruction or similar adjustment is attributed to a design deficiency for which the CONSULTANT is responsible.

The period of this guarantee shall commence on the date that the COUNTY formally accepts the facilities and extends for a period of one year thereafter.

The rights provided under this provision are in addition to any other rights the COUNTY may have arising out of a design deficiency for which the CONSULTANT is responsible.

7.23. Patents

The CONSULTANT shall hold and save the COUNTY, and all officers and agents thereof harmless from and against all and every demand of any nature and kind for or on account of the use of any patented or copyrighted inventions, article, or process employed by the CONSULTANT in the performance of the work.

7.24. Permits

Without additional cost to the COUNTY, the CONSULTANT shall obtain all applicable permits, licenses, and insurance; shall pay all charges and fees; and shall give all notices necessary and incidental to the due and lawful performance of the services under this contract.

7.25. Publicity

Except with the prior approval of the COUNTY, the CONSULTANT shall not release for publication any drawing, rendering, perspective sketch, photograph, report, specification, cost estimate, or other material of any nature pertaining to the facilities, for which services are performed under the terms of this contract.

The provisions of this Article shall extend also to the release of any such materials to any person not so authorized by the COUNTY.

7.26. Responsibility for Materials and Related Data

Except as otherwise provided in this contract,

A. The CONSULTANT shall be responsible for any materials and related data covered by this contract until they are delivered to the COUNTY at the designated delivery point.

B. After delivery to the COUNTY at the designated point and prior to acceptance by the COUNTY or rejection and giving notice thereof by the COUNTY, the COUNTY shall be responsible for the loss or destruction of or damage resulting from the negligence of officer, agents, or employees of the COUNTY acting within the scope of their employment.

C. The CONSULTANT shall bear all risks as to rejected materials and related data after notice of rejection, except that the COUNTY shall be responsible for the loss, destruction, or damage resulting from the gross negligence of officers, agents, or employees of the COUNTY acting within the scope of their employment.

D. After delivery to, and acceptance of, the COUNTY shall be responsible for the loss or destruction of or damage to the materials and related data so delivered and accepted.

7.27. Right of Entry

Where rights-of-entry have not been obtained by the COUNTY, the CONSULTANT with assistance from the COUNTY will be required to obtain from landowners the necessary rights-of-entry for making any investigations required, including geotechnical and survey work under this contract. The CONSULTANT will be advised as to arrangements previously made with landowners. The CONSULTANT shall assume all responsibility for and take all precautions to prevent damage to property entered.

7.28. Risk, Damages

The CONSULTANT shall assume all risks of injury to persons or property arising out of CONSULTANT'S sole negligent acts, errors or omissions in CONSULTANT'S performance of work under this contract and shall indemnify and save harmless the COUNTY against all claims, causes of action (cost and expense) on account of bodily injuries to, and death of persons, and damages to property arising from the sole negligent acts, errors or omissions of the CONSULTANT in connection with the prosecution of the work under this contract.

7.29. Fee and Payment

For the furnishing of all services as specified herein, the CONSULTANT shall be paid the total fee specified. After completion of work as requested and prior to final payment, the CONSULTANT shall furnish to the Contracting Officer, a release of claims/liens against the COUNTY arising out of the contract, other than claims specifically accepted from the operation of the release.

Progress payments to the CONSULTANT shall be made on the basis of monthly itemized invoices submitted for the actual percentage of physical work completed by the CONSULTANT and accepted by the COUNTY. Invoices shall include a description of the work, the percentage completed during the month, and the cost to date for each item of services performed; with the invoice, the CONSULTANT shall submit progress copies of plans, reports, specifications, details, etc. labeled as "PROGRESS PRINTS FOR INVOICE #__" and dated. The total of the progress payments shall not exceed ninety (90) percent of the total contract amount. The remaining ten (10) percent shall be paid upon completion of the contract.

Progress payments to the CONSULTANT will be due and payable thirty (30) calendar days after the COUNTY receives an acceptable invoice. In accepting payment of the fee represented by this invoice, the CONSULTANT acknowledges that they have no unsatisfied claim against the COUNTY arising out of this Contract and the CONSULTANT forever releases and discharges the COUNTY and its officers, agents, and employees from any past or future claim or demand whatsoever arising out of the direct or indirect operations of the CONSULTANT under this Contract.

7.30. Travel

All travel required to be performed in connections with the services including all meetings with COUNTY or any Government or Quasi-Government agencies, departments, hearings, discussions, explanations to be rendered under this contract shall be included in the fee and be at no additional expense to the COUNTY, unless authorized in writing by COUNTY prior to travel.

7.31. Related Cost

The cost of all direct and indirect services, related services, surveys, photographs, aerial surveys, aerial photographs, tax maps, planning maps, traffic studies, supplies, testing of any land if required, compliance with regulations, laws, ordinances in effect, cost of interim documents and their reproduction as and when requested by COUNTY, shall be included in the fees and be at no additional cost to the COUNTY.

7.32. Conflict of Interest

The CONSULTANT is hereby specifically prohibited from engaging in any activities which are, might be construed to be, or may give the appearance of a conflict of interest in the performance of this contract.

7.33. Fair Treatment of Subcontractors and Vendors

A. The CONSULTANT must make payment to any subcontractor or vendor within 15 business days of receiving payment from the County for a CONSULTANT invoice submitted to the County that billed for services or commodities provided by that subcontractor or vendor.

B. CONSULTANTS may not impose retainage rates upon sub-contractors that are higher than those rates imposed upon the CONSULTANT by the County.

7.34. Compliance with Federal Employment Regulations

A. Federal law requires that employers must verify that an individual whom they plan to employ or continue to employ in the United States is authorized to accept employment in the United States.

B. By submitting a quote/bid/proposal in response to this solicitation, the quoter/bidder/offeror/consultant certifies that no person will be employed on this project in any manner, including sub-CONSULTANT's and suppliers, that is not eligible to work in the United States, or whose employment is in violation of State or federal law. The CONSULTANT has sole responsible for compliance with this requirement.

C. Violation of this requirement may result in termination of the Contract, a penalty of \$1,000 per day or occurrence, whichever is higher, and/or reporting of the violation to the appropriate authorities.

7.35. Superseding Provisions

Any provision specified elsewhere shall supersede the provisions contained in these **General Provisions**.

8. SPECIAL PROVISIONS

8.1. General

This is a "Task Order Contract" with no lump sum contract price, where Charles County Government intends to enter into a contract(s) with multiple multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks. Professional services are described in the following Scope of Services. The projects anticipated under this Task Order are part of a program focused on complying with the requirements of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System Discharge permit in the following categories:

- Stormwater, shoreline, stream, urban soil restoration, and tree planting best management practices design and engineering for improving water quality, natural habitat and climate resiliency
- Monitoring, assessments, evaluations, modeling and planning related to waterways, watersheds and restoration projects
- Illicit discharge detection and elimination inspections, surveys and training
- Property management and maintenance plans, inspections, technical support and training
- Stormwater facilities and restoration practices maintenance inspections and verification
- Asset management using Cartegraph and other tools
- Education and outreach to reduce stormwater pollution and flooding
- Municipal stormwater permit geodatabase reporting
- Construction bidding, administration and surveillance

The County reserves the right to reject any subcontractor working on behalf of the Consultant. Acceptance of all subcontractors must be obtained by the County in writing prior to initiation of work on behalf of the Consultant. The County may use its sole discretion in reserving the right to make such determination.

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding. **The maximum value for each awarded task shall be \$500,000.00.**

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

8.2.1 **Task** **Order** **Value** **Thresholds**

1. Task order thresholds are all inclusive of all services to be performed for an awarded task. Below are the task order request value thresholds:

- a. The County shall request task order proposals from one (1) or more Contractors awarded under this Contract for tasks orders valued at less than \$250,000.00.
- b. The County shall request task order proposals from three (3) or more Contractors awarded under this contract for task orders valued at \$250,000.00 to \$500,000.00.

2. Task order threshold exceptions/modifications:

- a. The Chief of Purchasing, at their sole discretion, may revise this procedure as desired to best met the County needs. Such revision will not require a modification of the Contract.
- b. An exception may be made for projects that are applicable to County Code, Chapter 203-1, Article E.

8.3. Minimum Requirements

Selected consultant(s) must be a Professional Engineering firm with experience in stormwater design projects that meet the following minimum requirements:

1. Providing civil and environmental engineering services must be the firm's primary core business. The firm must employ registered Professional Engineers, properly licensed in the State of Maryland, to provide contracted services as specified in this RFP.
2. The firm must employ a Senior Environmental Scientist with at least 7 years Maryland NPDES municipal stormwater permit experience and a related 4-year college graduate background on its full-time staff.
3. Other services not listed in the core service capabilities above, which may be required (e.g. land surveying, geotechnical, environmental, planning, etc.) to complete a task that the Engineer cannot provide, may be performed under a subcontractor type relationship to the Engineer. Proper business and professional licensing, as required by the State of Maryland, is required.

8.4. Qualified Signatures

The Consultant assures that the member of his or firm who initiates and signs correspondence and attends meetings with County officials are technically qualified to carry out these duties. It is expected that all work submitted to the County for review, decision, or other action, be reviewed by a responsible Professional Engineer employed by, and in a position to speak and make decisions for the firm.

8.5. Open Market Procurement

Charles County Government reserves the right to obtain service from firms other than those awarded any contract that results from this RFP if the estimated cost of the services appears unreasonable or on any emergency basis. Using other firms shall not void the conditions of this Contract, nor shall it hold the Consultant liable for any additional costs assumed by Charles County Government by procuring on the open market.

8.6. Scope of Services

The County proposes to utilize the services of the selected Consultant(s) on specific tasks to be designated by the County. Services which may be required on an indeterminate number of individual project assignments to include, but are not necessarily limited to, the following:

- A. Stormwater conveyance and management retrofit design and permitting, and/or problem investigation and development of concept solutions
- B. Environmental investigations and services including wetland and forest stand delineation and permitting CAD services
- C. Design and permitting of sediment and erosion control measures

- D. Design of drainage infrastructure
- E. Floodplain studies and flood control assessments
- F. Design of ecological/habitat restoration
- G. Environmental planning services including watershed assessments, field data collections, pollutant load analysis, and NPDES permit support
- H. Property management planning and asset management
- I. Education and outreach services, and training
- J. General civil site design
- K. Geotechnical engineering services.
- L. Surveying services including field surveys, deed and easement research, and plat preparations
- M. Waterway improvements design including boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies
- N. Monitoring, assessments, evaluations, modeling and planning related to waterways, trees/forests, watersheds, and restoration projects
- O. Municipal stormwater permit geodatabase reporting
- P. GPS/GIS services
- Q. Preparation of Right of Way and easement plat documents.
- R. Permitting with all agencies through all stages of design, concept through as-builts
- S. Preparation of construction bid documents and assisting with pre-bid meetings and questions during the procurement process
- T. Preparation of plans and specifications
- U. Review and evaluation of designs by other consultants
- V. Preparation of Grant requests
- W. Inspection services including illicit discharge detection and elimination inspection, upland survey, construction inspection, and maintenance inspection
- X. Construction administration including review and approval of materials and equipment submittals, managing requests for information (RFI's), attendance at on-site pre-construction, progress and warranty walk-through meetings, providing meeting recordings as requested, reviewing drawings for compliance with County Ordinances and County Standards and Specifications for Construction, preparing punch-lists, technical advisory consultation for addressing unforeseen conditions and issues, and assistance with project extensions and close-out.

8.7. Method of Assignment

The County will provide in writing an outline of the required services for an individual work effort to be assigned to the firm. The firm will, within a reasonable time but not in excess of fourteen (14) consecutive calendar days, provide a written proposal which shall include a description of the services to be provided, proposed time for completion, personnel to be employed on the assignment and a detailed derivation of the proposed price to complete the task. The price shall be based upon the accepted hourly rate multiplied by the design consultant's proposed number of hours for each appropriate category or discipline plus any reproduction costs. Upon agreement of a total or "not-to-exceed" cost, the scope of services required, and the time for completion of the project, the parties will execute a contract reflecting all terms agreed upon. If a total (lump sum) contract is negotiated, the consultant shall be paid the negotiated amount irrespective of the number of man hours required to complete the project. If a "not to exceed" amount is not negotiated, the consultant will be compensated for actual hours worked, not to exceed the negotiated total (maximum) amount. For any given project, the County reserves the right to enter into either form of compensation agreement, and to cancel any contract should a project be canceled or otherwise placed on hold for any reason.

- A. Task Orders will be assigned to a selected firm as long as the County is satisfied with the services provided by the firm, that the firm has adequate, qualified staff to perform the services required; and that the fee for the services proposed is fair, competitive, and reasonable
- B. The County reserves the right to reject any task order proposal for a project assignment and to have the services performed by others
- C. Each written request for a proposal requires the design consultant to propose a total or "not-to-exceed" price with the understanding that the design consultant shall perform all tasks and work necessary and incidental to bring the work to the appropriate level of completion as mutually agreed upon
- D. Amendatory agreements to the price for changes in scope of work assigned will be in writing and an amendment to the contract provided for authorization
- E. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Consultants.

8.8. Capacity

The Consultant shall maintain an adequate staff to provide the services required herein in the professional quality and timeliness mutually agreed upon. Failure to maintain adequate, or sufficiently trained, staff will be cause for not awarding additional assignments, for terminating current task orders awarded, or for not renewing the Contract.

8.9. Task Order Request Acceptance

The County may award tasks based upon price, experience, capacity, key personnel, availability, approach or past performance.

Purchase Orders will be issued for each task order under the same terms of the original contract and any addition or special terms and conditions as specified in the task order request. All Purchase Orders are contingent upon appropriation and encumbrance of fiscal funding. Any other form of authorization of the start of work on each task does not constitute approval by the County. Costs shall be inclusive of all associated incidental expenses and therefore included in the task order proposal. Services may begin once the Consultant has received a written Notice-to-Proceed and Purchase Order from the County for the specific request.

8.10. County Rights

The County reserves the right to:

- A. Delete or insert tasks in the scope with appropriate changes in cost,
- B. Suspend or terminate active projects for budgetary purposes or other reasons,
- C. Award and reject task order submission at its sole discretion,
- D. Negotiate, and
- E. Request additional information at any time.

8.11. Schedule

The County and the Consultant will mutually agree upon the schedule for design completion on each work effort. The failure of the Consultant to satisfactorily complete work assignments within the time specified wherein the County has given notice that the completion date is critical to the County will be cause for not awarding additional assignments, for terminating current task order projects, or for not renewing the Contract.

8.12. County Furnished Data

All information, data, reports, records and maps as are existing and identified by the design consultant, available to the County without significant cost, and necessary for the carrying out of the work, shall be furnished to the design consultant without charge by the County and the County shall cooperate with the design consultant in every way possible in the carrying out of the planning work, providing, however, that the needs of the design consultant for each support are made known to the County within a reasonable time.

The County will not provide clerical assistance to the Consultant for this project and County personnel will not be asked to undertake surveys, analyses, tabulations, summaries, etc., of consultant produced data or documentation. However, County employees are free to participate in Consultant conducted surveys as questionnaire recipients in design consultant conducted surveys, providing information and opinions.

8.13. Engineering Drawing Reviews

The County will conduct reviews and provide comments on drawings, calculations, and specifications at the normal and customary review times (i.e., schematic, design development, 30% construction documents, 60% construction documents, 95% construction documents, and 100% construction documents, etc.) through the County's Department of Planning and Growth Management EnerGov portal at <https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>. Upon approval of 100% documents the Engineer shall provide Four (4) sets drawing and Two (2) flash drives or CD's to Project Manager for final submission to the County's Division of Infrastructure Management for an official review, and two (2) sets shall be retained by the County Project Manager. The Engineer shall also provide a separate copy of all applicable plans, reports, and specifications to the Charles Soil Conservation District for their review, comment, and approval.

8.14. Engineering Drawing Reproductions

Following final approval of an assigned design task, the design consultant will deliver to the County the approved originals of the drawings, plans and specifications complete and ready for reproduction. Reproduction of bidding sets will be by the County and at its expense. All final drawing sets once approved shall be provided in paper format (8 sets), mylar cover page, and electronic format on flash drives or CD (both PDF and CADD).

8.15. Defective Work

The performance of services and County acceptance of required services shall not relieve the Consultant from the obligation to correct any defective work, whether previously or subsequently noted, and all incomplete, inaccurate or defective work shall be remedied by the design consultant on demand and at no cost to the County. Defective work may be defined but not limited to such matters as erroneous tabulations, incomplete surveys, maps or reports and incorrectly assembled reports, plans, specifications, etc., which is caused by error or omission.

8.16. Completed Deliverables

All deliverables shall become the sole property of the County and shall be delivered to the County upon termination or completion of the project. The County shall have the right to use same without restriction or limitation and without notice or compensation to the design consultant.

8.17. Additional Services Not Specified

If a need for an engineering service not specified in the schedule of prices is requested by the County, the Consultant shall solicit bids on behalf of the County, review the bids with the County for scope compliance, and make a recommendation along with County oversight. If approved by the County, the Consultant shall provide the services in a subcontractor relationship. Payment of said services shall be at the rate of the sub consultant fee, plus 15% for overhead and profit.

Work may include services including:

- A. Laboratory Sample Processing - Laboratory services may include:
 - 1. Benthic Laboratory Analysis
 - 2. Water Quality Laboratory Analysis
 - 3. Ethanol Preservative
 - 4. Soil Sample Analysis for bulk density and nutrient concentration using undisturbed soil sampling methods
 - 5. Miscellaneous Field Supplies
 - 6. MD Department of Natural Resources Collection Permit
- B. Test Pits - Test pit services may include: performance of vacuum method test pits to determine the exact horizontal and vertical location of utilities in the affected work area. A written report shall be provided for all test pits performed, providing the exact horizontal coordinates, vertical elevation, and a photograph of the located utility. All surveying services required, and all coordination required with Miss Utility or the utility company owning the utility, as well as all restoration services shall be included in the per test pit cost.

- C. Soil Borings - Soil boring services may include: the clearing of an area needed to perform the borings, the actual borings, the record keeping associated with the work, and the cleaning up and restoration of the affected area upon completion of the boring work. The soil borings will be measured per vertical feet and include the daily rig mobilization fee along with a summary report.
- D. Soil Hand Augers - Services may include: the clearing of an area needed to perform hand augers the actual hand auger, the record keeping associated with documenting the results of the hand auger, and the cleaning up and restoration of the affected area upon completion of the auger work.

8.18. County's General Provisions

This RFP contains a set of **General Provisions** which shall apply to each and every task order awarded by the County.

9. PROPOSAL ITEM DESCRIPTIONS

9.1. Base Proposal Item A1: Principal/Director

Item A1 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of fifteen (15) years of engineering design and management experience with an emphasis on stormwater water quality facility design and environmental restoration design,
- B. Senior Project management experience, and Professional Engineer registration in the State of Maryland.

This individual will be the County's point of contact with the firm for all services rendered and shall be qualified to oversee all aspects of an assigned project and possess an understanding of all implications of a proposed design, and contract management. The individual shall present evidence of their valid Professional Engineer registration in the State of Maryland upon request.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Principal/Director pay item. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.2. Base Proposal Item A2: Project Manager

Item A2 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of ten (10) years of project management experience with an emphasis toward stormwater conveyance, stormwater management and water quality treatment, environmental restoration, grading, sediment and erosion control, environmental science, evaluation services, permitting through all applicable review agencies, and construction bidding, administration and surveillance, and
- B. Professional Engineer registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Project Manager pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.3. Base Proposal Item A3: Civil Engineer

Item A3 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of three to seven years of civil engineering design experience with an emphasis on the analysis and design of stormwater conveyance and stormwater management systems, environmental restoration, grading and sediment erosion control, and construction administration, and
- B. A four-year college graduate with at least an Engineer-in-Training certification.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Civil Engineer pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.4. Base Proposal Item A4: Landscape Architect

Item A4 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of seven to ten years of landscape architectural design experience with an emphasis toward environmental restoration, aesthetic condition, plant knowledge, project management experience, and

B. Professional Landscape Architecture registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Landscape Architect pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.5. Base Proposal Item A5: Senior Environmental Scientist

Item A5 shall cover the services provided by an individual with the following minimum qualifications:

1. A minimum of seven to ten years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration, and
2. A related 4-year college graduate background and environmental certifications and training.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Senior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.6. Base Proposal Item A6: Junior Environmental Scientist

Item A6 shall cover the services provided by an individual with the following minimum qualifications:

1. Three to five years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration,
2. Three (3) years of technical experience with Maryland forest stand delineations and forest conservation plan preparation and be a Qualified Professional per COMAR 08.19.06B (1)-(4),
3. Three (3) years of technical experience with wetland delineation and mitigation, Federal and State wetland permitting processes, Environmental Assessments and Environmental Impact Statements, and
4. A related 4-year college graduate background and environmental certifications and training.
5. Knowledge and experience with State of Maryland and Charles County forest conservation ordinances.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Junior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.7. Base Proposal Item A7: Arborist (Certified)

Item A7 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience in the professional tree care industry, and
- b. Certification by the International Society of Arboriculture.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Arborist pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.8. Base Proposal Item A8: Soils Scientist

Item A8 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience with soil science investigations and classifications,
- b. A related college graduate background and certifications and training, and
- c. Knowledge of Charles County soil formations and their suitability and limitations for stormwater management facilities and other types of environmental restoration practices.

This individual will assist the Principal/Director in completing assigned projects.

All investigations performed by the soils scientist shall only be those in addition to the customary costs attributed to the performance of Soil Hand Augers (Item D2, below) and Soil Borings (Item D3, below), and the results of their services shall be summarized in a report, which shall clearly describe all concerns and any suggested corrective actions to allow the anticipated project to be successfully completed.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Soils Scientist bid item specified in this proposal. Such payment shall include all work outlined under this special provision as well as all costs for labor, equipment, materials, and other incidentals necessary to satisfactorily complete the assigned projects.

9.9. Base Proposal Item A9: Graphic Designer

Item A9 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of graphic design experience,
- b. A related college graduate background and certifications and training, and
- c. Mastery of industry-standard design software.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Graphic Designer pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.10. Base Proposal Item A10: Licensed Surveyor

Item A10 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of seven to ten years of surveying experience, and
- b. Valid registration with the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects. The work to be performed under this item shall be limited to the direct professional services required by law for a Registered Property Line, Professional Land Surveyor, or Registered Land Surveyor in the State of Maryland.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Licensed Surveyor pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.11. Base Proposal Item A11: Two Person Survey Crew

Item A11 shall cover all survey services provided by a two-person survey crew and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Two Person Survey Crew pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.12. Base Proposal Item A12: One Additional Field Person

Item A12 shall cover all additional survey services provided by one additional survey crew person and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the One Additional Field Person pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.13. Base Proposal Item A13: Geotechnical Engineer

Item A13 shall cover services provided by a Registered Professional Engineer with expertise in the geotechnical sciences with the following minimum qualifications:

- a. A minimum of five (5) years of progressive experience in the State of Maryland with an emphasis on evaluating sites for future construction of stormwater management/water quality facilities,
- b. A Bachelor of Science Degree in Civil Engineering with an emphasis in geotechnical sciences, and
- c. Professional Engineer registration in the State of Maryland.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Geotechnical Engineer item specified in this proposal. Such payment shall include all profit, overhead, equipment, materials, transportation costs, and other incidentals necessary to satisfactorily complete the assigned projects.

9.14. Base Proposal Item A14: Project Inspector

Item A14 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of ten (10) years of experience in environmental site inspection and specialty type construction inspection.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit cost per hour specified for the Inspector pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.15. Base Proposal Item A15: GPS/GIS Technician

Item A15 shall cover all GPS or GIS services provided by the GPS/GIS Technician with the following minimum qualifications:

- a. A minimum of one (1) year of experience as a GPS/GIS Technician,
- b. A related college graduate background, and
- c. Passed the GIS Certification Institute Core Technical Exam for obtaining Professional Certification.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for a GPS/GIS Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.16. Base Proposal Item A16: CAD Technician

Item A16 shall cover all CAD series provided by the CAD Technician with the following minimum qualifications:

- a. A minimum of two (2) years of experience as a CAD Technician.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a CAD Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.17. Base Proposal Item A17: Administrative

Item A17 shall cover all specification typing, associated administrative support work (duplications, filing, etc.), and other clerical services for the team. The Consultant will use this position to generate special provisions, reports, etc. When submitting such items, i.e. special provisions, reports, etc. to the County, the Consultant shall provide the County with the following: original paper copy of the document and an electronic copy of item. All documents prepared shall be prepared utilizing the Microsoft Office suite of applications, and /or Adobe pdf format.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for the Administrative pay item in this proposal. This unit price shall include all profit, overhead, equipment, software, reproduction material, etc. needed for this individual to satisfactorily complete the assigned projects.

9.18. Base Proposal Item A18: Copies

Item A18 shall cover the expense of providing copies in the following sizes-

- a - 8-1/2" x 11" (B&W)
- b - 8-1/2" x 11" (Color)
- c - 24" x 36" (B&W as appropriate per the design)
- d - 24" x 36" (Color as appropriate per the design)
- e - Mylars

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit prices per sheet as specified for the copies pay items in this proposal for the applicable size and type.

9.19. Base Proposal Item A19: Mileage for Fieldwork

Item A19 shall cover the mileage expense associated with fieldwork only. Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA).

10. PROPOSAL SUBMITTALS

10.1. Provide the company formation date.*

A qualified Quoter, Bidder, or Offeror must be actively engaged as a legal entity in the field of work described in *Section 4.4* for a period of no less than ten (10) at the due date for quote/bid/proposal.

Month/Day/Year as ##/##/####

(e.g.: "11/08/2015")

*Response required

10.2. Certification of agreement to solicitation terms and providing legally binding response.*

I certify that I have read, understood and agree to all the terms and conditions in this solicitation, and that I am authorized to submit this legally binding response on behalf of my company.

☐ Please confirm

*Response required

10.3. Acknowledgement of addenda and supplements.*

Quoters, Bidders, Offerors shall acknowledge receipt of all addenda and supplements issued by the County in the **eProcurement Portal**. If it becomes necessary to revise any part of this solicitation, a supplement to the solicitation will be issued formally via an addendum posted on the County **eProcurement Portal**. Oral statements made by the County personnel shall not bind the County and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement. It is the responsibility of the Quoter, Bidder, Offeror to check the County **eProcurement Portal** as frequently as necessary to obtain all updates and addenda to the solicitation.

☐ Please confirm

*Response required

10.4. Certification of good standing.*

Quoter, Bidder, Offeror shall acknowledge compliance with the following:

In order to be eligible for award, Quoter, Bidder, Offeror shall meet the following conditions prior to contract award.:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

☐ Please confirm

*Response required

10.5. Specific terms and conditions certification.*

By submitting a quote, bid, proposal in response to this RFQ, ITB, RFP, the Quoter, Bidder, Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the RFQ, ITB, RFP or any Appendices is made part of this solicitation package. Specifically, the Quoter, Bidder, Offeror also acknowledges the following:

- A. The contact information provided shall be used by the County to communicate with Quoter, Bidder, Offeror.
- B. The Quoter, Bidder, Offeror is licensed or will be licensed to do business in the State of Maryland prior to contract award.
- C. The Quoter, Bidder, Offeror complies with and takes no exceptions to all requirements of the RFQ, ITB, RFP.

- D. The quote, bid, proposal is valid for a minimum of one hundred twenty (120) days from the final quote, bid, proposal due date.
- E. The quote, bid, proposal is submitted in accordance with the County's Notice to Quoters, Bidders, Offerors requesting quotes, bids, proposals to be received for the work outlined in the RFQ, ITB, RFP.
- F. The Quoter, Bidder, Offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- G. The Quoter, Bidder, Offeror agrees to furnish all services as outlined in the RFQ, ITB, RFP for the prices listed on the Quotation, Bid, Cost Proposal Form.
- H. The Quoter, Bidder, Offeror is cautioned and agrees that the dollar amount of a quote, bid, proposal is a business decision of the bidder and should take into consideration the costs of doing business, such as: resources required to perform, business risk, etc.
- I. The Quoter, Bidder, Offeror agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

☐ Please confirm

*Response required

10.6. Respondent Submission Package

10.6.1. Experience Forms - Five (5)*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, and upload.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

- [Experience Form - 5.docx](#)

*Response required

10.6.2. Vendor Disclosure Form*

Please download the below documents, complete, and upload.

- [Vendor Disclosure Form - Fi...](#)

*Response required

10.6.3. Intended Sub Contractors Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, and upload.

- [Intended Sub Contractors Fo...](#)

*Response required

10.6.4. Minority and Women-Owned Business Enterprise (MWBE) Compliance Plan Forms*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, sign where applicable, and upload.

- [MWBE Compliance Plan Forms ...](#)

*Response required

10.6.5. Non-Collusion Affidavit Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, notarize, and upload.

- [Non-Collusion Affidavit For...](#)

*Response required

10.6.6. Respondent Technical Proposal Package Submittal*

Upload your complete technical proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 3. - Technical Proposal Submission Content Section.

(Do not upload cost information)

*Response required

10.6.7. Respondent Redacted Proposal Package Submittal

Upload your complete redacted proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 6.13. - Public Information Act/Confidentiality Notice Section.

11. COST PROPOSAL FORM

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	GPS/GIS and Asset Management Technician	50	Hour		
A16	CAD Technician	50	Hour		
A17	Administrative	50	Hour		
A18.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18.b	8-1/2" x 11" Color Copies	200	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A18.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18.e	Mylars	50	Each		
A19	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

12. INSURANCE

12.1. INSURANCE REQUIREMENTS

1. The Contractor shall provide, at their expense with companies acceptable to the County, and pay premiums for the following insurance:

Applicable	Provision	Description
X	Commercial Automobile	Commercial automobile bodily injury and property damage insurance covering all vehicles whether owned, hired, or non-owned operated by/or on behalf of the Contractor in the performance of this contract with not less than the following units: i. Bodily Injury: \$1,000,000 per person \$2,000,000 per occurrence ii. Property Damage: \$500,000 per occurrence
X	Worker's Compensation	In compliance with Maryland Statutory Liability
X	Commercial General Liability	Minimum limits of: \$1,000,000 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000 aggregate.
X	Employers Liability Insurance	A. \$500,000 each accident for injury B. \$500,000 each employee, \$500,000 aggregate for disease
	Umbrella excess liability insurance or excess liability insurance	\$5,000,000 each occurrence/ \$5,000,000 aggregate
X	Professional Liability	Professional liability insurance to include Errors & Omissions coverage with a limit of not less than \$1,000,000 per occurrence subject to \$2,000,000 aggregate.
	Builder's Risk Insurance	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, property insurance written on a builders' risk "all risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until final completion and acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured on such builder's risk policy. This insurance shall be on an "all risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire and physical loss or damage including, without duplication of coverage, property in transit, property stored on or off site, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary building and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation of Architect's and Contractor's services and expenses required as a result of such insured loss.
	Pollution Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Marine Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.

	Environmental Insurance	Includes pollution and use of chemicals in an amount not less than \$2,000,000 per occurrence and \$3,000,000 annual aggregate.
	Cyber Insurance	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Installation Floater	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, installation floater insurance for the installation of machinery and/or equipment into an existing structure, written on an “all risk”, replacement cost and completed value form basis in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until after final completion and 10 days after acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured/loss payee on such installation floater policy. This insurance shall be on an “all risk” or equivalent policy form and shall include, without limitation, insurance coverage to protect the interest of the County, Contractor, subcontractor(s), architects and engineers including property in transit, property stored on or off site which shall be part of the project. The policy shall insure all work, labor and materials furnished by the Contractor and the Contractor’s subcontractors against loss occasioned by fire, lighting, windstorm, theft, vandalism, malicious mischief, collapse, earthquake, flood. Policy shall include coverage for debris removal and reasonable compensation of Architect’s and Contractor’s services and expenses required as a result of such insured loss.

2. Each such policy shall be from an insurance company licensed to do business in the State of Maryland and which has a policyholder’s rating of A or better and a financial size of X or larger from Best’s Key Rating Guide.

3. The Contractor shall provide the County with Certificates of Insurance and supported by endorsement evidencing the coverage required by this solicitation prior to award of a contract. All Certificates shall reference the solicitation name and number and have an ending date that covers the entire contract term or extension period. The following certificates shall name “The County Commissioners of Charles County” (or other name as directed by the County) as an additional named insured:

- A. Commercial automobile bodily injury and property damage insurance
- B. Commercial General Liability
- C. Builder’s Risk
- D. Excess Umbrella Liability

4. If the insurance obtained requires deductibles, the Contractor shall pay all costs not covered because of such deductibles. Providing insurance as required herein does not relieve the Contractor of any responsibility or obligations ensuing as a result of the contract award, or for which the Contractor may be liable by law or otherwise. Proof of Insurance will be required and must be submitted prior to final execution of the Contract by Charles County Government. The Contractor shall be solely responsible for all work performed by subcontractors related to any contract awarded as a result of this solicitation, including but not limited to errors, omissions, and neglect.

5. The providing of any insurance required herein does not relieve the successful Bidder of any of the responsibilities or obligations assumed by the Bidder in the Contract awarded or for which the Bidder may be liable by law or otherwise.

6. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the Contract and shall operate as an immediate termination thereof.

Charles County Commissioners



PREPARED BY:

**Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division
200 Baltimore Street • La Plata, Maryland 20646
MD Relay: 711 • Relay TDD: 1-800-735-2258**

www.CharlesCountyMD.gov



Mission Statement: The mission of the Charles County Government is to provide our citizens the highest quality of service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement: Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer: It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

CHARLES COUNTY GOVERNMENT

RESOLUTION 26-62

Attachment 2

*Department of Fiscal and Administrative Services - Purchasing Division**Telephone: 301-645-0656*

**RFP #26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING
SERVICES
ADDENDUM NUMBER ONE**

TO: All Offerors

Please be advised of the following modification(s) & information related to Request for Proposal (RFP) 26-009. These modifications, comments, and attachments are hereby made a part of the solicitation documents to the same extent as if bound therein.

1. Changes**A. Section 8.2 Basis for Services**

Delete strikethrough text:

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

~~The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding.~~ The maximum value for each awarded task shall be \$500,000.00.

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

B. Section 9.0 – Proposal Item Descriptions

Renumber original Items A15 – A19 to A17 – A21. Add Section 9.20 and 9.21:

9.20. Base Proposal Item A15: Construction Administrator

Item A20 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of five (5) years of construction administration experience with an emphasis toward sustainable construction practices and specifications for stormwater conveyance, stormwater management and water quality treatment, environmental restoration and permitting, grading, sediment and erosion control,
- b. Proficiency with project management software and strong written and verbal communication skills, and
- c. A Bachelor of Science degree in Civil Engineering or Construction Management.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment: The County will measure and pay for this item at the unit cost per hour specified for the Constructor Administrator pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.21. Base Proposal Item A16: GIS Specialist

Item A20 shall cover all GIS services provided by the GIS Specialist with the following minimum qualifications:

- a. A minimum of four (4) years of experience as a GIS Technician / Specialist / Analyst,
- b. Proficiency with asset management software,
- c. A GIS related college graduate background, and
- d. GISP Preferred, or Pre-GISP Certified, or actively seeking GISP with approved portfolio through GISCI.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a GIS Specialist. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

C. Section 11.0 – Cost Proposal Form

Delete the strikethrough text and add the green text:

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	Construction Administrator	50	Hour		
A16	GIS Specialist	50	Hour		
A17	GPS/GIS and Asset Management Technician	50	Hour		
A16 A18	CAD Technician	50	Hour		
A17 A19	Administrative	50	Hour		
A18 A20.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18 A20.b	8-1/2" x 11" Color Copies	200	Each		
A18 A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18 A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18 A20.e	Mylars	50	Each		
A18 A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

END OF ADDENDUM

REDACTED

RESOLUTION 26-62
Attachment 3

ORIGINAL PROPOSAL



Municipal Stormwater Permit Design and Consulting Services

RFP #26-009

Prepared for:



Submitted by:



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

27 August 2025

Confidential/Proprietary/Trade Secret Statement
State of Maryland
Title Page

EA Engineering, Science, and Technology, Inc., PBC maintains that certain categories of information contained in our Proposal are exempt from disclosure under the Maryland Public Information Act ("MPIA") – Maryland Code, State Government, §10-617(d)¹ and under Maryland Code, Commercial Law, §11-1201(e)².

Submittal sections that contain this information are indicated with a page footnote.

For the purposes of this submittal, the materials exempt from disclosure fall into the following basic categories and are explained further in the analysis that follows. EA considers the information in these categories to be included within the common definitions of trade secrets, and/or commercial information that is privileged, confidential, and otherwise proprietary to EA, the release of which is likely to cause EA substantial competitive harm.

1. Commercial or financial information concerning the pricing or cost structure of our proposed services, such as hourly rates on an individual basis and/or on a composite basis: EA considers its pricing/costing structure, along with the method and presentation of its proposal information as trade secrets and are otherwise proprietary to EA. It is EA's practice to disclose such information only on an as needed basis, even in the context of working in teams with other contractors in pursuit of public contract assignments where in many circumstances such information is provided directly to the Governmental agency and not released to other contractors.
2. The experience and qualifications of EA personnel: EA's business is highly competitive. The experience and qualifications of personnel assigned to manage and provide technical expertise is deemed by EA to be extremely sensitive.
3. Descriptions of proprietary and/or trade secrets related to or from which EA's unique approach to performing the services is discussed: EA objects to the disclosure of any material that describes the manner in which EA intends to conduct its services, except to the extent those methods might parrot the required scope of work or a particular standard operating procedure or practice required in the contract scope of work.
4. Detailed summaries of projects/past experience/work product: EA contends that, where applicable, detailed summaries of projects, past experience, and work product, including the decision as to which projects to include, as well as the formatting and layout of the information provided (including information provided by or about EA's subcontractors and team partners), are considered proprietary to EA and/or EA trade secrets.
5. Submittal structure/layout: EA contends that disclosure of the submittal in its original format will result in the disclosure of the formatting and layout of the information, all to EA's competitive disadvantage on future procurements due to our unique interpretation of the client's submittal guidelines and requirements.

¹Maryland Code, State Government, §10-617

(d) Commercial information - A custodian shall deny inspection of the part of a public record that contains any of the following information provided by or obtained from any person or governmental unit: (1) a trade secret; (2) confidential commercial information; (3) confidential financial information; or (4) confidential geological or geophysical information.

²Maryland Code, Commercial Law, §11-1201(e), defines "trade secret" as follows:

(e) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique, or process, that:

(1) Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and

(2) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

TABLE OF CONTENTS

ORIGINAL PROPOSAL SECTION	PAGE
Cost Proposal Form (Redacted)	1
Vendor Disclosure Form	2
Experience Forms	4
MWBE Forms (Price Redacted)	16
SLBE Letters of Intent <i>This solicitation is exempt from the SLBE Program</i>	31
Intended Sub-Contractors Form	32
Non-Collusion Affidavit Form	34
Addendum Certification	35

COST PROPOSAL FORM

RESOLUTION 26-62
Attachment 3

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
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A7	Arborist (Certified)	10	Hour		
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A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A20.e	Mylars	50	Each		
A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV)	0	Mile	---	
Total					

Data on this page has been redacted due to the restriction on the title page of this document.

Vendor Disclosure Form

***Instructions: Complete the form in its entirety, sign, and date. ***

Part 1. To be Completed by the Quoter/Bidder/Offeror

Solicitation # and Name: 26-009 - Municipal Stormwater Permit Design and Consulting Services

Legal Name of Firm: EA Engineering, Science, and Technology, Inc., PBC

Doing Business As (DBA): N/A

Year of Legal Formation: 1973 Federal Tax ID Number (FEIN): 52-0991911

State of Legal Formation: DE DUNS Number: 06-9381812

Address: 225 Schilling Circle, Suite 400, Hunt Valley, MD 21031

Mark Gutberlet, P.E., BCEE; Vice President and Facilities Compliance and Engineering
Contact Name/Title: Business Unit Director (Contract Principal/Director)

Telephone: 410-584-7000 (Office); 410-329-5135 (Direct) Fax: 443-646-8067

Email: mgutberlet@eaest.com

Part 2. Disclosure Questions

1. Litigation History

Has your firm, or any principal, been a party to any civil or criminal litigation in the past five (5) years?

☒ Yes ☐ No

If yes, provide details:

While EA has had occasional disputes, none are in any way financially material nor have any resulted in any allegations of or claims related to any service/project performance by EA to its clients. EA does not have a record of debarment from any client, including Commercial, Federal, State or any Local Municipality.

LITIGATION DESCRIPTION: Mohammad Shams and Tina Shams, Plaintiffs, v. EA Engineering, Science, and Technology, Inc., Second Judicial District Court of New Mexico, County of Bernalillo

DATE: December 10, 2024

SUMMARY: Mr. Shams filed a complaint for personal injuries against EA following a motor vehicle collision involving an EA employee in the course of their employment. This case was settled by the parties.

2. Contract Terminations or Defaults

Has your firm had any contracts terminated for default, cause, or non-performance in the past five (5) years?

☐ Yes ☒ No

If yes, provide details:

N/A

3. Ethics Violations or Investigations

Has your firm or any principal been the subject of an ethics investigation, formal complaint, or violation by a government entity?

☐ Yes ☒ No

If yes, provide details:

N/A

4. Debarment or Suspension

Has your firm or any principal been debarred, suspended, or otherwise deemed ineligible to participate in public contracts?

☐ Yes ☒ No

If yes, provide details:

N/A

5. Conflict of Interest

Are there any known conflicts of interest between your firm and any current employee or elected official of Charles County Government?

☐ Yes ☒ No

If yes, provide details:

N/A

Part 3. Certification of Vendor Disclosure Form

By signing below, the QUOTER/BIDDER/OFFEROR certifies that the information provided in this Vendor Disclosure Form is true and correct to the best of my knowledge and belief. The QUOTER/BIDDER/OFFEROR is aware that noncompliance, as determined by the COUNTY, may result in the QUOTER/BIDDER/OFFEROR to take corrective actions and/or result in sanctions as set forth in the contract.

The undersigned certifies the accuracy of the content provided on all Vendor Disclosure Form:

Signature: _____



Date: 25 August 2025

Name & Title: _____

Mark Gutberlet, P.E., BCEE; Vice President and Facilities Compliance and Engineering
Business Unit Director (Contract Principal/Director)

EXPERIENCE FORM #1RESOLUTION 26-62
Attachment 3Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	1	Company/Firm Name:	Harford County Department of Public Works Watershed Restoration Program	
Address:	220 South Main Street Bel Air, Maryland 21014		Phone:	410-638-3509 x 1375 or 1363
			Fax:	410-879-8439
			Email:	reanderson@harfordcountymd.gov
Contact Person:	Bob Anderson		Contact Person Title:	Senior Stormwater Engineer
Stormwater Best Management Practice Inspections, Tracking, and Database				
Project Name:	Harford County, Maryland		Original Project \$ Amount	\$102,735.26
Responsible for	100	% of the project	\$ Amount of all Change Orders	0
Project Begin Date	7/16/2019		Final Project \$ Amount	\$102,735.26
Original Project End Date	6/30/2020		# of days project was extended	0
Why project was extended	Base year complete. Project currently ongoing within the specified period of performance.			
Location work was provided (specify City, State): <u>Various locations within Harford County, Maryland</u>				
Describe the work provided <u>and</u> explain how it relates to the work solicited:				
Work Performed: EA's responsibilities under this contract include monitoring, assessments, evaluations, modeling and planning; municipal stormwater permit geodatabase reporting; review and evaluation of designs by other consultants; inspections including illicit discharge detection evaluations, construction, and maintenance.				
Relevance: EA developed a stormwater BMP geodatabase schema, populated the geodatabase with as-built information, developed an application to document BMP triennial inspections workflows, and streamlined the associated reporting to the Maryland Department of the Environment (MDE). This project exemplifies EA's ability to complete MS4 permit Phase 1 requirements.				

Typable fields will expand as content is entered.

EXPERIENCE FORM #2RESOLUTION 26-62
Attachment 3Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>2</u>	Company/Firm Name:	<u>Charles County Government - Planning and Growth Management</u>
Address:	<u>200 Baltimore Street</u>	Phone:	<u>301-645-0692</u>
	<u>La Plata, MD 20646</u>	Fax:	<u>N/A</u>
		Email:	<u>BalchinA@charlescountymd.gov</u>
Contact Person:	<u>Andy Balchin</u>	Contact Person Title:	<u>Chief of Infrastructure Management</u>
Project Name:	<u>NPDES Municipal Stormwater Permit Consulting Services</u>	Original Project \$ Amount	<u>\$1,785,963</u>
Responsible for	<u>100</u> % of the project	\$ Amount of all Change Orders	<u>\$1,061,436</u>
Project Begin Date	<u>2020</u>	Final Project \$ Amount	<u>\$2,847,399</u>
Original Project End Date	<u>2023</u>	# of days project was extended	<u>0</u>
Why project was extended	<u>This is a 3-year base contract with 2 - year option years. The County exercised the option years after completing the Base Contract to perform the Residential Improvement Projects and other various projects.</u>		
Location work was provided (specify City, State):	<u>Various Locations within Charles County, Maryland</u>		
Describe the work provided <u>and</u> explain how it relates to the work solicited:			
<u>Work Performed: EA has provided design, permitting, and construction support for several drainage improvement projects in various neighborhoods in Charles County. EA supported the implementation of Cartograph for MS4 permit focusing on Stream and Shoreline Restoration Projects for tracking annual inspections and maintenance. EA is also assisting the County with Good Housekeeping Plan required by MS4 Permit.</u>			
<u>Relevance: The project includes a wide ranges of services included in the scope of services requested including, Stormwater conveyance design and permitting, erosion and sediment control design, design of drainage infrastructure environmental investigations, construction services, MS4 Permit compliance, Asset management.</u>			

Typable fields will expand as content is entered.

EXPERIENCE FORM #3RESOLUTION 26-62
Attachment 3Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 3 **Company/Firm Name:** St. Mary's County Department of Public Works and Transportation**Address:** 44825 St. Andrews Church Road
California, MD 20619**Phone:** 301-475-4200 ext. 3510**Fax:** N/A**Email:** james.gotsch@stmaryscountymd.gov**Contact Person:** Jim Gotsch, P.E.**Contact Person Title:** Director**Project Name:** Water Quality and Nutrient Removal Program**Original Project \$ Amount** \$278,539**Responsible for** 100 % of the project**\$ Amount of all Change Orders** \$63,573.75**Project Begin Date** 10/2/2014**Final Project \$ Amount** \$342,112.75**Original Project End Date** 10/26/2017**# of days project was extended** 0**Why project was extended** This was an open-ended contract.**Location work was provided (specify City, State):** Various locations throughout St. Mary's County.**Describe the work provided and explain how it relates to the work solicited:**

Work Performed: EA provided survey, design, and permitting for retrofit designs of 14 public stormwater management facilities across the County to maximize water quality treatment provided at each site. Project tasks included pre-design investigation; wetland delineation; retrofit design; dam breach analysis; constructability review; and construction document preparation.

Relevance: Via County-obtained Chesapeake Bay grant funding from the Maryland Department of Natural Resources, EA provided critical design phase support allowing the County to work toward its Watershed Implementation Plan goals for reduction of total nitrogen, total phosphorus, and total suspended solids from stormwater. Additionally, it showcases EA's experience with stormwater management retrofits.

Typable fields will expand as content is entered.

EXPERIENCE FORM #4RESOLUTION 26-62
Attachment 3Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 4 **Company/Firm Name:** Town of South Bethany

Address:	<u>402 Evergreen Road</u>	Phone:	<u>443-794-6261</u>
	<u>South Bethany, DE 19930</u>	Fax:	<u>N/A</u>
		Email:	<u>Gjunk2@aol.com</u>

Contact Person:	<u>George Junkin</u>	Contact Person Title:	<u>Canal Water Quality Committee</u>
-----------------	----------------------	-----------------------	--------------------------------------

Project Name:	<u>Anchorage Canal Drainage Area Innovative Stormwater Retrofit (Biochar)</u>	Original Project \$ Amount	<u>\$27,450</u>
Responsible for	<u>100</u> % of the project	\$ Amount of all Change Orders	<u>\$0</u>
Project Begin Date	<u>2015</u>	Final Project \$ Amount	<u>\$27,450</u>
Original Project End Date	<u>2016</u>	# of days project was extended	<u>0</u>
Why project was extended	<u>N/A</u>		

Location work was provided (specify City, State): Town of South Bethany, DelawareDescribe the work provided and explain how it relates to the work solicited:

Work Performed: The project consisted of stormwater retrofits within the a residential community in the Town of South Bethany to provide stormwater quality and quantity treatment. The project's purpose was to help the Town meet the Total Maximum Daily Load (TMDL) requirements in the Little Assawoman Bay.

Relevance: The design included an innovative media amendment, biochar, which is a waste byproduct. Biochar had been selected in coordination with the Town based on initial research by the University of Delaware that it provides additional nutrient removal capabilities. EA's design for the facilities included a 10% biochar amendment. These facilities join just a small handful of facilities with biochar amendment.

Typable fields will expand as content is entered.

EXPERIENCE FORM #5

RESOLUTION 26-62

Attachment 3

Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>5</u>	Company/Firm Name:	<u>Baltimore County, Dept. of Environmental Protection and Sustainability</u>	
Address:	<u>111 W. Chesapeake Avenue,</u>		Phone:	<u>410-887-2904</u>
	<u>Room 319</u>		Fax:	<u>410-887-4804</u>
	<u>Towson, Maryland 21204</u>		Email:	<u>driter@baltimorecountymd.gov</u>
Contact Person:	<u>David Riter</u>		Contact Person Title:	<u>Waterway Restoration Supervisor</u>
Project Name:	<u>Shoreline Enhancement Design and Construction Phase Services</u>		Original Project \$ Amount	<u>\$617,496.09</u>
Responsible for	<u>100</u>	% of the project	\$ Amount of all Change Orders	<u>0</u>
Project Begin Date	<u>August 2014</u>		Final Project \$ Amount	<u>\$617,496.09</u>
Original Project End Date	<u>February 2025</u>		# of days project was extended	<u>0</u>
Why project was extended	<u>Project completed within period of performance.</u>			
Location work was provided (specify City, State):	<u>Inverness Park, Fort Howard Park, Miami Beach Park, and Rocky Point Park in Baltimore County, MD.</u>			
Describe the work provided <u>and</u> explain how it relates to the work solicited:				
<u>Work Performed: EA provided living shoreline design services including evaluating existing shoreline erosion conditions, identifying and evaluating alternatives for stabilization, providing an engineering design to improve the shoreline stability, as well as providing support with bid and construction phase services.</u>				
<u>Relevance: EA was responsible for preparing and compiling complex data for the various permits and approval processing with multiple jurisdictional agencies, including Baltimore County Soil Conservation District, Baltimore County Grading, MDE, USACE, and the State of Maryland Board of Public Works. The project also showcases EA's experience with ecological restoration as it pertains to shorelines.</u>				

Typable fields will expand as content is entered.

EXPERIENCE FORM #6

RESOLUTION 26-62

Attachment 3

Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>6</u>	Company/Firm Name:	<u>Maryland Department of Transportation (MDOT) State Highway Administration (SHA)</u>	
Address:	<u>707 North Calvert Street Baltimore, MD 21202-3601</u>		Phone:	<u>410-545-8605</u>
			Fax:	<u>N/A</u>
			Email:	<u>Kwilsey@mdot.maryland.gov</u>
Contact Person:	<u>Kevin Wilsey</u>		Contact Person Title:	<u>Deputy Director, Office of Environmental Design, Maryland State Highway Administration</u>
Project Name:	<u>Stream Restoration Design, Wetland Mitigation Site Design, and TMDL Outfall Restoration</u>		Original Project \$ Amount	<u>\$993,290.62</u>
Responsible for	<u>75</u>	% of the project	\$ Amount of all Change Orders	<u>0</u>
Project Begin Date	<u>10/19/2016</u>		Final Project \$ Amount	<u>\$993,290.62</u>
Original Project End Date	<u>12/31/2019</u>		# of days project was extended	<u>0</u>
Why project was extended	<u>Project completed within period of performance.</u>			
Location work was provided (specify City, State):	<u>Various MDOT SHA locations in Montgomery and Howard Counties, Maryland</u>			
Describe the work provided <u>and</u> explain how it relates to the work solicited:				
<u>Work Performed: EA designed retrofits to restore and improve existing outfalls and associated stream channels to meet MDOT SHA's waste load allocation towards the Chesapeake Bay TMDL. EA performed restoration design and management; natural resource surveys; permit management; hydrologic and hydraulic modeling; GIS analysis and CADD services; drone and electronic data applications; fluvial geomorphic assessment; and, developed invasive species management plan, designated specialist services.</u>				
<u>Relevance: This project provided functional uplift and maximized the water quality credit potential at each outfall and documented credit towards MDOT SHA's NPDES MS4 permit watershed restoration requirement. Additionally, it provides experience for EA's environmental assessment and planning.</u>				

Typable fields will expand as content is entered.

EXPERIENCE FORM #7

RESOLUTION 26-62

Attachment 3

Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>7</u>	Company/Firm Name:	<u>Prince George's County, Maryland</u>	
Address:	<u>9400 Peppercorn Place</u>		Phone:	<u>240-619-9715</u>
	<u>Suite 300</u>		Fax:	<u>N/A</u>
	<u>Largo, MD 20774</u>		Email:	<u>jmsmith@co.pg.md.us</u>
Contact Person:	<u>Joanna Smith</u>		Contact Person Title:	<u>Associate Director for the Office of Storm Drain Maintenance</u>
Project Name:	<u>Watershed Analysis and TMDL/Glenndale, Cedar Ridge, Norwood, Brinkley, Sunnyside</u>		Original Project \$ Amount	<u>99,502.38</u>
Responsible for	<u>100</u>	% of the project	\$ Amount of all Change Orders	<u>\$69,891.54</u>
Project Begin Date	<u>1/15/2019</u>		Final Project \$ Amount	<u>\$169,393.92</u>
Original Project End Date	<u>4/7/2021</u>		# of days project was extended	<u>0</u>
Why project was extended	<u>N/A</u>			
Location work was provided (specify City, State): <u>Glenndale, Oxon Hill, Largo, Temple Hills - Maryland</u>				
Describe the work provided and explain how it relates to the work solicited:				
<u>Work Peformed: EA supported Prince George's County with investigating flooding complaints with comprehensive watershed assessments. As part of the desktop and field work, EA prepared retrofit designs for the County to address the flooding complaints while also providing TMDL crediting to assist the County in meeting their TMDL obligations. The County requested EA to assist with evaluating additional sites and EA submitted a change order for the added scope.</u>				
Relevance: <u>This work showcases EA's ability for performing watershed assessments for both addressing residential issues while working to support and meet the County's TMDL obligations for impervious area treatment and nutrient reduction.</u>				

Typable fields will expand as content is entered.

EXPERIENCE FORM #8

RESOLUTION 26-62

Attachment 3

Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 8 **Company/Firm Name:** Baltimore County, Dept. of Environmental Protection and Sustainability

Address: 111 W. Chesapeake Avenue, **Phone:** 410-887-2904
Room 319 **Fax:** 410-887-4804
Towson, Maryland 21204 **Email:** rryan@baltimorecountymd.gov

Contact Person: Robert Ryan **Contact Person Title:** Capital Waterway Improvement Program Supervisor

Project Name: McDonogh Road Water Quality Retrofit Design and Post-Construction Monitoring **Original Project \$ Amount** \$505,182.06

Responsible for 100 % of the project **\$ Amount of all Change Orders** 0

Project Begin Date 1/3/2010 **Final Project \$ Amount** \$505,182.06

Original Project End Date 6/30/2021 **# of days project was extended** 0

Why project was extended This was an open-ended contract.

Location work was provided (specify City, State): Scotts Level Branch in McDonogh, Maryland

Describe the work provided and explain how it relates to the work solicited:

Work Performed:EA conducted an assessment of existing watershed data (chemical, biological, and physical) and prepared reports, as well as developed a restoration prioritization tool in an effort to recommend specific stream and watershed restoration actions within the Scotts Level Branch Watershed. EA performed GIS watershed mapping; pollutant/chemical load assessments; biological/habitat monitoring and data evaluation; stream stability and sediment loading evaluations; receiving waters assessments; restoration prioritization report preparation; existing conditions characterization for restoration plan approvals; and 5-years of post-restoration enhanced monitoring.

Relevance: The goal for this project was to attain measurable water quality improvements and pollution reductions within the Watershed with consideration of specific total maximum daily load (TMDL) and stream stability. EA acted as the technical consultant to advance the County's NPDES water quality goals.

Typable fields will expand as content is entered.

EXPERIENCE FORM #9

RESOLUTION 26-62
Attachment 3

Bidder/Offeree/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Offeree/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>9</u>	Company/Firm Name:	<u>Prince George's County, Maryland</u>	
Address:	<u>9400 Peppercorn Place</u>		Phone:	<u>240-619-9715</u>
	<u>Suite 300</u>		Fax:	<u>N/A</u>
	<u>Largo, MD 20774</u>		Email:	<u>jmsmith@co.pg.md.us</u>
Contact Person:	<u>Joanna Smith</u>		Contact Person Title:	<u>Associate Director for the Office of Storm Drain Maintenance</u>
Project Name:	<u>Stormwater Projects and Management for Prince George's County</u>		Original Project \$ Amount	<u>\$330,000</u>
Responsible for	<u>100%</u>	<u>% of the project</u>	\$ Amount of all Change Orders	<u>\$660,000</u>
Project Begin Date	<u>2021</u>		Final Project \$ Amount	<u>\$990,000</u>
Original Project End Date	<u>2022</u>		# of days project was extended	<u>4 years</u>
Why project was extended	<u>Continuation of services for additional years</u>			
Location work was provided (specify City, State):	<u>Largo, MD</u>			
Describe the work provided and explain how it relates to the work solicited:				
<u>Work Performed: Since its inception, EA has supported the Office of Storm Drain Maintenance with various operational support needs. EA has assisted with environmental engineering needs, stormwater management, storm drain mapping, GIS services for MS4 compliance, project management services, permitting and regulatory coordination, BMPs, staff augmentation, assessments and investigations, et al.</u>				
<u>Relevance: This project showcases EA's municipal stormwater related asset management ability for full county support. EA has historically augmented the County's GIS capabilities with various on call GIS services and in May 2024 EA started providing full time staff support to the office of Storm Drain Maintenance.</u>				

Typable fields will expand as content is entered.

RESOLUTION 26-62
Attachment 3

Bidder/Offeree/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Relevance: EA worked together with the Town and MDE to prepare a stormwater management ordinance that outlined the requirements and regulations associated with stormwater projects. EA prepared public documents including Waiver Request, Fee Schedule, Concept, Site Development and Final Plan Checklists, Construction Agreement, and Inspection and Maintenance Agreement. EA reviews each project that meets the requirements for stormwater management review and provides a detailed checklist and supplemental explanation letter of necessary revisions prior to final approval. Additionally, EA manages the implementation of Construction and Inspection and Maintenance Agreements. Following construction, EA reviews as-built documents for final project approval and conducts routine inspections of facilities. EA prepared clear and visually engaging presentations for public workshops and presentations. EA also assisted the Town with the preparation of brochures, social media content, infographics, and short papers to explain basic concepts such as how stormwater is managed, the importance of green infrastructure, and simple practices like cleaning storm drains, using rain barrels, and minimizing impervious surfaces. The

Typable fields will expand as content is entered.

EXPERIENCE FORM #11

RESOLUTION 26-62
Attachment 3

Bidder/Officer/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Bidder/Officer/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 11 **Company/Firm Name:** Cecil County DPW

Address: 200 Chesapeake Blvd. #2400
Elkton, MD 21921

Phone: 410-996-5265

Fax: N/A

Email: VFunk@ccgov.org

Contact Person: Van Funk

Contact Person Title: Chief, Stormwater
Management Division

Project Name: Cecil County Illicit Discharge
Detection Monitoring

Original Project \$ Amount \$50,000

Responsible for 100 % of the project

\$ Amount of all Change Orders \$0

Project Begin Date 2011

Final Project \$ Amount \$50,000

Original Project End Date 2019

of days project was extended N/A

Why project was extended N/A

Location work was provided (specify City, State): Various Locations in Cecil County, MD

Describe the work provided and explain how it relates to the work solicited:

Work Performed: EA provided NPDES MS4 permit compliance support. Yearly Monitoring inspections for the County's Illicit Discharge Detection Monitoring Program were performed by EA. Physical inspections, chemical testing, and water quality monitoring of over 100 outfalls were performed.

Relevance: Monitoring, Assessments, Evaluations, and Inspections services including illicit discharge detection were performed for this project.

Typable fields will expand as content is entered.

**CHARLES COUNTY GOVERNMENT MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE
(MWBE) PROGRAM – COMPLIANCE PLAN FORM**

1. Purpose and Intent:

A. Program Statement

It is the practice of Charles County Government (the County), to foster greater competition and increase opportunities for participation by all segments of the business community and maximize value for the taxpayers' dollars through efficient use of public funds. The County accordingly shall endeavor to promote full and equal business opportunities for all businesses contracting with the County by increasing the opportunity for purchase of goods and services from minority and women-owned enterprises.

The County similarly encourages Offerors/Bidders/Quoters and contractors to take all reasonably necessary and responsible steps to ensure that minority and women-owned enterprises have meaningful and equitable opportunities to participate in County contracts.

B. Promotion of Equal Opportunity.

The County seeks to ensure that firms desiring to participate in contracting and procurement activities with the County are not prevented from doing so based on the race, color, national origin, or gender of their owners. No firm, business enterprise, or person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin, or gender in connection with the award or performance of any contract paid for, in whole or in part, with funding from the County.

2. Requirement for Submission of Compliance Plan:

A. The County requires submission of a written compliance plan, included herein, for including MBE and WBE firms for subcontracting opportunities, which becomes a material part of the contract. The Offeror/Bidder/Quoter's compliance plan must be responsive in the opinion of the County, which means a meaningful and successful search and commitments to include MBE and WBE firms for subcontracting work. Bids/proposals/quotes submitted without a compliance plan may be rejected by the County.

B. Offeror/Bidder/Quoters should use selection methods and strategies sufficiently effective for successful MBE and WBE participation.

3. Eligibility:

A. A minority-owned, woman-owned, or disadvantaged business certified in the State of Maryland Department of Transportation (MDOT) Minority Business Enterprise (MBE) program, shall maintain that certification, and shall comply with all provisions of the state program, including annual certification. ***Firms should register with the Charles County MWBE program in order for their participation to count. It is the County's preference that Charles County, MD MWBE vendors be utilized first, where appropriate.***

B. The directory is available on the Economic Development Department website at <https://www.meetcharlescounty.com/>. Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202.

4. Offeror/Bidder/Quoter Certification of Acceptance

By submitting a proposal/bid/quote in response to this solicitation, the Offeror/Bidder/Quoter agrees to the following:

A. To utilize MWBE firms, where possible, to contribute to the County's aspirational goals and to utilize certified vendors listed in 1) Charles County's MWBE Vendors list, 2) the MDOT MBE list or 3) any MBE list otherwise approved by the SLMBE Programs Division.

B. To submit to the MWBE/DBE Compliance Manager any documentation or data that is necessary to ensure compliance with the MWBE program.

C. At the County's request, Offeror/Bidder/Quoters must furnish evidence, such as copies of agreements or letters of intent with MBE and/or WBE subcontractors, either before contract execution or during contract performance. The awarded Offeror/Bidder/Quoter(s) must request written approval for changes to its inclusion plan once it is agreed upon.

MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLAN FORM***Instructions: Fully complete all required forms. Sign and Date all applicable forms. *****Part 1. Prime Quoter/Bidder/Offeror MWBE Status**

Solicitation Number and Name: 26-009 - Municipal Stormwater Permit Design and Consulting Services

Name of Prime Quoter/Bidder/Offeror: EA Engineering, Science, and Technology, Inc., PBC

RESPOND TO ALL QUESTIONS:

1. Is the Prime Contractor a Registered Charles County, MD registered MWBE? Yes ☐ No ☒

If yes, specify MWBE #: N/A

2. Is the Prime Contractor a State of Maryland Department of Transportation (MDOT) Minority Business Enterprise (MBE) program? Yes ☐ No ☒

If yes, specify ID#: N/A

3. Is the Quoter/Bidder/Offeror utilizing subcontractors that are **Charles County, MD registered MWBE(s) or MDOT MBE certified** to provide services or goods? *Charles County Government prefers Charles County, MD registered MWBEs are utilized to the fullest extent possible, as allowable.*Yes ☒ Complete *Schedule A.*No ☐ Complete *Schedule C – Summary of Efforts.*

SCHEDULE A – MWBE SUBCONTRACTOR PARTICIPATION FORM**Part 1. MWBE Subcontractor Participation**

Solicitation Number and Name: 26-009 - Municipal Stormwater Permit Design and Consulting Services

Name of Prime Quoter/Bidder/Offeror: EA Engineering, Science, and Technology, Inc., PBC

Total Quote/Bid/Proposal Price: [REDACTED]

Total MWBE Work – Quote/Bid/Proposal Amount/Value: \$ Per task based on rates provided in Addendum 1 - Revised Cost Proposal Form

Percentage of Total Work (Based on Dollar Value) of MWBE(s): To be determined based on task.

Part 2. MWBE Subcontractors Participation Schedule

Instructions: Identify each registered MWBE subcontractor below, including Charles County MWBE or MDOT MBE assigned registration numbers, Federal Employer Identification Numbers (FEINs), company names and addresses, the nature of the services or supplies being furnished, value of work to be performed by the MWBE, and the percentage of the overall project amount and complete *Schedule B - Official Letter of MWBE Intent* with each MWBE subcontractor/joint-venture partner included in the schedule below. Submit all completed forms with your firm's response to this solicitation.

MWBE #	FEIN or Social Security #	Company Name Address Phone & Fax	Services to be Provided	Value of MWBE Work From Letter of Intent	MWBE % of Contract
MDOT MBE #01-180	52-2256073	Floura Teeter Landscape Architects, Inc. 1001 N. Charles Street, Suite 500, Baltimore, MD 21201 Phone: (410) 528-8395 Fax: N/A	Landscape Architecture	\$ Per task based on rates provided in Addendum 1 - Revised Cost Proposal Form	Percent to be maximum extent practicable based on each task's scope
MDOT MBE #20-213	84-4101885	Devereux Consulting, Inc. 9219 Mintwood Street Silver Spring, Maryland 20901 Phone: (301) 325-7449 Fax: N/A	Watershed and BMP Modeling Water Quality Assessments	\$ Per task based on rates provided in Addendum 1 - Revised Cost Proposal Form	Percent to be maximum extent practicable based on each task's scope
N/A				\$	%

data on this page has been redacted due to the restriction on the title page of this document.

N/A				\$	%
N/A				\$	%

If additional space is needed, please submit information on a separate sheet and attach it hereto. For each registered MWBE subcontractor identified, complete a *Schedule B - Official Letter of MWBE Intent*.

Part 3. Certification of MWBE Compliance

By signing below, the QUOTER/BIDDER/OFFEROR certifies that it has complied with MWBE program requirements and during the course of the project will maintain all terms and conditions set forth in these forms, including the MWBE participation schedule and Letters of MWBE Intent. The COUNTY shall be granted access to inspect any relevant matter related to MWBE Program compliance, including records and the jobsite and to interview subcontractors and workers. The QUOTER/BIDDER/OFFEROR is aware that noncompliance, as determined by the COUNTY, may result in the QUOTER/BIDDER/OFFEROR to take corrective actions and/or result in sanctions as set forth in the contract.

The undersigned certifies the accuracy of the content provided on all MWBE Compliance Plan Forms:

Signature:  Date: 25 August 2025

Name & Title: Mark Gutberlet, P.E., BCEE; Vice President and Facilities Compliance and Engineering Business Unit Director (Contract Principal/Director)

SCHEDULE B - OFFICIAL LETTER OF MWBE INTENT***Instructions: Complete the form in its entirety. Sign and Date the form. ***

A LETTER OF INTENT is required for each MWBE identified in *Schedule A, Part 2* of the MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLANS FORMS. The LETTER OF INTENT must be signed by both the Quoter/Bidder/Offeror and Registered MWBE Firm.

Part 1. To be Completed by the Quoter/Bidder/OfferorSolicitation # and Name: 26-009 - Municipal Stormwater Permit Design and Consulting ServicesName of Quoter/Bidder/Offeror: EA Engineering, Science, and Technology, Inc., PBCAddress: 225 Schilling Circle, Suite 400, Hunt Valley, MD 21031Contact Name/Title: Mark Gutberlet, P.E., BCEE; Vice President and Facilities Compliance and Engineering Business Unit Director (Contract Principal/Director)Telephone: 410-584-7000 (Office); 410-329-5135 (Direct) Fax: 443-646-8067Email: mgutberlet@eaest.com

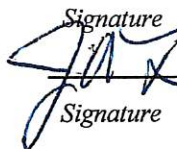
Identify the services to be performed or items to be supplied by the MWBE, including Quote/Bid/Proposal Item (if applicable):

Landscape ArchitectureValue of Work to be Performed by the MWBE: \$ Per task based on rates provided in Addendum 1 - Revised Cost Proposal FormValue of Work as a Percentage of Total Quote/Bid/Proposal Price: To be determined based on task.**Part 2. To be Completed by the MWBE**Name of MWBE: Floura Teeter Landscape Architects, Inc.Charles County MWBE or MDOT MBE #: MDOT MBE #01-180Address: 1001 N. Charles Street, Suite 500, Baltimore, MD 21201Contact Name/Title: Joan Floura, FASLA, PLA, LEED AP, DBIA/PresidentTelephone: (410) 528-8395Fax: N/AEmail: JFloura@flourateeter.com**Part 3. Certification of MWBE Intent**

The Quoter/Bidder/Offeror certifies its intent to utilize the MWBE identified above for the effort identified in this quote/bid/proposal, and that the work described above is accurate. Quoter/Bidder/Offeror will provide the County with a copy of the related subcontract agreement and/or purchase order prior to commencement of the MWBE's work. The MWBE firm certifies that it has agreed to provide such work identified and/or supplies for the amount stated above.

Bidder/Offeror:

Vice President and Facilities 22 August 2025
Compliance and Engineering
Business Unit Director
(Contract Principal/Director)

MWBE Firm Rep:

Title

President

Date

8-24-2025

Title

Date

SCHEDULE B - OFFICIAL LETTER OF MWBE INTENT

***Instructions: Complete the form in its entirety. Sign and Date the form. ***

A LETTER OF INTENT is required for each MWBE identified in *Schedule A, Part 2* of the MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLANS FORMS. The LETTER OF INTENT must be signed by both the Quoter/Bidder/Offeror and Registered MWBE Firm.

Part 1. To be Completed by the Quoter/Bidder/Offeror

Solicitation # and Name: 26-009 - Municipal Stormwater Permit Design and Consulting Services

Name of Quoter/Bidder/Offeror: EA Engineering, Science, and Technology, Inc., PBC

Address: 225 Schilling Circle, Suite 400, Hunt Valley, MD 21031

Contact Name/Title: Mark Gutberlet, P.E., BCEE; Vice President and Facilities Compliance and Engineering Business Unit Director (Contract Principal/Director)

Telephone: 410-584-7000 (Office); 410-329-5135 (Direct) Fax: 443-646-8067

Email: mgutberlet@eaest.com

Identify the services to be performed or items to be supplied by the MWBE, including Quote/Bid/Proposal Item (if applicable):

Watershed and BMP Modeling, Water Quality Assessments

Value of Work to be Performed by the MWBE: \$ Per task based on rates provided in Addendum 1 - Revised Cost Proposal Form

Value of Work as a Percentage of Total Quote/Bid/Proposal Price: To be determined based on task.

Part 2. To be Completed by the MWBE

Name of MWBE: Devereux Consulting, Inc.

Charles County MWBE or MDOT MBE #: MDOT MBE #20-213

Address: 9219 Mintwood Street
Silver Spring, Maryland 20901

Contact Name/Title: Olivia H. Devereux, M.S - Owner/Principal

Telephone: (301) 325-7449 Fax: N/A

Email: olivia@devereuxconsulting.com

Part 3. Certification of MWBE Intent

The Quoter/Bidder/Offeror certifies its intent to utilize the MWBE identified above for the effort identified in this quote/bid/proposal, and that the work described above is accurate. Quoter/Bidder/Offeror will provide the County with a copy of the related subcontract agreement and/or purchase order prior to commencement of the MWBE's work. The MWBE firm certifies that it has agreed to provide such work identified and/or supplies for the amount stated above.

Bidder/Offeror:		Vice President and Facilities Compliance and Engineering Business Unit Director (Contract Principal/Director)	22 August 2025
	<i>Signature</i>	<i>Title</i>	<i>Date</i>
MWBE Firm Rep:	<u>Olivia H. Devereux</u>	<u>Owner/Principal</u>	<u>August 25, 2025</u>
	<i>Signature</i>	<i>Title</i>	<i>Date</i>

SCHEDULE C – SUMMARY OF EFFORTS

Part 1. Quoter/Bidder/Offeror Information

Solicitation Number and Name: 26-009 - Municipal Stormwater Permit Design and Consulting Services

Name of Prime Quoter/Bidder/Offeror: EA Engineering, Science, and Technology, Inc., PBC

Part 2. Justification

Provide written justification below detailing all efforts taken by Quoter/Bidder/Offeror to conduct a meaningful and successful search and commitments to include MBE and WBE firms for subcontracting work. The Offeror/Bidder/Quoter's compliance plan must be responsive in the opinion of the County. The County may request documentation as deemed necessary in its sole discretion to validate information provided.

N/A

Part 3. Certification of MWBE Compliance

The undersigned certifies the accuracy of the content provided on the MWBE Compliance Plan Forms.

Signature:  Date: 25 August 2025

Name & Title: Mark Gutberlet, P.E., BCCE; Vice President and Facilities Compliance and Engineering Business Unit Director (Contract Principal/Director)



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary

May 8, 2025

JOAN FLOURA
FLOURA TEETER LANDSCAPE ARCHITECTS, INC.
1001 N CHARLES ST.
SUITE 500
BALTIMORE, MD 21201

Re: ANNUAL REVIEW

Dear JOAN FLOURA
(Cert # 01-180):

We are pleased to inform you that your company is eligible to continue participation in the programs and services listed on the last page.

Your current certification status can be found on the Maryland Department of Transportation's (MDOT) Directory of certified firms available online at <https://marylandmdbe.mdbecert.com/>. MDOT's online Directory is the official record of your firm's certification status. It is important that you review the accuracy of your listing in the Directory.

If you wish to expand the area(s) of work for which your firm is currently certified, you may request an expansion of services. Please submit your application using the online portal.

You may access the OMBE secure portal by logging into <https://marylandmdbe.mdbecert.com/>, and selecting "**Apply for Certification / Submit Annual Review / Submit a Change**", under the Business Applicant Certification section. In the Annual Review section use "Login" to enter your Username and Password, or "Lookup Account" or if this is your first time accessing the system. Please note that your Username is your email address.

For those unable to scan documentation, a fax option is available. The fax number is listed on the printable fax cover sheet in the document list section within the application.

Your firm must complete the annual review to maintain its certification. The OMBE will provide notification when it is time to begin the next annual review. If you have any questions regarding your certification status please contact the OMBE at 410-865-1269 or 1-800-544-6056.

It is important that you check your Directory listing and contact the OMBE at 410-865-1269 regarding corrections or changes. You must inform OMBE of any change in circumstances affecting the firm's ability to meet size, disadvantaged status, ownership, or control requirements or any material change in the information provided in the application within 30 days of the occurrence of the change. View your listing at <https://marylandmdbe.mdbecert.com/>.

In order to receive notices of solicitations posted by state agencies as well as county and local government procurement buyers, you must register as a vendor on Maryland's online procurement portal, **eMaryland Marketplace Advantage (eMMA)**. Visit www.procurement.maryland.gov to learn more.

The Governor's Office of Small, Minority & Women Business Affairs has oversight of the State's Minority Business Enterprise (MBE) Program. As a coordinating office under Governor Wes Moore, they connect small businesses to greater economic opportunities. Visit their website at www.goMDsmallbiz.maryland.gov for information on business development and training events, and to access a wide range of small business resources.

Sincerely,

A handwritten signature in black ink, appearing to read "Janice Walker-Emeogo".

Janice Walker-Emeogo
Director
Office of Minority Business Enterprise
Maryland Department of Transportation
Desk: (410) 865-1240
Fax: (410) 865-1309
Email: jwalker-emeogo@mdot.maryland.gov

Page 2
May 8, 2025

JOAN FLOURA
FLOURA TEETER LANDSCAPE ARCHITECTS, INC.
1001 N CHARLES ST.
SUITE 500
BALTIMORE, MD 21201

CERTIFICATION NUMBER: 01-180

PROGRAMS AND SERVICES LIST

Your firm is currently certified in the below programs and services. If you have any questions or concerns regarding the below information please contact the Maryland Department of Transportation's Office of Minority Business Enterprise at 410-865-1269 or 1-800-544-6056.

NAICS 541320 - DBE/MBE/SBE: LANDSCAPE ARCHITECTURAL SERVICES



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary

May 22, 2024

OLIVIA DEVEREUX
DEVEREUX CONSULTING, INC.
9219 MINTWOOD STREET
SILVER SPRING, MD 20901

Re: ANNUAL REVIEW

Dear OLIVIA DEVEREUX
(Cert # 20-213):

We are pleased to inform you that your company is eligible to continue participation in the programs and services listed on the last page.

Your current certification status can be found on the Maryland Department of Transportation's (MDOT) Directory of certified firms available online at <https://marylandmbe.mdbecert.com/>. MDOT's online Directory is the official record of your firm's certification status. It is important that you review the accuracy of your listing in the Directory.

If you wish to expand the area(s) of work for which your firm is currently certified, you may request an expansion of services. Please submit your application using the online portal.

You may access the OMBE secure portal by logging into <https://marylandmbe.mdbecert.com/>, and selecting "**Apply for Certification / Submit Annual Review / Submit a Change**", under the Business Applicant Certification section. In the Annual Review section use "Login" to enter your Username and Password, or "Lookup Account" or if this is your first time accessing the system. Please note that your Username is your email address.

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Your firm must complete the annual review to maintain its certification. The OMBE will provide notification when it is time to begin the next annual review. If you have any questions regarding your certification status please contact the OMBE at 410-865-1269 or 1-800-544-6056.

It is important that you check your Directory listing and contact the OMBE at 410-865-1269 regarding corrections or changes. **You must inform OMBE of any change in circumstances affecting the firm's ability to meet size, disadvantaged status, ownership, or control requirements or any material change in the information provided in the application within 30 days of the occurrence of the change.** View your listing at <https://marylandmbe.mdbecert.com/>.

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Sincerely,

A handwritten signature in black ink, appearing to read "Janice Walker-Emeogo".

Janice Walker-Emeogo
Director
Office of Minority Business Enterprise
Maryland Department of Transportation
Desk: (410) 865-1240

Fax: (410) 865-1309
Email: jwalker-emeogo@mdot.maryland.gov

Page 2
May 22, 2024

OLIVIA DEVEREUX
DEVEREUX CONSULTING, INC.
9219 MINTWOOD STREET
SILVER SPRING, MD 20901

CERTIFICATION NUMBER: 20-213

PROGRAMS AND SERVICES LIST

Your firm is currently certified in the below programs and services. If you have any questions or concerns regarding the below information please contact the Maryland Department of Transportation's Office of Minority Business Enterprise at 410-865-1269 or 1-800-544-6056.

NAICS 541512 - DBE/MBE/SBE: COMPUTER SYSTEMS DESIGN SERVICES (SPECIFICALLY: COMPUTER SOFTWARE CONSULTING SERVICES OR CONSULTANTS)

NAICS 541690 - DBE/MBE/SBE: OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES (SPECIFICALLY: HYDROLOGY CONSULTING SERVICES)



U.S. Department of Transportation

OMB APPROVAL NO: 2105-0586 EXPIRATION DATE: 05/31/2027

OMB CONTROL NUMBER: 2105-0586
 EXPIRATION DATE: 05/31/2027

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2105-0586. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are mandatory under 49 CFR §§ 23.39 and 26.83; the nature and extent of confidentiality to be provided, if any under 49 CFR §§ 26.83 and 26.109. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, (your agency name and address), Washington, D.C. 20590.

Privacy Act Statement (5 U.S.C. § 552a, as amended):

AUTHORITY: 42 U.S.C. 2000d *et seq.*, § 12101 *et seq.*, 42 U.S.C. 6101 *et seq.*; 29 U.S.C. 794, 749d; 49 U.S.C. 47113; 42 U.S.C. 12101; 49 CFR Part 23; 49 CFR Part 26, and Executive Order 13160.

PURPOSE(S): DOT will use the information collected to respond to Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) inquiries and adjudicate appeals.

ROUTINE USE(S): In accordance with DOT's system of records notice, DOT/ALL-24 Departmental Office of Civil Rights System, 76 FR 71108 (Nov. 16, 2011), the information provided may be disclosed to the U. S. Department of Justice, including United States Attorney's Offices, or other Federal agency conducting litigation or in proceedings before any court, adjudicative or administrative body, when it is necessary to the litigation and one of the following is a party to the litigation or has an interest in such litigation. A comprehensive list of routine uses can be found in DOT/ALL 24 and DOT's General Statement of Routine uses, 75 FR 82138 (Dec. 29, 2010). 77 FR 42796 (July 20, 2012), 84 FR 55222 (Oct. 15, 2019).

DISCLOSURE: Provision of the requested information is voluntary; however, failure to furnish the requested information may result in the denial of a DBE or ACDBE application and an inability of the Department to process an appeal or inquiry from any party.



U.S. Department of Transportation

OMB APPROVAL NO: 2105-0586
EXPIRATION DATE: 05/31/2027

DECLARATION OF ELIGIBILITY

This form must be signed by **EACH OWNER** upon whose disadvantaged status the firm relies for certification.

A FALSE STATEMENT OR MATERIAL OMISSION MADE IN CONNECTION WITH THIS SUBMISSION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, DECERTIFICATION, OR SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE UNDER FEDERAL AND STATE LAW.

I Olivia Harcourt Devereux (full name printed), declare under penalty of perjury that I am President (title) of the firm Devereux Consulting, Inc., all of the foregoing information and statements submitted for eligibility are true, correct, and complete to the best of my knowledge. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

I recognize that the information submitted in this material is for the purpose of inducing certification by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the material, and I authorize such agency to contact any entity named in certification material, and the named firm's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates inspection of its places(s) of business and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial or decertification.

If awarded a contract, subcontract, concession lease or sublease, as detailed in § 26.55, I agree to promptly and directly provide the prime contractor, if any, and the Department, recipient agency, or federal funding agency, on an ongoing basis, current, complete and accurate information regarding my firm's (1) commercially useful function (CUF) performed on the project or concession lease; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I agree to notify the certifying agency of a material change in circumstances that affects my firm's eligibility within 30 days of its occurrence, explain the change fully, and include a duly executed Declaration of Eligibility (this form) with the notice.

I acknowledge and agree that any misrepresentations in certification materials or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or

decertification; suspension and debarment; and for initiating action under federal and/or state law.

I declare that I am a socially and economically disadvantaged individual who is an owner of the above-referenced firm seeking certification as a Disadvantaged Business Enterprise or Airport Concession Disadvantaged Business Enterprise. In support of my application, I declare that I am a member of one or more of the following groups, and that I have held myself out as a member of the group(s): (Check all that apply):

- ☒ Women ☐ Black American ☐ Hispanic American
☐ Native American ☐ Asian Pacific American
☐ Subcontinent Asian American
☐ Other pursuant to 49 CFR § 26.67(d)

I declare that I am socially disadvantaged because I have been subjected to racial or ethnic prejudice or cultural bias, or have suffered the effects of discrimination, because of my identity as a member of one or more of the groups identified above, without regard to my individual qualities.

I further declare that my personal net worth does not exceed the DBE program's limit posted on <https://www.transportation.gov/DBEPNW>, and that I am economically disadvantaged because My ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially and economically disadvantaged.

PURSUANT TO 28 USC § 1746:

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT. EXECUTED ON 4/14/25

SIGNATURE
(OWNER)

SLBE Program

Per the RFP, page 12, this solicitation is exempt from the SLBE Program.

INTENDED SUB-CONTRACTORS FORM

RESOLUTION 26-62

Attachment 3

***Instructions: Complete the form. Note N/A if Not Applicable. Sign and Date the form. ***

Bidder/Offeree/Quoter: EA Engineering, Science, and Technology, Inc., PBC

Sub #: 1 Company/Firm Name: Hardin-Kight Associates, Inc. Percentage of Participation: TBD based on task.
Minority Firm ☐ Minority Class: N/A Non-Minority Firm ☒
Address: 7524 WB&A Road, Ste. 100, Glen Burnie, MD 21061
Products/Services: Geotechnical Investigation; Project Inspection

Sub #: 2 Company/Firm Name: Bowman Consulting Group, Ltd. Percentage of Participation: TBD based on task.
Minority Firm ☐ Minority Class: N/A Non-Minority Firm ☒
Address: 185 Admiral Conchane Drive, Ste. 215, Annapolis, MD 21401
Products/Services: Topographic Survey

Sub #: 3 Company/Firm Name: Floura Teeter Landscape Architects, Inc. Percentage of Participation: TBD based on task.
Minority Firm ☒ Minority Class: MDOT MBE #01-180 Non-Minority Firm ☐
Address: 1001 N. Charles Street, Suite 500, Baltimore, MD 21201
Products/Services: Landscape Architecture

Sub #: 4 Company/Firm Name: Devereux Consulting, Inc. Percentage of Participation: TBD based on task.
Minority Firm ☒ Minority Class: MDOT MBE #20-213 Non-Minority Firm ☐
Address: 9219 Mintwood Street Silver Spring, Maryland 20901
Products/Services: Watershed and BMP Modeling Water Quality Assessments

The undersigned certifies the accuracy of the content provided on the Intended Sub-Contractors Form:

Signature:  Date: 25 August 2025

Name & Title: Mark Gutberlet, P.E., BCEE; Vice President and Facilities Compliance and Engineering Business Unit Director (Contract Principal/Director)

This form may be duplicated if additional space is required.

NON-COLLUSION AFFIDAVIT FORM

***Instructions: Complete the form. Sign and Date the form. Notarize the form. ***

Bidder/Offeror/Quoter: EA Engineering, Science, and Technology, Inc., PBC

I do solemnly declare and affirm, under the penalties of perjury, the following:

1. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offeror/Quoter, nor any officer, director, partner, member, associate or employee of the Bidder/Offeror/Quoter, nor any person in his behalf, has in any way agreed, connived or colluded with any one for and on behalf of the Bidder/Offeror/Quoter, to obtain information that would give the Bidder/Offeror/Quoter an unfair advantage over others, nor gain any favoritism in the award of this contract, nor in any way to produce a deceptive show of competition in the matter of bidding or award of this contract.

2. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offeror/Quoter, nor any officer, director, partner, member, associate of the Bidder/Offeror/Quoter, nor any of its employees directly involved in obtaining contracts with the State of Maryland or any County or any subdivision of the State has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any State or Federal Government of acts or omissions committed after July 1, 1977, except as noted below: All pursuant to Article 78A, Section 16D of the Annotated Code of Maryland.



Signature

Mark Gutberlet, P.E., BCEE; Vice President and
Facilities Compliance and Engineering Business
Unit Director (Contract Principal/Director)

Name and Title of Signer

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

Company

25 August 2025

Date

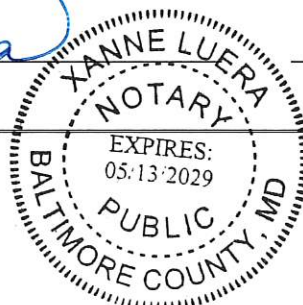
Subscribed to and sworn to before me, a Notary Public of the

Maryland, Baltimore County (state/district & county/city: e.g., Maryland, Charles County)

August 25, 2025 (date: e.g., January 1, 2023) first written above.



Notary Public



05/13/29

My Commission Expire

Addendum Certification

EA has downloaded and acknowledges all attachments (original RFP, preproposal meeting minutes, preproposal meeting attendees, sample contract), as well as both addendum #1 and the addendum #1 revision, pertaining to RFP #26-009 for Charles County Municipal Stormwater Permit Design and Consulting Services.

Project Documents:

✓

Municipal_Stormwater_Permit_Design_and_Consulting_Services_(Addendum_#1_Revision).pdf
Aug 14, 2025 2:47 PM

Attachments:

✓

A - Sample Contract - Term & Renewals Specified
Jul 10, 2025 11:13 AM

Addenda:

✓

#1 RFP 26-009 - Addendum 1 - final - 250814
Aug 14, 2025 2:47 PM

Official Notices:

✓

#1 RFP 26-009 - Pre-Proposal Meeting Minutes - final - 250804
Aug 4, 2025 3:23 PM

✓

#1 RPF 26-009 - Pre-Proposal Meeting Attendees - 250804
Aug 4, 2025 3:23 PM

COST PROPOSAL FORM

RESOLUTION 26-62
Attachment 3

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour	\$190.00	\$4,750.00
A2	Project Manager (Licensed Engineer)	50	Hour	\$175.00	\$8,750.00
A3	Civil Engineer (Engineer in Training)	50	Hour	\$135.00	\$6,750.00
A4	Landscape Architect (Licensed)	50	Hour	\$131.00	\$6,550.00
A5	Senior Environmental Scientist	50	Hour	\$155.00	\$7,750.00
A6	Junior Environmental Scientist	50	Hour	\$120.00	\$6,000.00
A7	Arborist (Certified)	10	Hour	\$165.00	\$1,650.00
A8	Soils Scientist	10	Hour	\$120.00	\$1,200.00
A9	Graphic Designer	10	Hour	\$95.00	\$950.00
A10	Surveyor (Licensed)	50	Hour	\$180.00	\$9,000.00
A11	Two Person Survey Crew	50	Hour	\$175.00	\$8,750.00
A12	One Additional Field Person	50	Hour	\$60.00	\$3,000.00
A13	Geotechnical Engineer	10	Hour	\$160.00	\$1,600.00
A14	Project Inspector	50	Hour	\$75.00	\$3,750.00
A15	Construction Administrator	50	Hour	\$85.00	\$4,250.00
A16	GIS Specialist	50	Hour	\$94.00	\$4,700.00
A17	GPS/GIS and Asset Management Technician	50	Hour	\$98.00	\$4,900.00
A18	CAD Technician	50	Hour	\$100.00	\$5,000.00
A19	Administrative	50	Hour	\$75.00	\$3,750.00
A20.a	8-1/2" x 11" B&W Copies	1000	Each	\$.07	\$70.00
A20.b	8-1/2" x 11" Color Copies	200	Each	\$.30	\$60.00
A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each	\$1.78	\$222.50
A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each	\$13.99	\$1,748.75
A20.e	Mylars	50	Each	\$13.99	\$699.50
A21	the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States	0	Mile	---	
Total					\$95,850.75



CHARLES COUNTY GOVERNMENT
Department of Fiscal & Administrative Services

Jacob Dyer
Director

RESOLUTION 26-62
Attachment 3

Phone | 301-645-0570
Fax | 301-645-0505
Email | DFS@CharlesCountyMD.gov

November 18, 2025

Lindy Misiaszek

"SENT VIA EMAIL"

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

Address: 225 Schilling Circle, Suite 400

Hunt Valley, MD 21031

lmisiaszek@eaest.com

Re: RFP 26-009, Municipal Stormwater Permit Design and Consulting Services
Delivery of Fully Executed Contract

Dear Lindy Misiaszek:

Enclosed, please find one (1) copy of the fully executed Contract for the above referenced project. All future correspondence and your point of contact will vary for each task.

All future coordination, Purchase Orders, and authorizations required for implementing this work will come from Departments' Points of Contact. The main County Point of Contact for the contract is Karen Wiggen. Please direct contract specific correspondence and questions Karen Wiggen. The e-mail is WiggenK@charlescountymd.gov.

The Commissioners wish to thank you for your proposal and look forward to working with you on these very important County services. Feel free to contact me at ReeseS@CharlesCountyMD.gov if you have any questions.

Sincerely,

Shanna Reese

Shanna Reese
Chief of Purchasing

SR:mb

Attachment

cc: Jason Groth, *Director, Department of Planning & Growth Management*
Cathy Thompson, *Deputy Director*
Karen Wiggen, *Planner III*

CONTRACT

THIS CONTRACT, made this date Nov 18, 2025, by and BETWEEN **EA ENGINEERING,**
(For County Use Only)

SCIENCE, AND TECHNOLOGY, INC., PBC hereinafter called the CONSULTANT, and the CHARLES COUNTY COMMISSIONERS, hereinafter called the COUNTY. The parties to this CONTRACT intend to form a CONTRACT under seal.

WHEREAS, the CONSULTANT will provide the necessary services for **RFP No. 26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING SERVICES**, in CHARLES COUNTY, MARYLAND subject to all conditions, covenants, stipulations, terms and provisions contained in the General Provisions and Special Provisions being in all respect made a part hereof, at and for a sum equal to the aggregate cost of the services, materials, and supplies done or furnished, at the prices and rates respectively named therefore in the proposal, attached hereto;

NOW, THEREFORE, THIS CONTRACT WITNESSETH, that the CONSULTANT both hereby covenant and agree with the COUNTY that the firm will well and faithfully provide said necessary services for the individually listed unit prices shown on the COST PROPOSAL FORM in accordance with each and every one of the above-mentioned General Provisions and Special Provisions, at and for a sum equal to the aggregate cost of the services, materials, and supplies done and furnished at the prices and rates respectively named therefore in the CONSULTANT'S proposal submitted August 26, 2025 attached hereto and will well and faithfully comply with and perform each and every obligation imposed upon them by said General Provisions and Special Provisions. Maximum contract value shall not exceed FIVE MILLION DOLLARS (\$5,000,000.00) over the entire term of the CONTRACT.

The base term of the CONTRACT shall begin on the date of Contract Execution by the County and end on September 30, 2028 or once the maximum Contract ceiling has been reached, whichever occurs first, with an option for two (2) 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

And the COUNTY doth hereby covenant and agree with the CONSULTANT that it will pay to the CONSULTANT when due and payable under the terms of said General Provisions and Special Provisions, the

above-mentioned sum; and it will well and faithfully comply with and perform each and every obligation imposed upon it by said General Provisions and Special Provisions or the terms of said award.

RESOLUTION 28-62

Attachment 3

IN WITNESS WHEREOF, the parties hereto have set their hands and respective seals as of this day and year first above written:

**EA ENGINEERING, SCIENCE, AND
TECHNOLOGY, INC., PBC**

**COUNTY COMMISSIONERS OF CHARLES
COUNTY, MARYLAND**

By (Signature): _____ (SEAL)

By: DC

Printed Name/Title:

Reuben B. Collins, II, Esq., President

Mark Gutberlet, Vice President

Nov 18, 2025

(Date)

(Date)

11/6/2025

(Address)

225 Schilling Circle, Suite 400
Hunt Valley, Maryland 21031

Approved as to Form and Legal Sufficiency:

Wesley Adams

(City, State, Zip Code)

Wesley Adams, County Attorney

Bradford D. Bigler (SEAL)
(Secretary)

Bradford D. Bigler

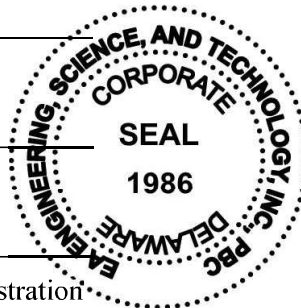
(Date)

November 6, 2025

(Witness)

Xanne Luera

Xanne Luera, Director of Corporate Administration



NOTES:

IF CONTRACTOR IS A CORPORATION, THE CORPORATE SECRETARY MUST ALSO SIGN, AND THE CORPORATE SEAL MUST BE IMPRESSED. IF THE CORPORATION DOES NOT POSSESS A SEAL, SIGNATORIES MUST "CIRCLE" THE WORD (SEAL) AND INITIAL.

BUSINESS ENTITIES OTHER THAN CORPORATIONS MUST SIGN, "CIRCLE" THE WORD (SEAL), AND INITIAL. SIGNATURES MUST BE WITNESSED AND DATED.



CERTIFICATE OF LIABILITY INSURANCE

RESOLUTION 26-009
Attachment 3
10/30/2025

Page 1 of 2

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center	
	PHONE (A/C No. Ext): 1-877-945-7378	FAX (A/C No.): 1-888-467-2378
INSURED EA Engineering, Science, and Technology, Inc., PBC 225 Schilling Circle, Suite 400 Hunt Valley, MD 21031	E-MAIL ADDRESS: certificates@wtwco.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Starr Indemnity & Liability Company	NAIC # 38318
	INSURER B: Starr Surplus Lines Insurance Company	13604
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: W41518012

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y	1000065092251	08/31/2025	08/31/2026	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					Max Cap Aggregate \$ 5,000,000
A	☒ AUTOMOBILE LIABILITY	Y	1000638054251	08/31/2025	08/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO					BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐					PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB	Y	1000336165251	08/31/2025	08/31/2026	EACH OCCURRENCE \$ 10,000,000
	☐ CLAIMS-MADE					AGGREGATE \$ 10,000,000
	☐ DED ☐ RETENTION \$					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	1000002931	08/31/2025	08/31/2026	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Contractors Operations and Professional Services (Pollution)		1000065861251	08/31/2025	08/31/2027	See Below See Below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: 26-009

Contractors E&O/Pollution Package General Aggregate Limit: \$10,000,000

Contractor Pollution Liability: \$10,000,000 Each Occurrence

Professional Liability: \$10,000,000 Each Claim

Deductible: \$25,000

CERTIFICATE HOLDER

CANCELLATION

Charles County Commissioners 200 Baltimore Street La Plata, MD 20646	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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SR ID: 28777793

BATCH: 4186247

Page 370 of 976



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED EA Engineering, Science, and Technology, Inc., PBC 225 Schilling Circle, Suite 400 Hunt Valley, MD 21031	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The County Commissioners of Charles County is included as an Additional Insured as respects to General Liability and Auto Liability where required by written contract.

Umbrella/Excess policy is follow form.

AGREEMENT

THIS AGREEMENT, effective as of this ____ day of __, 2026, by and between **THE TOWN OF LA PLATA, MARYLAND**, a municipal corporation of the State of Maryland (hereinafter referred to as “Town”), and **EA Engineering, Science and Technology, Inc. PBC.**, 225 Schilling Circle, Suite 400, Hunt Valley, MD 21031 (hereinafter referred to as “Consultant”).

WHEREAS, Charles County Government, a county agency of the State of Maryland, competitively awarded and entered into a Contract for Municipal Stormwater Permit Design and Consulting Services, Charles County RFP 26-009 (CC RFP), with the Consultant on November 18, 2025; and

WHEREAS, the Town, as a government entity, desires to procure the Services by means of intergovernmental cooperative purchasing in reliance on the rates, terms and conditions in the competitively awarded CC RFP, consistent with applicable Maryland law and the Town’s procurement authority in Chapter 43 in the Town’s Code of Ordinances ; and

WHEREAS, the Consultant has agreed to extend to the Town the same rates, terms, and conditions as those set forth in the CC RFP, as further provided in Section 1 of this Agreement; and

WHEREAS, Town requires a qualified Consultant who is able to provide professional general Consulting services, including municipal stormwater permit design and such additional Consulting services as the Town may require from time to time, on an as-needed basis (herein “Services” or “Project”).

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Cooperative Procurement; Piggyback. This Agreement is entered into pursuant to intergovernmental cooperative purchasing authority (commonly referred to as “piggybacking”), by which the Town adopts the rates, terms, and conditions of a contract competitively awarded by another public entity. The referenced contract is: (a) RFP Number: RFP 26-009; (b) RFP Name: Municipal Stormwater Permit Design and Consulting Services; and (c) Issuing Government Entity: Charles County Government, a county agency of the State of Maryland (the “Referenced Contract” or “CC RFP”). The Consultant agrees to extend to the Town the same rates, terms, and conditions as those set forth in the Referenced RFP, except as otherwise expressly provided in this Agreement. The rates constituting the list price for the Services are set forth in Exhibit B (Fee Schedule). The CC RFP is incorporated herein by reference to the extent not inconsistent with the express terms of this Agreement; in the event of a conflict between the Referenced Contract and this Agreement, the terms of this Agreement shall control. Both the Town and the Consultant expressly acknowledge that the Agreement is a fully enforceable independent contract, that the CC RFP is incorporated solely for the purpose of establishing the rates and terms under this Agreement, and that neither Party shall use the incorporation of the CC RFP as a basis to avoid its obligations, including any

payment obligations, under the Agreement. Either party may terminate the Agreement and this arrangement with sixty (60) days written notice to the other party.

2. Services to be Provided. The Consultant agrees to perform the Services in accordance with the Scope of Services more fully outlined in Exhibit A (Scope of Services), attached hereto and incorporated herein by reference.

3. Costs. The cost for Services to be provided by Consultant under this Agreement shall be based upon the relevant provisions of the CC RFP. The total amount payable with respect to any Task Order shall not exceed the amount authorized in that Task Order, as accepted by the Town.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

EA ENGINEERING, SCIENCE AND TECHNOLOGY, INC. PBC.

By: Mark Gutberlet
Title: Vice President

THE TOWN OF LA PLATA, MARYLAND,

By: Noel C. Stevens
Title: Town Manager

EXHIBIT A

SCOPE OF SERVICES

The Consultant shall provide general Consulting services to the Town of La Plata on an as-needed basis, including, without limitation, Municipal Stormwater Permit Design and Consulting services, and such additional Consulting services as the Town may request and the parties may mutually agree upon. Specific assignments shall be defined through individual Task Orders authorized in writing by the Town. Each Task Order shall set forth the description of services, deliverables, schedule of performance, key personnel, and the not-to-exceed fee for the assignment.

Representative categories of Services may include, without limitation: stormwater related engineering, planning, monitoring, asset management, and inspection tasks.



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Melinda Adams, Stormwater Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: Municipal Stormwater Permit Design and Consulting Services
Contract - KCI Technologies, Inc.

BACKGROUND:

The Town does not currently have an established stormwater services agreement with KCI Technologies, Inc. to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks, that may arise on an as-needed basis.

Public Works recommends that the Town enter into a piggyback agreement adopting the rates, terms, and conditions of the Charles County RFP 26-009 (CC RFP) existing contract for Municipal Stormwater Permit Design and Consulting Services. Charles County Government competitively awarded this contract on November 18, 2025, the County contract expires on September 30, 2028, or once the maximum contract ceiling has been reached, whichever occurs first, with an option for two (2) one-year renewals at the sole option of the County.

The County contract carries an aggregate not-to-exceed amount of \$5,000,000 across all County task orders; the Town's own use under its piggyback agreement would be authorized and limited on a task-order-by-task-order basis. A copy of the CC RFP 26-009, the KCI Technologies, Inc., proposal (including price list and executed contract with the County), and the Town's proposed piggyback agreement are attached for Council's review.

FISCAL IMPACT:

Funding for stormwater permit design and consulting services performed under this contract would be included in the Public Works Department's Operations and Capital Budget within the Stormwater Enterprise Fund, as applicable to specific assignments. Execution of this agreement does not obligate the Town to utilize KCI Technologies, Inc., for any specific project; rather, it establishes the hourly rate schedule set under the CC RFP 26-009 that would apply should the Town choose to engage KCI Technologies, Inc., for future

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general stormwater services. Individual assignments will be authorized through task orders issued within existing budget appropriations.

STRATEGIC PLAN ALIGNMENT:

Goal #2, Operational Excellence: Engaging a qualified firm with specialized stormwater engineering and permitting expertise provides staff with the tools and technical knowledge needed to maintain compliance and manage the Town's stormwater infrastructure and permit obligations.

Goal #5, Public Service Readiness: Access to experienced stormwater engineering professionals supports the Town's ability to plan for drainage, flooding, water quality, and climate resilience needs while protecting natural resources and meeting growing service demands.

SUSTAINABILITY CONSIDERATIONS:

Maintaining a partnership with a qualified firm supports sustainable, resilient decision-making for the Town's stormwater infrastructure. This collaboration helps ensure that stormwater investments are efficient, environmentally responsible, compliant with applicable regulations, and capable of managing current and future drainage, flooding, water-quality, and climate-resilience needs.

ADA CONSIDERATIONS:

Stormwater infrastructure projects performed under this contract will incorporate ADA compliance requirements where applicable, when design elements affect sidewalks, curb ramps, drainage structures within pedestrian pathways, or other public access points, consistent with the Town's standard design and construction requirements.

RECOMMENDED ACTION:

Adopt Resolution 26-63, "Municipal Stormwater Permit Design and Consulting Services - KCI Technologies, Inc.," authorizing the Town Manager to execute a piggyback agreement with KCI Technologies, Inc., for Municipal Stormwater Permit Design and Consulting Services, under the rates, terms, and conditions of Charles County Government RFP 26-009.



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1239

Date of Meeting: September 08, 2026

ATTACHMENTS:

1. Charles County RFP 26-009
2. Addendum #1 to Charles County RFP 26-009
3. KCI Technologies, Inc. Proposal, including price list and executed contract between KCI Technologies, Inc., and the Charles County Commissioners
4. Draft Contract Agreement between the Town of La Plata and KCI Technologies, Inc.

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COUNCIL OF THE TOWN OF LA PLATA

Resolution 26-63

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Municipal Stormwater Permit Design and Consulting Services**
4 **Contract – KCI Technologies, Inc.**
5

6 **FOR** the purpose of authorizing the Town Manager to enter into a Contract Agreement with
7 KCI Technologies, Inc., to support general stormwater assignments, including
8 stormwater-related engineering, planning, monitoring, asset management, and
9 inspection tasks that may arise on an as-needed basis; and all matters generally
10 relating thereto.

11
12 * * * * *

13
14 **WHEREAS**, the Council of the Town of La Plata (“Town Council”) desires to promote
15 Operational Excellence through the enhancement of community programs and services by
16 strengthening services and programs with adequate staffing and technical expertise; and
17

18 **WHEREAS**, the Town Council desires to enhance Public Service Readiness through
19 the use of the Town’s guiding documents to plan and provide for current/future
20 infrastructure needs and by planning upgrades and enhancements to the Town’s
21 infrastructure to ensure the growth and development can be accommodated; and
22

23 **WHEREAS**, through the Stormwater Enterprise funds, the Public Works
24 Department’s Operations Budget provides for upgrades and enhancements to the Town’s
25 infrastructure to ensure adequate natural resource availability to meet current usage
26 demands and to ensure that growth and development can be accommodated; and
27

28 **WHEREAS**, the professional engineering services of KCI Technologies, Inc., of
29 Sparks, Maryland, may be acquired utilizing Charles County Government RFP 26-009; and
30

31 **WHEREAS**, the Town Manager, having reviewed the proposed services and the
32 qualifications of KCI Technologies, Inc., recommends that the Town Council authorize him

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33 to execute a contract with KCI Technologies, Inc., to perform work and services as described
34 in Attachment 1; and
35

36 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
37 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,
38 except for expenditures which the Town Council, by ordinance, has determined are not
39 subject to the sealed bid requirements; and
40

41 **WHEREAS**, Town Code, Chapter 43, Section 43-2 C., provides for provisions for
42 expenditures which are exempt from the sealed bid requirements of § C8-23 if “Items,
43 services, materials and goods purchased from a person who is supplying that same item,
44 service, material or good to another governmental entity, if the total price or price per unit,
45 as applicable, to be paid by the town is not more than the total price or price per unit to be
46 paid by the other governmental entity and if the price to be paid by the other governmental
47 entity has been established by a competitive bidding process conducted by the other
48 governmental entity or by a purchasing cooperative or alliance that bids procurements on a
49 volume basis for state and local governments”; and
50

51 **WHEREAS**, Town staff has identified the terms offered to Charles County RFP 26-
52 009, “Municipal Stormwater Permit Design Consulting Services” and in Addendum #1 to RFP
53 26-009, “Municipal Stormwater Permit Design Consulting Services,” as best serving the
54 Town’s interests.
55

56 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
57 **PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to enter into, on behalf of
58 the Town of La Plata, a Contract Agreement for Municipal Stormwater Permit Design and
59 Consulting Services with KCI Technologies, Inc., of Sparks, Maryland, under the terms
60 defined in Charles County RFP 26-009, “Municipal Stormwater Permit Design Consulting
61 Services,” attached hereto as Attachment 1, and Addendum #1 to RFP 26-009, “Municipal
62 Stormwater Permit Design Consulting Services,” attached hereto as Attachment 2, and
63 under the terms defined in the Contract between KCI Technologies, Inc., and the Charles
64 County Commissioners dated November 18, 2025, attached hereto as Attachment 3, and
65 the Agreement between the Town of La Plata, Maryland, and EA Engineering, Science, and
66 Technology, Inc., PBC, attached hereto as Attachment 4.
67

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68 **BE IT FURTHER RESOLVED**, that Charles County RFP 26-009, “Municipal
69 Stormwater Permit Design Consulting Services,” attached hereto as Attachment 1, and
70 Addendum #1 to RFP 26-009, “Municipal Stormwater Permit Design Consulting Services,”
71 attached hereto as Attachment 2, are hereby adopted and incorporated herein by reference.

72
73 **AND BE IT FURTHER RESOLVED**, that Contract between KCI Technologies, Inc., and
74 the Charles County Commissioners dated November 18, 2025, attached hereto as
75 Attachment 3, is hereby adopted and incorporated herein by reference.

76
77 **AND BE IT FURTHER RESOLVED**, that the Agreement between the Town of La Plata,
78 Maryland, and KCI Technologies, Inc., attached hereto as Attachment 4, is hereby adopted
79 and incorporated herein by reference.
80

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

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26-009

**MUNICIPAL STORMWATER PERMIT DESIGN AND
CONSULTING SERVICES**

Charles County Government

200 Baltimore Street

La Plata, MD 20646

RELEASE DATE: July 23, 2025

RESPONSE DEADLINE: August 27, 2025, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/charlescountymd>

Charles County Government
Municipal Stormwater Permit Design and Consulting Services

I. INTRODUCTION.....

II. PROPOSAL INSTRUCTIONS.....

III. TECHNICAL PROPOSAL SUBMISSION CONTENT.....

IV. ORIGINAL PROPOSAL SUBMISSION CONTENT

V. PROPOSAL EVALUATION PANEL AND CRITERIA

VI. AWARD AND CONTRACT FORMATION.....

VII. GENERAL PROVISIONS.....

VIII. SPECIAL PROVISIONS

IX. PROPOSAL ITEM DESCRIPTIONS.....

X. PROPOSAL SUBMITTALS

XI. COST PROPOSAL FORM.....

XII. INSURANCE

Attachments:

A - Sample Contract - Term & Renewals Specified

1. INTRODUCTION

1.1. Summary

The Commissioners of Charles County are seeking proposals from multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

1.2. Contact Information

The **Purchasing Representative** identified below is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between the Offeror and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified below, for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

Shanna Reese

Chief of Purchasing

200 Baltimore Street

N/A

La Plata, MD 20646

Email: reeses@charlescountymd.gov

Phone: [\(301\) 645-0656](tel:3016450656)

Department:

PGM - Planning

1.3. Timeline

NOTE: Times and dates are subject to change due to extenuating circumstances, including inclement weather. Offerors may obtain County operating status by calling 301-645-0600 (meeting times cannot be verified at this number) or by referring to County operations status updates on the Charles County Government website at <http://www.CharlesCountyMD.gov>.

Release Project Date	July 23, 2025
Pre-Proposal Meeting Registration Deadline	August 4, 2025, 8:00am Firms must register in advance to attend the pre-proposal meeting via the County's eProcurement Portal RSVP Manager. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions. If multiple attendees from your firm will be attending the meeting, please have each individual complete the eProcurement Portal RSVP Manager process.

Pre-Proposal Meeting (Non-Mandatory)	August 4, 2025, 2:00pm Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that register timely and via the County's eProcurement Portal RSVP Manager will receive participation instructions. The attendance roster will be published on the County's eProcurement Portal.
Question Submission Deadline	August 13, 2025, 8:00am Questions shall be submitted via the eProcurement Portal Question & Answer feature prior to the due date and time specified. The County will not provide responses to questions received after the deadline.
Proposal Submission Deadline	August 27, 2025, 11:00am

2. PROPOSAL INSTRUCTIONS

2.1. Proposal Submission Conditions

Charles County Government is accepting electronic proposal submissions. Offerors shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, click on "Draft Response" and follow the instructions to submit the electronic proposal via the [County's eProcurement Portal](#).

Proposals shall be submitted by the date and time specified. Late proposals will not be accepted. Submission, modification, or withdrawal of proposals after the due date/time will not be considered.

It is the Offerors' sole responsibility to ensure that proposals are delivered via County's eProcurement Portal. Offerors shall give yourself adequate time to submit a response. Any technical difficulties or uncertainty with the submittal process will not be cause for accepting a response that was not submitted timely. The County is only accepting electronic submittals. Delivery methods by courier, in-person hand delivered, United States Postal Service, United Parcel Service or Federal Express, and other methods of delivery shall not be accepted. Any proposals not received timely will not be considered.

Proposals shall be valid and irrevocable for a minimum of one hundred twenty (120) days from the due date. An Offeror may submit only (1) proposal in response to this RFP. Offerors shall monitor the [County's eProcurement Portal](#) for schedule changes issued via addendum.

2.2. Solicitation Events

- A. Pre-Proposal Meeting Registration Deadline: Refer to the **Timeline** section for date, time, location, participation and registration requirements. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions.
- B. Pre-Proposal Meeting: Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that registered timely will receive participation instructions. Refer to the **Timeline** section for date, time, and location, participation, and registration requirements. The attendance roster will be published on the [County's eProcurement Portal](#).
- C. Last Day for Questions: The County will not provide responses to questions received after the deadline to submit questions specified in the **Timeline** section.
- D. Proposal Submission Deadline: Refer to the **Timeline** section for the date and time proposals must be received by. Offerors must have an account or create a FREE account with [OpenGov Procurement](#) to submit a proposal.

2.3. Offeror Certification of Acceptance

By submitting a proposal in response to this RFP, the Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the *RFP* or any *Appendices* is made part of this solicitation package.

2.4. Incurring Costs

The County is not liable for any costs incurred by the Offeror prior to full execution of the contract.

2.5. Additions/Modifications to Solicitation Forms

Modifications of or additions to the [Cost Proposal Form](#) or any other County form may be cause for rejection of the proposal, however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive. As a precondition to proposal acceptance, the County may, in its sole discretion, request that the Offeror withdraw or modify any such modifications or additions which do not affect quality, quantity, price, or delivery.

2.6. Alternate Offers

Offerors must bid only one (1) product and one (1) price per proposal item even though they feel they can offer more than one item that will meet the specifications. Offeror must determine for themselves which to offer. If an Offeror submits more than one (1) product and/or more than one (1) price for a given proposal item or items, it may be cause for the proposal items or items being bid upon to be considered non-responsive and rejected.

2.7. "Or Equal" Interpretations

Identification of an item by manufacturer's name, trade name, catalog number, or reference is intended to be descriptive but not restrictive in that it is used for the purpose of describing the type, style, quality, performance and minimum specifications of the product desired, and shall not be interpreted to mean the only acceptable product. Proposals on other makes and/or models will be considered provided in the [Cost Proposal Form](#) what is being proposed and forwards with the proposal complete descriptive literature indicating the character of the article being offered and addressing all specifications of this solicitation.

The County reserves the right to accept or reject, in its sole discretion, items offered as an "equal".

2.8. Offeror Investigation

Prior to submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the Offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Offeror.

2.9. Sole Point of Contact

The **Purchasing Representative** identified in the [Introduction section](#) is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between Offerors and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified on the [Introduction section](#), for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

2.10. Questions

All inquiries/questions concerning technical or bidding information shall be directed via OpenGov Procurement Question & Answer feature prior to the due date and time specified in the [Introduction section](#). In the event an Offeror has multiple questions, each question must be submitted individually. Please include the section number and title for each question, if applicable. All questions submitted and answers provided will be electronically distributed to offerors following this solicitation on the [County's eProcurement Portal](#). The County will not provide responses to questions submitted after the due date and time specified in the [Introduction section](#). The person submitting the request will be responsible for its prompt delivery. Questions and answers are provided for informational purposes only and are not part of any resulting contract from this solicitation.

2.11. Addenda and Supplements

In the event that it becomes necessary to revise any part of this solicitation, or if additional information is necessary to enable the Offeror to make an adequate interpretation of the provisions of this solicitation, a supplement to the solicitation will be issued. The Offeror shall acknowledge in their proposal, the receipt of all addenda, supplements, amendments, or changes to the solicitation that were issued by the County. Oral statements made by County personnel shall not bind the County in any manner whatsoever and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement.

Any interpretation, correction, changes to the solicitation will be made only by addendum duly issued and will be posted on the County's eProcurement Portal found at www.CharlesCountyMD.gov. Click on Any and all addenda issued prior to the proposal due date/time shall become a part of the contract documents and shall be covered in the Offeror's proposal prices, unless an alternate schedule is presented by addendum. It is the responsibility of the Offeror to check the [County's eProcurement Portal](#) as frequently as necessary to obtain all updates and addenda to the solicitation.

2.12. Ability to Perform

Offeror shall have the capability to perform classes of work contemplated, having sufficient capital to execute the work properly within the specified time. The County reserves the right to request any additional information, utilize references not provided by a Offeror, and validate any information provided by an Offeror by any means deemed necessary by the County for the purpose of determining the Offeror's ability to perform the services described herein.

2.13. Errors

Any errors in computations may be corrected during the County's review of the proposal. The County shall not be responsible for Offeror computation errors contained on the [Cost Proposal Form](#). All values contained on the [Cost Proposal Form](#) remain the responsibility of the Offeror. Where the unit price and the extension price are at variance, the unit price will prevail. In the event that the unit price is not provided, the unit price shall be the extended price divided by the quantity. Errors on any forms submitted remain the sole responsibility of the Offeror.

2.14. County Rights/Disclaimers

The County exclusively reserves the right, but is not limited to the following actions:

- A. Reject any or all proposal submissions;
- B. Issue a new RFP;
- C. Cancel, modify, or withdraw the RFP;
- D. Issue addenda, supplements, and modifications to this RFP;
- E. Modify the RFP process (with appropriate notice to offerors as described herein);
- F. Appoint an Evaluation Committee and evaluation teams to review proposal submissions,
- G. Approve or disapprove the use of particular subcontractors and/or substitutions and/or changes in proposal submissions;
- H. Revise and modify, at any time before the Proposal Due to County date, the factors it will consider in evaluating proposal submissions and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the County will publish an addendum. The County may extend the RFP due date if such changes are deemed by the County, in its sole discretion, to be material and substantive;
- I. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the RFPs;
- J. Disqualify any team that changes its Proposal Submission without County written approval;
- K. Retain ownership of all materials submitted in hard-copy and/or electronic format.

2.15. Rejection of Quotes/Bids/Proposals

The County exclusively reserves the right, but is not limited to the following actions:

- A. Evidence of collusion among offerors.
- B. Lack of competency revealed by financial statements, experience, equipment statements, or other factors.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted or from previous experience with the offeror.
- D. Default on a previous similar contract for failure to perform.
- E. Being delinquent in payments due to Charles County Government.
- F. Exceptions or exclusions to the requirements of the solicitation.
- G. Failure to be in "Good Standing" with the State of Maryland.
- H. Previous substandard performance on a County contract.
- I. Failure to perform properly or to complete, in a timely manner, contracts of a similar or comparable nature, or if investigation shows the offeror unable or unlikely to perform the requirements.
- J. Failure to furnish information requested by the County.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

2.16. Good Standing Requirements

In order to be eligible for award, Offerors shall meet the following conditions prior to contract award:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in “good standing” with the State of Maryland Department of Assessments and Taxation.

2.17. Notifications

Legal notice given by the County to the Offeror shall be sent to the Offeror's contact information provided in the [County's eProcurement Portal](#). Notice given by the County by any of the following:

- A. A communication delivered by MAIL shall be deemed as having been received by the addressee three (3) business days after the date of mailing.
 - 1. UPS or FedEx or other delivery service; or
 - 2. USPS first class postage mail; or
 - 3. USPS certified, or
 - 4. USPS registered mail.
- B. A communication delivered by email shall be deemed as having received by the addressee the same day the email was sent.

2.18. Negotiations

The County may negotiate contract terms, price, statement of work, or other conditions that results in the most advantageous outcome for the County. In the event an agreement satisfactory to the County cannot be negotiated, the County may terminate negotiation and move to another Offeror.

2.19. Prohibition of Discrimination in County Procurement

Charles County is committed to ensuring that Minority and Women-Owned Business Enterprises are provided equal opportunity to participate in the County's procurement and contracting processes. Any instances of overt or perceived discrimination should immediately be reported to the MWBE/DBE Compliance Manager.

Per Resolution 2023-13, Section 8, Item 4.1, the SLMBE Programs Division is authorized to investigate such complaint. An investigation may also be initiated based solely on a finding of a significant statistical disparity from the Annual Aspirational Goal or contract/project goal(s), as detailed herein. The details of any investigation, including findings, shall be recorded and maintained by the SLMBE Programs Division.

All Contractors must cooperate with any investigations or audits conducted by authorized entities to assess compliance with anti-discrimination laws and policies. Non-compliance may result in sanctions, including but not limited to contract termination, suspension, or debarment from future contracts.

Certification of Compliance

By submitting a response to this solicitation, the Contractor agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

Reporting Discrimination

Discrimination in any form is strictly prohibited in Charles County. Charles County staff, prime contractors, subcontractors, or any individuals otherwise engaged in the procurement process are strictly prohibited from discriminating against any business or individual based on, but not limited to the following: race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, political affiliation, veteran status, or any other characteristic protected by applicable law. Legitimate denial of a bid or not being selected for a procurement opportunity is not considered discrimination.

If anyone is a victim of discrimination, in any form, a request must be submitted to the MWBE/DBE Compliance Manager. Anyone submitting a discrimination complaint must submit a complaint using the "MWBE Discrimination Reporting Form". You can request a form from the MWBE/DBE Compliance Manager. Any individual or firm discriminating against another could face any of the following penalties including, but not limited to: sanctions, contract termination, suspension, and/or debarment from future contracts. If necessary, the case can also be referred to the County Attorney and/or the County Administrator for further action.

Notification of Accusation and/or Finding of Discrimination

Once a discrimination complaint is received by the Purchasing Division and the MWBE/DBE Compliance Manager, the accused will be notified in writing that they; a) have been accused of discrimination, b) will have an opportunity to provide a defense against the accusation; c) must comply with all requests from investigators; d) are prohibited from taking any adverse actions against an accuser; and e) have a right to appeal a finding of discrimination.

3. TECHNICAL PROPOSAL SUBMISSION CONTENT

Cost information shall not be included in the Technical Proposal.

3.1. Technical Proposal Instructions

At a minimum, each technical proposal shall include the following items in the stated order; all pages shall be numbered; using font size of eleven (11) point or larger, printable one sided on 8.5" x 11" size paper and all the listed components must be included. Do not provide references to other section/tabs, documents or websites for the information required; information should be specifically included in the RFP response. Technical proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

Provide a Table of Contents with the specified tabs, page numbers, and content below for each tab.

3.2. Tab 1 - Executive Summary

Provide the following information:

- A. Name, address, and phone of the firm and subcontractors.
- B. Brief background history of the firm.
- C. Principals of the firm.
- D. Location of office from which this contract will be administered.
- E. The name of the principal in charge of this contract.
- F. Summary of the Offeror's understanding of the requested services.

3.3. Tab 2 - Standard Form (SF) 330

Complete and submit a **Standard Form (SF) 330 "Architect/Engineer Related Services for Specific Project"** (template available on Charles County's Purchasing Division webpage). All applicable spaces of the form shall be completed. Offerors shall demonstrate at least ten (10) years of experience and provide project summaries for ten (10) representative projects over the past ten (10) years. Experience of subcontractors may not be used as experience of the prime.

Firms shall demonstrate their history and expertise in the municipal stormwater permit services for which they are qualified.

3.4. Tab 3 - Additional Items

Provide the following:

- a. An organizational chart of your proposed team(s). Explain how you have structured your team(s). Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.
- b. Detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.
- c. Detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.
- d. Detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.
- e. Detailed history of watershed monitoring, assessments, evaluations, modeling, and planning.
- f. Detailed experience with asset management tools.
- g. Other information you think is important for consideration in the evaluation of proposals.

4. ORIGINAL PROPOSAL SUBMISSION CONTENT

Any information identified as “Confidential” shall be noted by reference and appended to the **Proposal Submission**. Each item identified as “Confidential” shall be accompanied by an explanation. Refer to **Public Information Act/Confidentiality Notice** section.

A complete original proposal package shall include all information and forms identified on the **County’s eProcurement Portal**, including but not limited to:

4.1. Original Proposal Instructions

The original proposal shall be considered the items listed in this Section. All forms must be completed, signed, and submitted. Indicate "NA" on the form if it is "Not Applicable" and sign and date it. Original proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

4.2. Cost Proposal Form

Proposal pricing shall be submitted on the [Cost Proposal Form](#). All cost columns of the table shall be fully completed to be able to submit a proposal response. All pricing shall be rounded to the nearest whole cent (e.g. \$.01). There shall be no hidden costs. Prices shall include all profit, overhead, equipment, transportation cost, etc. An Offeror may only submit one (1) [Cost Proposal Form](#) in response to this solicitation. Each item on the form shall contain only one value. “Or Equal” items, if applicable, shall be noted on the [Cost Proposal Form](#).

4.3. Vendor Disclosure Form

This form shall be completed in legible ink or typewritten and signed.

4.4. Experience Form

Offeror shall be required to complete and submit the County provided *Experience Form*. A qualified Offeror must have requisite experience for the work as described in the **Special Provisions** and must be actively engaged as a legal entity in this field for a period of no less than ten (10) years at the due date for quote/bid/proposal. Offerors shall demonstrate their experience on the *Experience Form*. Offerors shall provide no less than ten (10) projects completed within the past ten (10) years of equal or greater magnitude, as deemed acceptable by the County at its sole discretion, as specified in *Item A* below. All blank spaces of the form shall be fully completed in legible ink or typewritten. The projects may be the same as those used in the SF-330.

Experience shall be that of the prime contractor unless otherwise specified. Experience of subcontractors may not be used as experience of the prime. The County shall accept experience of subcontractor only in those areas specified otherwise, if applicable.

As applicable: On-going service contracts for the services specified may be considered a “Completed” project if the base term of the contract has been fully completed, purchase orders issued and tasks fully completed during the contract term, and the contract renewed by the issuing agency. Each Offeror is solely responsible for providing any and/or all information/documents demonstrating completion and/or requested by the County in order to confirm the validity of references provided.

- A. A minimum of ten (10) completed representative projects that demonstrate the Offeror's experience in all of the following areas:
 - 1. Maryland Municipal Stormwater (MS4) permit Phase 1 requirements
 - 2. stormwater conveyance systems
 - 3. stormwater management retrofits
 - 4. innovative water quality treatment practices
 - 5. ecological restoration
 - 6. environmental assessment and planning
 - 7. pollutant load modeling, watershed management
 - 8. water quality monitoring and modeling

- 9. municipal stormwater related asset management
- 10. education and outreach to reduce stormwater pollution and flooding
- 11. illicit discharge

4.5. Minority and Women- Owned Business Enterprise (MWBE) Program - MWBE Compliance Plan Forms

This form shall be completed in legible ink or typewritten and signed. Proposals submitted without a MWBE compliance form may be rejected as non-responsive by the County. Th Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202 for questions related to the County's MWBE program.

4.6. Small Local Business Enterprise (SLBE) Program – SLBE Certification Form and SLBE Letter of Intent

Charles County Government has established a Small Local Business Enterprise (SLBE) Program, which registered Charles County SLBE firms responding to this solicitation may receive a preference in accordance with the provisions of the Program that may apply to a formal solicitation resulting in an award of less than \$500,000.00. **This solicitation is exempt from the SLBE Program.**

4.7. Intended Sub-Contractors Form

This form shall be completed in legible ink or typewritten and signed. “NA” shall be noted on the form if it is Not Applicable.

4.8. Non-Collusion Affidavit Form

This form shall be completed in legible ink or typewritten, signed, and notarized.

4.9. Addendum Certification

Offerors shall be required to acknowledge the addenda when responding to this request for proposals.

5. PROPOSAL EVALUATION PANEL AND CRITERIA

All materials, conferences, proposals, and other matters related to this project shall remain confidential until the contract is executed with the selected firm. The County may use any appropriate technical resources to assist during any part of the evaluation process.

5.1. Responsiveness Review

The County will review the proposal for minimum responsiveness criteria. Proposals that do not meet the minimum responsiveness criteria may be rejected as non-responsive, at the sole option of the County. Any deficiencies will be reviewed and determined by the Chief of Purchasing.

5.2. Evaluation Criteria

Proposal evaluation will include, but is not limited to, the following:

Item #	Evaluation Criteria Description	Points
1	Project understanding, approach, and capability	15
2	Experience of key staff and project team proposed. • Project Management • Technical expertise • Organizational structure • Key personnel qualifications	20
3	Firm representative projects and depth	20
4	Examples of innovative watershed solutions	5
5	Price	40
6	Total	100

5.3. Evaluation

Offerors' proposals will be evaluated by an evaluation committee who will evaluate and score the proposals in accordance with the criteria specified above. The County reserves the right to conduct the evaluation in any manner considered in the best interest of the County. The County may utilize any information obtained as a result of reference checks, proposal clarification or additional information requests, offeror negotiations or any other means deemed necessary at the sole discretion of the County to identify the proposal that best meets the County's needs.

6. AWARD AND CONTRACT FORMATION

The County reserves the right to award a contract by individual items, in the aggregate, or in any combination thereof, or to reject any or all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of the County. Any contract awarded is contingent upon completion of the protest period.

6.1. Award of Contract

The County intends to award this solicitation on the basis of a combination of the evaluation of the Offerors' experience and qualifications, as well as the proposed price. Award will not be based upon cost alone, and this solicitation does not commit the County to award a contract or to award to that firm which has submitted the lowest fee. The evaluation criteria may include: the Offeror's demonstration of their understanding of the work to be performed, past experience, technical ability, other resources, qualifications of personnel, results of reference checks, and record of similar work performed satisfactorily. In addition, the County reserves the right to accept any proposal either in part or in its entirety.

At any time, the County may request an offeror to provide additional items such as: additional information, clarification, references, interviews/presentations, and any other documentation needed to assist the County in the award selection process. Failure of an offeror to furnish requested information may constitute grounds for determining an offeror as non-responsive at the sole option of the County. Any contract awarded is contingent upon completion of the protest period.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

6.2. Term of Contract

The Contractor(s) selected shall provide the services and all requirements contained herein for a base period commencing on the date of contract execution, after expiration of the award protest period, unless notified otherwise by the County in writing by the County and end September 30, 2028, with two (2) optional 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

This contract shall be automatically renewed unless notice of nonrenewal shall be made to the Contractor by Charles County Government or to Charles County Government by the Contractor at least forty-five (45) calendar days prior to the contract anniversary date which is the date in the Notice to Proceed, contract begin date, or otherwise indicated by Charles County Government.

6.3. Pricing Adjustment for Extension Years

Unit prices under the resulting Contract shall remain firm through the base term. Thereafter, pricing shall be adjusted at the beginning of each succeeding year and/or Contract renewal period at the written request of the Contractor to the Chief of Purchasing. Pricing shall be adjusted by the percentage change in the Consumer Price Index (CPI) from the previous year. For purposes of this agreement, the CPI is defined as the Consumer Price Index for All Urban Consumers, All Items, as published by the United States Department of Labor, Bureau of Labor Statistics. For purposes of adjustment, the CPI used for each subsequent year of the Contract shall be the last published percentage change in the CPI (for the previous 12 months) either on, or prior to, the anniversary date of the Contract. Price adjustments shall take effect upon written approval by the County.

6.4. Quantity Contracts Awarded

The County may make award to more than one firm. The County may award to one or multiple offeror(s). The contract(s) entered into with the successful offeror(s) shall meet all standard provisions required by the County.

The County intends to contract with a single firm and not with multiple firms doing business as a joint venture. Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

6.5. Contract Execution

The successful Offeror to whom the contract shall have been awarded shall be required to execute the County contract (or as authorized by the County) and shall furnish all requirements due at contract execution, which may include, but is not limited to performance bonds and/or payment bonds, insurance certificates, equipment inspections, licenses, etc., as specified herein.

6.6. Contract Documents

All work under this project shall be in accordance with the contract documents. The Contract documents for this project includes, but is not necessarily limited to, this solicitation package, project plans and specifications as shown in ***RFP and other referenced ordinances, manuals and specifications***. Contract Documents shall also include:

- A. All written modifications, amendments and change orders to this Agreement issued in accordance with the ***General Provisions***.
- B. Contractor's proposal and accompanying exhibits submitted in response to the County's Project Criteria and Solicitation; and any solicited and/or unsolicited Alternates to the Solicitation accepted by the County in writing.

The Contract Documents are intended to permit the parties to complete the work and all obligations required by the Contract Documents within the specified time(s) for the proposal price. The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event of any inconsistency, conflict, or ambiguity between or among the Contract Documents, the County will make a determination on which item of discrepancy shall take precedence. Within listed documents or group of documents, the later dated shall have precedence over the earlier requirements, and specific requirements shall have precedence over the general requirements.

6.7. Default and Suspension

If an Offeror who has been selected for award and offered a contract refuses or fails to execute the contract and/or fully comply with all requirements of this solicitation within fourteen (14) consecutive calendar days after receipt of formal notice of intent to award or an alternate date specified by the Chief of Purchasing, the Offeror may be considered to have defaulted with respect to execution of the contract, and to have abandoned all rights and interests in the contract. In such instance the bid security, if any, may be declared forfeited to the County without further notice to the Offeror. In the event of such default, award may then be made to another Offeror determined to be in the best interest of the County, or the solicitation may be cancelled and/or re-advertised for proposals as deemed if deemed in the best interests of the County.

A Contractor, who has executed a contract with the County, may be considered to have defaulted in the performance of the Contract, by: failure to comply with the requirements of the contract, sub-standard performance, failing to complete the contract, and/or by other significant errors and omissions as determined by the Project Manager and the Chief of Purchasing. In such instance, the Contractor's performance and/or payments bonds, if any, may be exercised, and the Contract terminated and awarded to another Offeror if determined to be in the best interest of the County.

An Offeror/Contractor, who has defaulted as discussed above, may be declared by the Chief of Purchasing to be ineligible to bid on future County solicitations for a period of up to two (2) years from the date the County determined the Offeror/Contractor to have defaulted. This determination by the Chief of Purchasing shall be final, and not subject to appeal.

6.8. Offeror/Award Protests

- A. All protests made pursuant to solicitations must be in writing and delivered to the Chief of Purchasing within the timeframes specified:
 - 1. Protests must be delivered to the Chief of Purchasing no later than seven (7) consecutive calendar days after the basis for the protest (i.e. notification of rejection of Offeror's proposal, notification of removal of Offeror from consideration, etc.) is known or should have been known, whichever is earlier.
 - 2. If protesting contract award, the protest must be delivered to the Chief of Purchasing within seven (7) consecutive calendar days after the Purchasing Division has publicly posted the proposed contract award. This provision shall only apply to "aggrieved" Offerors.
 - 3. If Offeror seeks as a remedy the cancellation or amendment of the solicitation, the protest must be delivered to the Chief of Purchasing before the submission date for quotes/bids/proposals.
 - 4. If the County is closed for business at the due date and time, for whatever reasons, protests will be accepted on the next business day of the County prior to 12:00 p.m. (Eastern Time).
Protests shall be considered timely only if received in the Purchasing Division office prior to close of business within the timeframes specified above.

- B. All protests made pursuant to solicitations shall be delivered to the Chief of Purchasing:
Charles County Government
ATTN: Chief of Purchasing, Purchasing Division (Room B130)
200 Baltimore Street,
La Plata, Maryland 20646
- C. Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Charles County Government". The Chief of Purchasing, may, at his sole election, return the filing fee to the protesting Offeror, if the protest is sustained. Filing fees for unsustained protests shall not be returned. The Chief of Purchasing must dismiss any protest not timely received.
- D. Only an Offeror that is "aggrieved" is eligible to file a protest. Aggrieved means that the Offeror who is filing the protest is susceptible for an award of the contract if the protest is sustained (e.g., a fourth ranked Offeror is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked Offerors or would require that the solicitation be reissued). Each protest must contain the following: identification of the solicitation; the name, address and telephone number of the protesting Offeror; a statement supporting that the Offeror is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the Offeror contends supports the protest. The burden of production of all relevant evidence, data and documents, and the burden of persuasive argument to support the protest is on the Offeror making the protest.
- E. The Chief of Purchasing shall forward to the County Attorney, all protests timely received and appropriate information addressing the circumstances of the protest. The Chief of Purchasing shall also forward for the County Attorney's information, all protests not timely received and/or otherwise ineligible, that was dismissed by the Chief of Purchasing.
- F. The Chief of Purchasing, after consultation with the County Attorney, shall determine whether to sustain or reject the protest, and shall provide written notice of his determination to the Offeror making the protest, and to the County Attorney. In the case of a sustained protest, the Chief of Purchasing, after consultation with the County Attorney, shall determine what remedy shall be taken to redress the protest. Decisions shall be final, and not subject to appeal.

6.9. Performance Evaluations

The County shall perform periodic performance evaluations, at the County's discretion, on all work performed by the Contractor under this Contract. The Contractor shall have the opportunity to review performance evaluations upon request. Performance evaluations shall be maintained in the County's contract files.

6.10. Assignment of Contract

The Contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the County, Chief of Purchasing.

6.11. Subcontractors

Subcontractors may not be used in the conduct of this contract without express written approval of the County. The County reserves the right to reject any subcontracted relationship if changes or additions of subcontractors are necessary during the life of the contract. Subcontracts for any portion of this contract must be clearly identified in the Offeror's proposal. Subcontracts are subject to Minority and Women Business Enterprise (MBE) Program and Small Local Business Enterprise (SLBE) requirements detailed herein. Prime contractor shall perform a minimum of fifty percent (50%) of the work.

6.12. News Release

No news releases pertaining to this proposal request or the service, study, or project to which it relates will be made without County approval.

6.13. Public Information Act/Confidentiality Notice

Offeror should give specific attention and identification of those specific portions of their proposals which they deem to contain confidential and/or proprietary information. Such information must be individually noted as being confidential or proprietary, either at that location, or in a separate consolidated listing contained within the bid/proposal/quote and provide justification of why the

material should not be subject to disclosure by the County upon request under the Maryland Public Information Act. Offerors may not declare their entire bid/proposal/quote package to be confidential or proprietary. Failure to provide specific identification and justification may result in the County releasing the information if requested to do so.

6.14. Campaign Finance Reform Act of 2013

The Maryland Campaign Finance Reform Act of 2013 dictates that vendors with single contracts of \$200,000 or more shall file certain campaign finance-related disclosures with the Maryland State Board of Elections. Vendors shall certify that they have filed the requisite disclosure, and if the vendor fails to provide this certification, the County must notify the State. In the event of Contract award, the Contractor shall certify that campaign finance-related disclosures are filed with the Maryland State Board of Elections as applicable.

6.15. Holiday Schedule

The following holidays are observed by the County:

- New Year's Break (Close at 12:00pm New Year's Eve, New Year's Day, Day after New Years)
- Martin Luther King Jr's Birthday
- Super Bowl Monday
- Washington's Birthday
- Eid al Fitr
- Good Friday
- Easter Monday
- Memorial Day
- Eid al Adha
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Election Day (When Applicable)
- Thanksgiving Closure (Wed, Thur, Fri of Thanksgiving)
- Christmas Break (Close at 12:00pm Christmas Eve, Christmas Day, Day after Christmas)

6.16. Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, governmental entities that are not Customers may make purchases under the terms and conditions contained herein, if agreed to by the Contractor. Such purchases are independent of the Contract between the Department and the Contractor, and the Department is not a party to these transactions. The Mid-Atlantic Purchasing Team Cooperative Ride Clause is hereby incorporated into this solicitation. Refer to the County's Website at: <https://www.charlescountymd.gov/home/showpublisheddocument/15127/638182853727870000>

7. GENERAL PROVISIONS

7.1. Definitions

The term COUNTY, as used herein, refers to the COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, hereinafter called the COUNTY, represented by the CONTRACTING OFFICER, the Director of the Using Department, or their designated representative who is authorized to act for the COUNTY.

7.2. Indemnification Clause

The Contractor shall protect, hold free and harmless, defend and indemnify Charles County, including its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. This agreement shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County, its officers, agents, and employees.

7.3. Governing Law

This Contract shall be governed by and construed only in accordance with the laws of the State of Maryland.

7.4. Responsibility of the Consultant

A. The CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in their design, drawings, specifications, and other services.

B. Neither the COUNTY'S review, approval or acceptance of, nor payment for, any of the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the COUNTY in accordance with applicable law for all damages to the COUNTY caused by the CONSULTANT'S negligent performance of any of the services furnished under this contract.

C. The rights and remedies of the COUNTY provided for under this contract are in addition to any other rights and remedies provided by law.

7.5. Changes

A. The COUNTY may, at any time, by written order, make changes within the general scope of the contract in the services to be performed. If such changes cause an increase or decrease in the CONSULTANT'S cost of, or time required for, performance of any services under this contract, whether or not changed by any order, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. Any claim of the CONSULTANT for adjustment under this Article must be asserted in writing within thirty (30) days from the date of receipt by the CONSULTANT of the notification of change unless the COUNTY grants a further period of time before the date of final payment under this contract.

B. The CONSULTANT shall provide no services for which an additional cost or fee will be charged without prior written authorization by the COUNTY.

C. Additional Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in an increase in the contract price will be determined by one or the other of the following methods, at the election of the CONTRACTING OFFICER.

(1) On the basis of a stated lump sum price, or other consideration fixed and agreed upon by negotiation between the CONTRACTING OFFICER and the CONSULTANT in advance, or if this procedure is impractical because of the nature of the work or for any reason,

(2) On the basis of the actual necessary cost as determined by the CONTRACTING OFFICER, plus a fixed fee to cover general supervisory and office expense and profit. The fixed fee shall not exceed fifteen percent (15%) of the actual necessary costs. The

actual necessary cost will include all reasonable expenditures for material, labor, and supplies furnished by the CONSULTANT and a reasonable allowance for the use of their plant and equipment where required but will in no case include any allowance for general superintendent, office expense, or other general expense not directly attributable to the extra work. In addition to the foregoing, the following will be allowed: the actual payment by the CONSULTANT for workmen's compensation and public liability insurance; performance and payment bonds (if any); and all unemployment and other social security contributions (if any) made by the CONSULTANT pursuant to Federal or State statutes, when such additional payments are necessitated by such extra work. An appropriate extension of the working time, if such be necessary, also will be fixed and agreed upon, and stated in the written order.

D. Reduced Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in a decrease in the contract price will be determined in a manner conformable with paragraph C.2 under Additional Costs.

7.6. Termination

A. The COUNTY may, by written notice to the CONSULTANT, terminate this contract in whole or in part at any time, either for the COUNTY'S convenience or because of the failure of the CONSULTANT to fulfill their obligations under this contract.

Upon receipt of such notice, the CONSULTANT shall:

(1) Immediately discontinue all services affected (unless the notice directs otherwise), and

(2) Deliver to the COUNTY the originals of all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing under this contract, whether completed or in process.

B. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price shall be made but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of the CONSULTANT to fulfill their obligations under this contract, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT shall be liable to the COUNTY for any additional cost occasioned to the COUNTY.

D. If, after notice of termination for failure to fulfill obligations, it is determined that the CONSULTANT had not so failed, the termination shall be deemed to have been affected for the convenience of the COUNTY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Article.

E. The rights and remedies of the COUNTY provided in this Article are in addition to any other rights and remedies provided by law or under this contract.

7.7. Disputes

A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising hereunder which is not disposed of by agreement shall be decided by the COUNTY, who shall reduce their decision to writing and mail or otherwise furnish a copy thereof to the CONSULTANT. The decision of the COUNTY shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the CONSULTANT executes and furnishes a written appeal to the COUNTY COMMISSIONERS OF CHARLES COUNTY. The decision of the COUNTY COMMISSIONERS for the determination of such appeals shall be final and conclusive.

B. The provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or their representative is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of their appeal. Pending final decision of a dispute hereunder, the CONSULTANT shall proceed diligently with the performance of the contract and in accordance with the COUNTY'S decision.

C. This Disputes Article does not preclude consideration of questions of law in connection with decision provided in paragraph (A) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative on a question of law.

7.8. County Rights

All designs, drawings, specifications, notes, computations, and other work developed in the performance of this contract shall be and remain the sole property of the COUNTY and may be used on any other work without additional compensation to the CONSULTANT. With respect thereto, the CONSULTANT agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The CONSULTANT, for a period of three (3) years after final payment under this contract, agrees to furnish and provide access to all retained materials on the request of the COUNTY. Unless otherwise provided in this contract, the CONSULTANT shall have the right to retain copies of all such materials beyond such period.

In the event that the COUNTY uses any of the above-mentioned materials for purposes other than those covered under this contract or other than for which it was provided, the CONSULTANT shall not be held liable for any personal or property damage arising from such use.

7.9. Examination of Records

A. The CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. The foregoing constitutes "records" for the purposes of this Article.

B. The CONSULTANT'S office, or such part thereof as may be engaged in the performance of this contract, and their records shall be subject at all reasonable times to inspection and audit by the COUNTY or their authorized representative(s). In addition, the COUNTY, or their authorized representative(s), shall, until the expiration of three (3) years from the date of final payment under this contract, or of the time periods for the particular records specified, have the right to examine those books, records, documents, papers, and other supporting data which involve transactions related to this contract along with the computations and projections used therein.

C. The CONSULTANT shall include in each subcontract, a provision that includes paragraphs A and B of this Article, binding each subcontractor to the requirements outlined in the above-mentioned paragraphs.

7.10. Covenant Against Contingent Fees

The CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon a contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

7.11. Accident Reports

The CONSULTANT shall promptly investigate and maintain a complete record of accidents resulting in personal injury, death, or property damage incident to performance of work under this contract. Loss of or damage to COUNTY equipment or property in the custody of the CONSULTANT shall be reported to the COUNTY within twenty-four (24) hours after the occurrence of the accident, together with full details relating to the incident.

7.12. Consultant's Organization

The CONSULTANT shall furnish to the COUNTY within two weeks after executing this contract, and thereafter prior to any annual renewal date, a chart showing the overall organization provided for the performance of this work and the names and titles of personnel employed in connection with the work, and shall furnish from time to time, revised organization charts reflecting any substantive changes therein. The CONSULTANT agrees to retain the listed key employees assigned to the performance of the work under this contract and shall not reassign or remove any of them without the consent of the COUNTY. Whenever, for any reason, one or more of the aforementioned employees is unavailable for assignment for work under this contract, the CONSULTANT shall, with the approval of the COUNTY replace such employee with an employee of substantially equal abilities and qualifications.

The CONSULTANT shall be responsible for maintaining satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

The CONSULTANT shall require in each subcontract, a provision that requires each subcontractor to advise the CONSULTANT promptly of any significant changes in the organization of such subcontractor, and the CONSULTANT shall promptly advise the COUNTY of any such changes reported to the CONSULTANT or otherwise discovered by the CONSULTANT.

7.13. Employment Discrimination by Consultants Prohibited

During the performance of any contract awarded pursuant to this RFQ, ITB, or RFP, the CONSULTANT agrees as follows:

A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the CONSULTANT. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination Article.

B. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, will state such CONSULTANT is an equal opportunity employer.

C. Notices advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

7.14. Certification of Drawings and Other Documents

All original drawings and the first page of all specifications, estimates, or similar documents shall have affixed or contain the seal of a duly qualified and authorized professional CONSULTANT certifying to the completeness and accuracy of the work performed.

7.15. Composition

If the CONSULTANT hereunder is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

7.16. Conflicts

It is the spirit and intent of these General Provisions, and the Special Provisions to provide that the services and all parts thereof shall be fully completed and suitable in every way for the purpose for which the project was intended. The CONSULTANT shall supply all materials and perform all services, which reasonably may be implied as being incidental to the work of this contract. In the event of a conflict between the **General and Special Provisions**, the **Special Provisions** will govern.

7.17. Delivery Point, Inspection, and Approval

All items required to be furnished by the CONSULTANT under this contract shall be delivered at the CONSULTANT'S expense to the attention of the County's authorized representative located at:

Project Manager identified in the written Notice of Intent to Award letter or Contract Execution Letter issued by the Purchasing Representative.

The CONSULTANT will be notified if the submittal, or any portion thereof, is rejected. In this event, the CONSULTANT will be required to resubmit those rejected materials so that they fully comply with the requirements of this contract. The decision of the COUNTY as to acceptance or rejection of the required submittals shall be final.

7.18. Designation of County's Representative

The CONSULTANT'S Day to day activities and work production will be monitored by a person designated by the COUNTY to act as the authorized representative to administer this contract in whole or in part.

No oral statement of any person and no written statement of anyone other than the CONTRACTING OFFICER, or the authorized representative, shall modify or otherwise effect any provision of this contract.

Designation and termination of the COUNTY'S representative shall be done in writing.

7.19. Document Standards

1. A. Plan format and contents shall be consistent with the County's plan preparation manual.
2. Specifications, Reports, and other narrative statements in final form for submission to the COUNTY shall be prepared on 8 1/2" X 11" white bond paper. Specifications shall follow the "Master Format" developed by the Construction Specifications Institute (CSI).

3. Bibliographies. If the preparation of reports and other narrative statements involves the use of reference and research materials, the CONSULTANT shall prepare a bibliography of such material and include it in the final document. Each bibliography shall include the following information:
 1. Books
 1. Name of author or authors, editors, or institution responsible for writing the book.
 2. Full title of book (including subtitle if there is one).
 3. Series name and number (if applicable).
 4. Volume number (if any).
 5. Edition (if not the original).
 6. City of publication.
 7. Publisher's name.
 8. Date of publication.
 2. Articles of Periodicals.
 1. Name of author.
 2. Title of article.
 3. Name of periodical.
 4. Volume number.
 5. Date of article.
 6. Pages occupied by article.

7.20. Inspection

The COUNTY, through any authorized representative, may at all reasonable times inspect or otherwise evaluate the work being performed hereunder and the premises on which it is being performed. If any inspection or evaluation is made by the COUNTY on the premises of the CONSULTANT or subcontractor, the CONSULTANT shall provide and shall require the subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the COUNTY representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7.21. Investigation of Field Conditions

The CONSULTANT shall visit the areas where work is to be performed and by their own investigation satisfy themselves as to the existing conditions affecting the work to be done. If the CONSULTANT, including subcontractor, does not visit the area, they will nevertheless be charged with knowledge of conditions, which a reasonable inspection would have disclosed. The CONSULTANT shall assume all responsibility for deductions and conclusion as to the difficulties in performing the work under this contract.

7.22. One Year Guarantee

In the event the COUNTY requires a construction contract resulting from the prepared work of the CONSULTANT hereunder, to make repairs, replacement, reconstruction or similar adjustments under the provisions of the construction contract, the CONSULTANT shall provide such professional services as may be required at no additional cost to the COUNTY where it is determined that the repairs, replacement, reconstruction or similar adjustment is attributed to a design deficiency for which the CONSULTANT is responsible.

The period of this guarantee shall commence on the date that the COUNTY formally accepts the facilities and extends for a period of one year thereafter.

The rights provided under this provision are in addition to any other rights the COUNTY may have arising out of a design deficiency for which the CONSULTANT is responsible.

7.23. Patents

The CONSULTANT shall hold and save the COUNTY, and all officers and agents thereof harmless from and against all and every demand of any nature and kind for or on account of the use of any patented or copyrighted inventions, article, or process employed by the CONSULTANT in the performance of the work.

7.24. Permits

Without additional cost to the COUNTY, the CONSULTANT shall obtain all applicable permits, licenses, and insurance; shall pay all charges and fees; and shall give all notices necessary and incidental to the due and lawful performance of the services under this contract.

7.25. Publicity

Except with the prior approval of the COUNTY, the CONSULTANT shall not release for publication any drawing, rendering, perspective sketch, photograph, report, specification, cost estimate, or other material of any nature pertaining to the facilities, for which services are performed under the terms of this contract.

The provisions of this Article shall extend also to the release of any such materials to any person not so authorized by the COUNTY.

7.26. Responsibility for Materials and Related Data

Except as otherwise provided in this contract,

A. The CONSULTANT shall be responsible for any materials and related data covered by this contract until they are delivered to the COUNTY at the designated delivery point.

B. After delivery to the COUNTY at the designated point and prior to acceptance by the COUNTY or rejection and giving notice thereof by the COUNTY, the COUNTY shall be responsible for the loss or destruction of or damage resulting from the negligence of officer, agents, or employees of the COUNTY acting within the scope of their employment.

C. The CONSULTANT shall bear all risks as to rejected materials and related data after notice of rejection, except that the COUNTY shall be responsible for the loss, destruction, or damage resulting from the gross negligence of officers, agents, or employees of the COUNTY acting within the scope of their employment.

D. After delivery to, and acceptance of, the COUNTY shall be responsible for the loss or destruction of or damage to the materials and related data so delivered and accepted.

7.27. Right of Entry

Where rights-of-entry have not been obtained by the COUNTY, the CONSULTANT with assistance from the COUNTY will be required to obtain from landowners the necessary rights-of-entry for making any investigations required, including geotechnical and survey work under this contract. The CONSULTANT will be advised as to arrangements previously made with landowners. The CONSULTANT shall assume all responsibility for and take all precautions to prevent damage to property entered.

7.28. Risk, Damages

The CONSULTANT shall assume all risks of injury to persons or property arising out of CONSULTANT'S sole negligent acts, errors or omissions in CONSULTANT'S performance of work under this contract and shall indemnify and save harmless the COUNTY against all claims, causes of action (cost and expense) on account of bodily injuries to, and death of persons, and damages to property arising from the sole negligent acts, errors or omissions of the CONSULTANT in connection with the prosecution of the work under this contract.

7.29. Fee and Payment

For the furnishing of all services as specified herein, the CONSULTANT shall be paid the total fee specified. After completion of work as requested and prior to final payment, the CONSULTANT shall furnish to the Contracting Officer, a release of claims/liens against the COUNTY arising out of the contract, other than claims specifically accepted from the operation of the release.

Progress payments to the CONSULTANT shall be made on the basis of monthly itemized invoices submitted for the actual percentage of physical work completed by the CONSULTANT and accepted by the COUNTY. Invoices shall include a description of the work, the percentage completed during the month, and the cost to date for each item of services performed; with the invoice, the CONSULTANT shall submit progress copies of plans, reports, specifications, details, etc. labeled as "PROGRESS PRINTS FOR INVOICE #__" and dated. The total of the progress payments shall not exceed ninety (90) percent of the total contract amount. The remaining ten (10) percent shall be paid upon completion of the contract.

Progress payments to the CONSULTANT will be due and payable thirty (30) calendar days after the COUNTY receives an acceptable invoice. In accepting payment of the fee represented by this invoice, the CONSULTANT acknowledges that they have no unsatisfied claim against the COUNTY arising out of this Contract and the CONSULTANT forever releases and discharges the COUNTY and its officers, agents, and employees from any past or future claim or demand whatsoever arising out of the direct or indirect operations of the CONSULTANT under this Contract.

7.30. Travel

All travel required to be performed in connections with the services including all meetings with COUNTY or any Government or Quasi-Government agencies, departments, hearings, discussions, explanations to be rendered under this contract shall be included in the fee and be at no additional expense to the COUNTY, unless authorized in writing by COUNTY prior to travel.

7.31. Related Cost

The cost of all direct and indirect services, related services, surveys, photographs, aerial surveys, aerial photographs, tax maps, planning maps, traffic studies, supplies, testing of any land if required, compliance with regulations, laws, ordinances in effect, cost of interim documents and their reproduction as and when requested by COUNTY, shall be included in the fees and be at no additional cost to the COUNTY.

7.32. Conflict of Interest

The CONSULTANT is hereby specifically prohibited from engaging in any activities which are, might be construed to be, or may give the appearance of a conflict of interest in the performance of this contract.

7.33. Fair Treatment of Subcontractors and Vendors

A. The CONSULTANT must make payment to any subcontractor or vendor within 15 business days of receiving payment from the County for a CONSULTANT invoice submitted to the County that billed for services or commodities provided by that subcontractor or vendor.

B. CONSULTANTS may not impose retainage rates upon sub-contractors that are higher than those rates imposed upon the CONSULTANT by the County.

7.34. Compliance with Federal Employment Regulations

A. Federal law requires that employers must verify that an individual whom they plan to employ or continue to employ in the United States is authorized to accept employment in the United States.

B. By submitting a quote/bid/proposal in response to this solicitation, the quoter/bidder/offeror/consultant certifies that no person will be employed on this project in any manner, including sub-CONSULTANT's and suppliers, that is not eligible to work in the United States, or whose employment is in violation of State or federal law. The CONSULTANT has sole responsible for compliance with this requirement.

C. Violation of this requirement may result in termination of the Contract, a penalty of \$1,000 per day or occurrence, whichever is higher, and/or reporting of the violation to the appropriate authorities.

7.35. Superseding Provisions

Any provision specified elsewhere shall supersede the provisions contained in these **General Provisions**.

8. SPECIAL PROVISIONS

8.1. General

This is a "Task Order Contract" with no lump sum contract price, where Charles County Government intends to enter into a contract(s) with multiple multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks. Professional services are described in the following Scope of Services. The projects anticipated under this Task Order are part of a program focused on complying with the requirements of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System Discharge permit in the following categories:

- Stormwater, shoreline, stream, urban soil restoration, and tree planting best management practices design and engineering for improving water quality, natural habitat and climate resiliency
- Monitoring, assessments, evaluations, modeling and planning related to waterways, watersheds and restoration projects
- Illicit discharge detection and elimination inspections, surveys and training
- Property management and maintenance plans, inspections, technical support and training
- Stormwater facilities and restoration practices maintenance inspections and verification
- Asset management using Cartegraph and other tools
- Education and outreach to reduce stormwater pollution and flooding
- Municipal stormwater permit geodatabase reporting
- Construction bidding, administration and surveillance

The County reserves the right to reject any subcontractor working on behalf of the Consultant. Acceptance of all subcontractors must be obtained by the County in writing prior to initiation of work on behalf of the Consultant. The County may use its sole discretion in reserving the right to make such determination.

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding. **The maximum value for each awarded task shall be \$500,000.00.**

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

8.2.1 **Task** **Order** **Value** **Thresholds**

1. Task order thresholds are all inclusive of all services to be performed for an awarded task. Below are the task order request value thresholds:

- a. The County shall request task order proposals from one (1) or more Contractors awarded under this Contract for tasks orders valued at less than \$250,000.00.
- b. The County shall request task order proposals from three (3) or more Contractors awarded under this contract for task orders valued at \$250,000.00 to \$500,000.00.

2. Task order threshold exceptions/modifications:

- a. The Chief of Purchasing, at their sole discretion, may revise this procedure as desired to best met the County needs. Such revision will not require a modification of the Contract.
- b. An exception may be made for projects that are applicable to County Code, Chapter 203-1, Article E.

8.3. Minimum Requirements

Selected consultant(s) must be a Professional Engineering firm with experience in stormwater design projects that meet the following minimum requirements:

- 1. Providing civil and environmental engineering services must be the firm's primary core business. The firm must employ registered Professional Engineers, properly licensed in the State of Maryland, to provide contracted services as specified in this RFP.
- 2. The firm must employ a Senior Environmental Scientist with at least 7 years Maryland NPDES municipal stormwater permit experience and a related 4-year college graduate background on its full-time staff.
- 3. Other services not listed in the core service capabilities above, which may be required (e.g. land surveying, geotechnical, environmental, planning, etc.) to complete a task that the Engineer cannot provide, may be performed under a subcontractor type relationship to the Engineer. Proper business and professional licensing, as required by the State of Maryland, is required.

8.4. Qualified Signatures

The Consultant assures that the member of his or firm who initiates and signs correspondence and attends meetings with County officials are technically qualified to carry out these duties. It is expected that all work submitted to the County for review, decision, or other action, be reviewed by a responsible Professional Engineer employed by, and in a position to speak and make decisions for the firm.

8.5. Open Market Procurement

Charles County Government reserves the right to obtain service from firms other than those awarded any contract that results from this RFP if the estimated cost of the services appears unreasonable or on any emergency basis. Using other firms shall not void the conditions of this Contract, nor shall it hold the Consultant liable for any additional costs assumed by Charles County Government by procuring on the open market.

8.6. Scope of Services

The County proposes to utilize the services of the selected Consultant(s) on specific tasks to be designated by the County. Services which may be required on an indeterminate number of individual project assignments to include, but are not necessarily limited to, the following:

- A. Stormwater conveyance and management retrofit design and permitting, and/or problem investigation and development of concept solutions
- B. Environmental investigations and services including wetland and forest stand delineation and permitting CAD services
- C. Design and permitting of sediment and erosion control measures

- D. Design of drainage infrastructure
- E. Floodplain studies and flood control assessments
- F. Design of ecological/habitat restoration
- G. Environmental planning services including watershed assessments, field data collections, pollutant load analysis, and NPDES permit support
- H. Property management planning and asset management
- I. Education and outreach services, and training
- J. General civil site design
- K. Geotechnical engineering services.
- L. Surveying services including field surveys, deed and easement research, and plat preparations
- M. Waterway improvements design including boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies
- N. Monitoring, assessments, evaluations, modeling and planning related to waterways, trees/forests, watersheds, and restoration projects
- O. Municipal stormwater permit geodatabase reporting
- P. GPS/GIS services
- Q. Preparation of Right of Way and easement plat documents.
- R. Permitting with all agencies through all stages of design, concept through as-builts
- S. Preparation of construction bid documents and assisting with pre-bid meetings and questions during the procurement process
- T. Preparation of plans and specifications
- U. Review and evaluation of designs by other consultants
- V. Preparation of Grant requests
- W. Inspection services including illicit discharge detection and elimination inspection, upland survey, construction inspection, and maintenance inspection
- X. Construction administration including review and approval of materials and equipment submittals, managing requests for information (RFI's), attendance at on-site pre-construction, progress and warranty walk-through meetings, providing meeting recordings as requested, reviewing drawings for compliance with County Ordinances and County Standards and Specifications for Construction, preparing punch-lists, technical advisory consultation for addressing unforeseen conditions and issues, and assistance with project extensions and close-out.

8.7. Method of Assignment

The County will provide in writing an outline of the required services for an individual work effort to be assigned to the firm. The firm will, within a reasonable time but not in excess of fourteen (14) consecutive calendar days, provide a written proposal which shall include a description of the services to be provided, proposed time for completion, personnel to be employed on the assignment and a detailed derivation of the proposed price to complete the task. The price shall be based upon the accepted hourly rate multiplied by the design consultant's proposed number of hours for each appropriate category or discipline plus any reproduction costs. Upon agreement of a total or "not-to-exceed" cost, the scope of services required, and the time for completion of the project, the parties will execute a contract reflecting all terms agreed upon. If a total (lump sum) contract is negotiated, the consultant shall be paid the negotiated amount irrespective of the number of man hours required to complete the project. If a "not to exceed" amount is not negotiated, the consultant will be compensated for actual hours worked, not to exceed the negotiated total (maximum) amount. For any given project, the County reserves the right to enter into either form of compensation agreement, and to cancel any contract should a project be canceled or otherwise placed on hold for any reason.

- A. Task Orders will be assigned to a selected firm as long as the County is satisfied with the services provided by the firm, that the firm has adequate, qualified staff to perform the services required; and that the fee for the services proposed is fair, competitive, and reasonable
- B. The County reserves the right to reject any task order proposal for a project assignment and to have the services performed by others
- C. Each written request for a proposal requires the design consultant to propose a total or "not-to-exceed" price with the understanding that the design consultant shall perform all tasks and work necessary and incidental to bring the work to the appropriate level of completion as mutually agreed upon
- D. Amendatory agreements to the price for changes in scope of work assigned will be in writing and an amendment to the contract provided for authorization
- E. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Consultants.

8.8. Capacity

The Consultant shall maintain an adequate staff to provide the services required herein in the professional quality and timeliness mutually agreed upon. Failure to maintain adequate, or sufficiently trained, staff will be cause for not awarding additional assignments, for terminating current task orders awarded, or for not renewing the Contract.

8.9. Task Order Request Acceptance

The County may award tasks based upon price, experience, capacity, key personnel, availability, approach or past performance.

Purchase Orders will be issued for each task order under the same terms of the original contract and any addition or special terms and conditions as specified in the task order request. All Purchase Orders are contingent upon appropriation and encumbrance of fiscal funding. Any other form of authorization of the start of work on each task does not constitute approval by the County. Costs shall be inclusive of all associated incidental expenses and therefore included in the task order proposal. Services may begin once the Consultant has received a written Notice-to-Proceed and Purchase Order from the County for the specific request.

8.10. County Rights

The County reserves the right to:

- A. Delete or insert tasks in the scope with appropriate changes in cost,
- B. Suspend or terminate active projects for budgetary purposes or other reasons,
- C. Award and reject task order submission at its sole discretion,
- D. Negotiate, and
- E. Request additional information at any time.

8.11. Schedule

The County and the Consultant will mutually agree upon the schedule for design completion on each work effort. The failure of the Consultant to satisfactorily complete work assignments within the time specified wherein the County has given notice that the completion date is critical to the County will be cause for not awarding additional assignments, for terminating current task order projects, or for not renewing the Contract.

8.12. County Furnished Data

All information, data, reports, records and maps as are existing and identified by the design consultant, available to the County without significant cost, and necessary for the carrying out of the work, shall be furnished to the design consultant without charge by the County and the County shall cooperate with the design consultant in every way possible in the carrying out of the planning work, providing, however, that the needs of the design consultant for each support are made known to the County within a reasonable time.

The County will not provide clerical assistance to the Consultant for this project and County personnel will not be asked to undertake surveys, analyses, tabulations, summaries, etc., of consultant produced data or documentation. However, County employees are free to participate in Consultant conducted surveys as questionnaire recipients in design consultant conducted surveys, providing information and opinions.

8.13. Engineering Drawing Reviews

The County will conduct reviews and provide comments on drawings, calculations, and specifications at the normal and customary review times (i.e., schematic, design development, 30% construction documents, 60% construction documents, 95% construction documents, and 100% construction documents, etc.) through the County's Department of Planning and Growth Management EnerGov portal at <https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>. Upon approval of 100% documents the Engineer shall provide Four (4) sets drawing and Two (2) flash drives or CD's to Project Manager for final submission to the County's Division of Infrastructure Management for an official review, and two (2) sets shall be retained by the County Project Manager. The Engineer shall also provide a separate copy of all applicable plans, reports, and specifications to the Charles Soil Conservation District for their review, comment, and approval.

8.14. Engineering Drawing Reproductions

Following final approval of an assigned design task, the design consultant will deliver to the County the approved originals of the drawings, plans and specifications complete and ready for reproduction. Reproduction of bidding sets will be by the County and at its expense. All final drawing sets once approved shall be provided in paper format (8 sets), mylar cover page, and electronic format on flash drives or CD (both PDF and CADD).

8.15. Defective Work

The performance of services and County acceptance of required services shall not relieve the Consultant from the obligation to correct any defective work, whether previously or subsequently noted, and all incomplete, inaccurate or defective work shall be remedied by the design consultant on demand and at no cost to the County. Defective work may be defined but not limited to such matters as erroneous tabulations, incomplete surveys, maps or reports and incorrectly assembled reports, plans, specifications, etc., which is caused by error or omission.

8.16. Completed Deliverables

All deliverables shall become the sole property of the County and shall be delivered to the County upon termination or completion of the project. The County shall have the right to use same without restriction or limitation and without notice or compensation to the design consultant.

8.17. Additional Services Not Specified

If a need for an engineering service not specified in the schedule of prices is requested by the County, the Consultant shall solicit bids on behalf of the County, review the bids with the County for scope compliance, and make a recommendation along with County oversight. If approved by the County, the Consultant shall provide the services in a subcontractor relationship. Payment of said services shall be at the rate of the sub consultant fee, plus 15% for overhead and profit.

Work may include services including:

- A. Laboratory Sample Processing - Laboratory services may include:
 - 1. Benthic Laboratory Analysis
 - 2. Water Quality Laboratory Analysis
 - 3. Ethanol Preservative
 - 4. Soil Sample Analysis for bulk density and nutrient concentration using undisturbed soil sampling methods
 - 5. Miscellaneous Field Supplies
 - 6. MD Department of Natural Resources Collection Permit
- B. Test Pits - Test pit services may include: performance of vacuum method test pits to determine the exact horizontal and vertical location of utilities in the affected work area. A written report shall be provided for all test pits performed, providing the exact horizontal coordinates, vertical elevation, and a photograph of the located utility. All surveying services required, and all coordination required with Miss Utility or the utility company owning the utility, as well as all restoration services shall be included in the per test pit cost.

- C. Soil Borings - Soil boring services may include: the clearing of an area needed to perform the borings, the actual borings, the record keeping associated with the work, and the cleaning up and restoration of the affected area upon completion of the boring work. The soil borings will be measured per vertical feet and include the daily rig mobilization fee along with a summary report.
- D. Soil Hand Augers - Services may include: the clearing of an area needed to perform hand augers the actual hand auger, the record keeping associated with documenting the results of the hand auger, and the cleaning up and restoration of the affected area upon completion of the auger work.

8.18. County's General Provisions

This RFP contains a set of **General Provisions** which shall apply to each and every task order awarded by the County.

9. PROPOSAL ITEM DESCRIPTIONS

9.1. Base Proposal Item A1: Principal/Director

Item A1 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of fifteen (15) years of engineering design and management experience with an emphasis on stormwater water quality facility design and environmental restoration design,
- B. Senior Project management experience, and Professional Engineer registration in the State of Maryland.

This individual will be the County's point of contact with the firm for all services rendered and shall be qualified to oversee all aspects of an assigned project and possess an understanding of all implications of a proposed design, and contract management. The individual shall present evidence of their valid Professional Engineer registration in the State of Maryland upon request.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Principal/Director pay item. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.2. Base Proposal Item A2: Project Manager

Item A2 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of ten (10) years of project management experience with an emphasis toward stormwater conveyance, stormwater management and water quality treatment, environmental restoration, grading, sediment and erosion control, environmental science, evaluation services, permitting through all applicable review agencies, and construction bidding, administration and surveillance, and
- B. Professional Engineer registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Project Manager pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.3. Base Proposal Item A3: Civil Engineer

Item A3 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of three to seven years of civil engineering design experience with an emphasis on the analysis and design of stormwater conveyance and stormwater management systems, environmental restoration, grading and sediment erosion control, and construction administration, and
- B. A four-year college graduate with at least an Engineer-in-Training certification.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Civil Engineer pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.4. Base Proposal Item A4: Landscape Architect

Item A4 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of seven to ten years of landscape architectural design experience with an emphasis toward environmental restoration, aesthetic condition, plant knowledge, project management experience, and

B. Professional Landscape Architecture registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Landscape Architect pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.5. Base Proposal Item A5: Senior Environmental Scientist

Item A5 shall cover the services provided by an individual with the following minimum qualifications:

1. A minimum of seven to ten years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration, and
2. A related 4-year college graduate background and environmental certifications and training.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Senior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.6. Base Proposal Item A6: Junior Environmental Scientist

Item A6 shall cover the services provided by an individual with the following minimum qualifications:

1. Three to five years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration,
2. Three (3) years of technical experience with Maryland forest stand delineations and forest conservation plan preparation and be a Qualified Professional per COMAR 08.19.06B (1)-(4),
3. Three (3) years of technical experience with wetland delineation and mitigation, Federal and State wetland permitting processes, Environmental Assessments and Environmental Impact Statements, and
4. A related 4-year college graduate background and environmental certifications and training.
5. Knowledge and experience with State of Maryland and Charles County forest conservation ordinances.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Junior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.7. Base Proposal Item A7: Arborist (Certified)

Item A7 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience in the professional tree care industry, and
- b. Certification by the International Society of Arboriculture.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Arborist pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.8. Base Proposal Item A8: Soils Scientist

Item A8 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience with soil science investigations and classifications,
- b. A related college graduate background and certifications and training, and
- c. Knowledge of Charles County soil formations and their suitability and limitations for stormwater management facilities and other types of environmental restoration practices.

This individual will assist the Principal/Director in completing assigned projects.

All investigations performed by the soils scientist shall only be those in addition to the customary costs attributed to the performance of Soil Hand Augers (Item D2, below) and Soil Borings (Item D3, below), and the results of their services shall be summarized in a report, which shall clearly describe all concerns and any suggested corrective actions to allow the anticipated project to be successfully completed.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Soils Scientist bid item specified in this proposal. Such payment shall include all work outlined under this special provision as well as all costs for labor, equipment, materials, and other incidentals necessary to satisfactorily complete the assigned projects.

9.9. Base Proposal Item A9: Graphic Designer

Item A9 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of graphic design experience,
- b. A related college graduate background and certifications and training, and
- c. Mastery of industry-standard design software.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Graphic Designer pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.10. Base Proposal Item A10: Licensed Surveyor

Item A10 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of seven to ten years of surveying experience, and
- b. Valid registration with the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects. The work to be performed under this item shall be limited to the direct professional services required by law for a Registered Property Line, Professional Land Surveyor, or Registered Land Surveyor in the State of Maryland.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Licensed Surveyor pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.11. Base Proposal Item A11: Two Person Survey Crew

Item A11 shall cover all survey services provided by a two-person survey crew and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Two Person Survey Crew pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.12. Base Proposal Item A12: One Additional Field Person

Item A12 shall cover all additional survey services provided by one additional survey crew person and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the One Additional Field Person pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.13. Base Proposal Item A13: Geotechnical Engineer

Item A13 shall cover services provided by a Registered Professional Engineer with expertise in the geotechnical sciences with the following minimum qualifications:

- a. A minimum of five (5) years of progressive experience in the State of Maryland with an emphasis on evaluating sites for future construction of stormwater management/water quality facilities,
- b. A Bachelor of Science Degree in Civil Engineering with an emphasis in geotechnical sciences, and
- c. Professional Engineer registration in the State of Maryland.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Geotechnical Engineer item specified in this proposal. Such payment shall include all profit, overhead, equipment, materials, transportation costs, and other incidentals necessary to satisfactorily complete the assigned projects.

9.14. Base Proposal Item A14: Project Inspector

Item A14 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of ten (10) years of experience in environmental site inspection and specialty type construction inspection.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit cost per hour specified for the Inspector pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.15. Base Proposal Item A15: GPS/GIS Technician

Item A15 shall cover all GPS or GIS services provided by the GPS/GIS Technician with the following minimum qualifications:

- a. A minimum of one (1) year of experience as a GPS/GIS Technician,
- b. A related college graduate background, and
- c. Passed the GIS Certification Institute Core Technical Exam for obtaining Professional Certification.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for a GPS/GIS Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.16. Base Proposal Item A16: CAD Technician

Item A16 shall cover all CAD series provided by the CAD Technician with the following minimum qualifications:

- a. A minimum of two (2) years of experience as a CAD Technician.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a CAD Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.17. Base Proposal Item A17: Administrative

Item A17 shall cover all specification typing, associated administrative support work (duplications, filing, etc.), and other clerical services for the team. The Consultant will use this position to generate special provisions, reports, etc. When submitting such items, i.e. special provisions, reports, etc. to the County, the Consultant shall provide the County with the following: original paper copy of the document and an electronic copy of item. All documents prepared shall be prepared utilizing the Microsoft Office suite of applications, and /or Adobe pdf format.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for the Administrative pay item in this proposal. This unit price shall include all profit, overhead, equipment, software, reproduction material, etc. needed for this individual to satisfactorily complete the assigned projects.

9.18. Base Proposal Item A18: Copies

Item A18 shall cover the expense of providing copies in the following sizes-

- a - 8-1/2" x 11" (B&W)
- b - 8-1/2" x 11" (Color)
- c - 24" x 36" (B&W as appropriate per the design)
- d - 24" x 36" (Color as appropriate per the design)
- e - Mylars

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit prices per sheet as specified for the copies pay items in this proposal for the applicable size and type.

9.19. Base Proposal Item A19: Mileage for Fieldwork

Item A19 shall cover the mileage expense associated with fieldwork only. Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA).

10. PROPOSAL SUBMITTALS

10.1. Provide the company formation date.*

A qualified Quoter, Bidder, or Offeror must be actively engaged as a legal entity in the field of work described in *Section 4.4* for a period of no less than ten (10) at the due date for quote/bid/proposal.

Month/Day/Year as ##/##/####

(e.g.: "11/08/2015")

*Response required

10.2. Certification of agreement to solicitation terms and providing legally binding response.*

I certify that I have read, understood and agree to all the terms and conditions in this solicitation, and that I am authorized to submit this legally binding response on behalf of my company.

☐ Please confirm

*Response required

10.3. Acknowledgement of addenda and supplements.*

Quoters, Bidders, Offerors shall acknowledge receipt of all addenda and supplements issued by the County in the **eProcurement Portal**. If it becomes necessary to revise any part of this solicitation, a supplement to the solicitation will be issued formally via an addendum posted on the County **eProcurement Portal**. Oral statements made by the County personnel shall not bind the County and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement. It is the responsibility of the Quoter, Bidder, Offeror to check the County **eProcurement Portal** as frequently as necessary to obtain all updates and addenda to the solicitation.

☐ Please confirm

*Response required

10.4. Certification of good standing.*

Quoter, Bidder, Offeror shall acknowledge compliance with the following:

In order to be eligible for award, Quoter, Bidder, Offeror shall meet the following conditions prior to contract award.:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

☐ Please confirm

*Response required

10.5. Specific terms and conditions certification.*

By submitting a quote, bid, proposal in response to this RFQ, ITB, RFP, the Quoter, Bidder, Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the RFQ, ITB, RFP or any Appendices is made part of this solicitation package. Specifically, the Quoter, Bidder, Offeror also acknowledges the following:

- A. The contact information provided shall be used by the County to communicate with Quoter, Bidder, Offeror.
- B. The Quoter, Bidder, Offeror is licensed or will be licensed to do business in the State of Maryland prior to contract award.
- C. The Quoter, Bidder, Offeror complies with and takes no exceptions to all requirements of the RFQ, ITB, RFP.

- D. The quote, bid, proposal is valid for a minimum of one hundred twenty (120) days from the final quote, bid, proposal due date.
- E. The quote, bid, proposal is submitted in accordance with the County's Notice to Quoters, Bidders, Offerors requesting quotes, bids, proposals to be received for the work outlined in the RFQ, ITB, RFP.
- F. The Quoter, Bidder, Offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- G. The Quoter, Bidder, Offeror agrees to furnish all services as outlined in the RFQ, ITB, RFP for the prices listed on the Quotation, Bid, Cost Proposal Form.
- H. The Quoter, Bidder, Offeror is cautioned and agrees that the dollar amount of a quote, bid, proposal is a business decision of the bidder and should take into consideration the costs of doing business, such as: resources required to perform, business risk, etc.
- I. The Quoter, Bidder, Offeror agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

☐ Please confirm

*Response required

10.6. Respondent Submission Package

10.6.1. Experience Forms - Five (5)*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, and upload.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

- [Experience Form - 5.docx](#)

*Response required

10.6.2. Vendor Disclosure Form*

Please download the below documents, complete, and upload.

- [Vendor Disclosure Form - Fi...](#)

*Response required

10.6.3. Intended Sub Contractors Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, and upload.

- [Intended Sub Contractors Fo...](#)

*Response required

10.6.4. Minority and Women-Owned Business Enterprise (MWBE) Compliance Plan Forms*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, sign where applicable, and upload.

- [MWBE Compliance Plan Forms ...](#)

*Response required

10.6.5. Non-Collusion Affidavit Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, notarize, and upload.

- [Non-Collusion Affidavit For...](#)

*Response required

10.6.6. Respondent Technical Proposal Package Submittal*

Upload your complete technical proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 3. - Technical Proposal Submission Content Section.

(Do not upload cost information)

*Response required

10.6.7. Respondent Redacted Proposal Package Submittal

Upload your complete redacted proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 6.13. - Public Information Act/Confidentiality Notice Section.

11. COST PROPOSAL FORM

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	GPS/GIS and Asset Management Technician	50	Hour		
A16	CAD Technician	50	Hour		
A17	Administrative	50	Hour		
A18.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18.b	8-1/2" x 11" Color Copies	200	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A18.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18.e	Mylars	50	Each		
A19	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

12. INSURANCE

12.1. INSURANCE REQUIREMENTS

1. The Contractor shall provide, at their expense with companies acceptable to the County, and pay premiums for the following insurance:

Applicable	Provision	Description
X	Commercial Automobile	Commercial automobile bodily injury and property damage insurance covering all vehicles whether owned, hired, or non-owned operated by/or on behalf of the Contractor in the performance of this contract with not less than the following units: i. Bodily Injury: \$1,000,000 per person \$2,000,000 per occurrence ii. Property Damage: \$500,000 per occurrence
X	Worker's Compensation	In compliance with Maryland Statutory Liability
X	Commercial General Liability	Minimum limits of: \$1,000,000 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000 aggregate.
X	Employers Liability Insurance	A. \$500,000 each accident for injury B. \$500,000 each employee, \$500,000 aggregate for disease
	Umbrella excess liability insurance or excess liability insurance	\$5,000,000 each occurrence/ \$5,000,000 aggregate
X	Professional Liability	Professional liability insurance to include Errors & Omissions coverage with a limit of not less than \$1,000,000 per occurrence subject to \$2,000,000 aggregate.
	Builder's Risk Insurance	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, property insurance written on a builders' risk "all risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until final completion and acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured on such builder's risk policy. This insurance shall be on an "all risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire and physical loss or damage including, without duplication of coverage, property in transit, property stored on or off site, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary building and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation of Architect's and Contractor's services and expenses required as a result of such insured loss.
	Pollution Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Marine Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.

	Environmental Insurance	Includes pollution and use of chemicals in an amount not less than \$2,000,000 per occurrence and \$3,000,000 annual aggregate.
	Cyber Insurance	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Installation Floater	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, installation floater insurance for the installation of machinery and/or equipment into an existing structure, written on an “all risk”, replacement cost and completed value form basis in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until after final completion and 10 days after acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured/loss payee on such installation floater policy. This insurance shall be on an “all risk” or equivalent policy form and shall include, without limitation, insurance coverage to protect the interest of the County, Contractor, subcontractor(s), architects and engineers including property in transit, property stored on or off site which shall be part of the project. The policy shall insure all work, labor and materials furnished by the Contractor and the Contractor’s subcontractors against loss occasioned by fire, lighting, windstorm, theft, vandalism, malicious mischief, collapse, earthquake, flood. Policy shall include coverage for debris removal and reasonable compensation of Architect’s and Contractor’s services and expenses required as a result of such insured loss.

2. Each such policy shall be from an insurance company licensed to do business in the State of Maryland and which has a policyholder’s rating of A or better and a financial size of X or larger from Best’s Key Rating Guide.

3. The Contractor shall provide the County with Certificates of Insurance and supported by endorsement evidencing the coverage required by this solicitation prior to award of a contract. All Certificates shall reference the solicitation name and number and have an ending date that covers the entire contract term or extension period. The following certificates shall name “The County Commissioners of Charles County” (or other name as directed by the County) as an additional named insured:

- A. Commercial automobile bodily injury and property damage insurance
- B. Commercial General Liability
- C. Builder’s Risk
- D. Excess Umbrella Liability

4. If the insurance obtained requires deductibles, the Contractor shall pay all costs not covered because of such deductibles. Providing insurance as required herein does not relieve the Contractor of any responsibility or obligations ensuing as a result of the contract award, or for which the Contractor may be liable by law or otherwise. Proof of Insurance will be required and must be submitted prior to final execution of the Contract by Charles County Government. The Contractor shall be solely responsible for all work performed by subcontractors related to any contract awarded as a result of this solicitation, including but not limited to errors, omissions, and neglect.

5. The providing of any insurance required herein does not relieve the successful Bidder of any of the responsibilities or obligations assumed by the Bidder in the Contract awarded or for which the Bidder may be liable by law or otherwise.

6. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the Contract and shall operate as an immediate termination thereof.

Charles County Commissioners



PREPARED BY:

**Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division
200 Baltimore Street • La Plata, Maryland 20646
MD Relay: 711 • Relay TDD: 1-800-735-2258**

www.CharlesCountyMD.gov



Mission Statement: The mission of the Charles County Government is to provide our citizens the highest quality of service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement: Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer: It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

CHARLES COUNTY GOVERNMENT

Department of Fiscal and Administrative Services - Purchasing Division
Telephone: 301-645-0656

**RFP #26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING
 SERVICES
ADDENDUM NUMBER ONE**

TO: All Offerors

Please be advised of the following modification(s) & information related to Request for Proposal (RFP) 26-009. These modifications, comments, and attachments are hereby made a part of the solicitation documents to the same extent as if bound therein.

1. Changes

A. Section 8.2 Basis for Services

Delete strikethrough text:

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

~~The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding.~~ The maximum value for each awarded task shall be \$500,000.00.

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

B. Section 9.0 – Proposal Item Descriptions

Renumber original Items A15 – A19 to A17 – A21. Add Section 9.20 and 9.21:

9.20. Base Proposal Item A15: Construction Administrator

Item A20 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of five (5) years of construction administration experience with an emphasis toward sustainable construction practices and specifications for stormwater conveyance, stormwater management and water quality treatment, environmental restoration and permitting, grading, sediment and erosion control,
- b. Proficiency with project management software and strong written and verbal communication skills, and
- c. A Bachelor of Science degree in Civil Engineering or Construction Management.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment: The County will measure and pay for this item at the unit cost per hour specified for the Constructor Administrator pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.21. Base Proposal Item A16: GIS Specialist

Item A20 shall cover all GIS services provided by the GIS Specialist with the following minimum qualifications:

- a. A minimum of four (4) years of experience as a GIS Technician / Specialist / Analyst,
- b. Proficiency with asset management software,
- c. A GIS related college graduate background, and
- d. GISP Preferred, or Pre-GISP Certified, or actively seeking GISP with approved portfolio through GISCI.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a GIS Specialist. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

C. Section 11.0 – Cost Proposal Form

Delete the strikethrough text and add the green text:

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	Construction Administrator	50	Hour		
A16	GIS Specialist	50	Hour		
A17	GPS/GIS and Asset Management Technician	50	Hour		
A16 A18	CAD Technician	50	Hour		
A17 A19	Administrative	50	Hour		
A18 A20.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18 A20.b	8-1/2" x 11" Color Copies	200	Each		
A18 A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18 A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18 A20.e	Mylars	50	Each		
A18 A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

END OF ADDENDUM



CHARLES COUNTY GOVERNMENT
Department of Fiscal & Administrative Services

Jacob Dyer
Director

RESOLUTION 26-63
Attachment 3

Phone | 301-645-0570
Fax | 301-645-0505
Email | DFS@CharlesCountyMD.gov

November 18, 2025

Taylor Simon

"SENT VIA EMAIL"

KCI Technologies, Inc.

Address: 936 Ridgebrook Rd
Sparks, MD 21152
Email: taylor.simon@kci.com

Re: RFP 26-009, Municipal Stormwater Permit Design and Consulting Services
Delivery of Fully Executed Contract

Dear Taylor Simon:

Enclosed, please find one (1) copy of the fully executed Contract for the above referenced project. All future correspondence and your point of contact will vary for each task.

All future coordination, Purchase Orders, and authorizations required for implementing this work will come from Departments' Points of Contact. The main County Point of Contact for the contract is Karen Wiggen. Please direct contract specific correspondence and questions Karen Wiggen. The e-mail is WiggenK@charlescountymd.gov.

The Commissioners wish to thank you for your proposal and look forward to working with you on these very important County services. Feel free to contact me at ReeseS@CharlesCountyMD.gov if you have any questions.

Sincerely,

Shanna Reese

Shanna Reese
Chief of Purchasing

SR:mb
Attachment

cc: Jason Groth, *Director, Department of Planning & Growth Management*
Cathy Thompson, *Deputy Director*
Karen Wiggen, *Planner III*

CONTRACT

THIS CONTRACT, made this date Nov 18, 2025, by and BETWEEN **KCI TECHNOLOGIES,**
(For County Use Only)

INC. hereinafter called the CONSULTANT, and the CHARLES COUNTY COMMISSIONERS, hereinafter called the COUNTY. The parties to this CONTRACT intend to form a CONTRACT under seal.

WHEREAS, the CONSULTANT will provide the necessary services for **RFP No. 26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING SERVICES**, in CHARLES COUNTY, MARYLAND subject to all conditions, covenants, stipulations, terms and provisions contained in the General Provisions and Special Provisions being in all respect made a part hereof, at and for a sum equal to the aggregate cost of the services, materials, and supplies done or furnished, at the prices and rates respectively named therefore in the proposal, attached hereto;

NOW, THEREFORE, THIS CONTRACT WITNESSETH, that the CONSULTANT both hereby covenant and agree with the COUNTY that the firm will well and faithfully provide said necessary services for the individually listed unit prices shown on the COST PROPOSAL FORM in accordance with each and every one of the above-mentioned General Provisions and Special Provisions, at and for a sum equal to the aggregate cost of the services, materials, and supplies done and furnished at the prices and rates respectively named therefore in the CONSULTANT'S proposal submitted August 27, 2025 attached hereto and will well and faithfully comply with and perform each and every obligation imposed upon them by said General Provisions and Special Provisions. Maximum contract value shall not exceed FIVE MILLION DOLLARS (\$5,000,000.00) over the entire term of the CONTRACT.

The base term of the CONTRACT shall begin on the date of Contract Execution by the County and end on September 30, 2028 or once the maximum Contract ceiling has been reached, whichever occurs first, with an option for two (2) 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

And the COUNTY doth hereby covenant and agree with the CONSULTANT that it will pay to the CONSULTANT when due and payable under the terms of said General Provisions and Special Provisions, the above-mentioned sum; and it will well and faithfully comply with and perform each and every obligation imposed

upon it by said General Provisions and Special Provisions or the terms of said award.

RESOLUTION 26-63

Attachment 3

IN WITNESS WHEREOF, the parties hereto have set their hands and respective seals as of this day and

year first above written:

KCI TECHNOLOGIES, INC.

**COUNTY COMMISSIONERS OF CHARLES
COUNTY, MARYLAND**

By (Signature): Sonal Ram (SEAL)

Digitally signed by
Sonal Ram
Date: 2025.10.27
14:13:10 -04'00'

Printed Name/Title: Sonal Ram, PE/Vice President

By:



Reuben B. Collins, II, Esq., President

October 27, 2025

(Date)

Nov 18, 2025

(Date)

936 Ridgebrook Road

(Address)

Approved as to Form and Legal Sufficiency:



Sparks, Maryland 21152

(City, State, Zip Code)

Wesley Adams, County Attorney

DocuSigned by:



(SEAL)

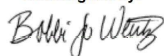
07FE6D104CE4441...
(Secretary)

Signed by:

10/27/2025

(Date)

DocuSigned by:



B5622A343F83450...
(Witness)



NOTES:

IF CONTRACTOR IS A CORPORATION, THE CORPORATE SECRETARY MUST ALSO SIGN, AND THE CORPORATE SEAL MUST BE IMPRESSED. IF THE CORPORATION DOES NOT POSSESS A SEAL, SIGNATORIES MUST "CIRCLE" THE WORD (SEAL) AND INITIAL.

BUSINESS ENTITIES OTHER THAN CORPORATIONS MUST SIGN, "CIRCLE" THE WORD (SEAL), AND INITIAL. SIGNATURES MUST BE WITNESSED AND DATED.



CERTIFICATE OF LIABILITY INSURANCE

RESOLUTION 26-009
4/1/2025 Attachment 3

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):														
INSURED 1564027 KCI TECHNOLOGIES, INC. 936 RIDGEBROOK RD., SPARKS, MD 21152	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: National Union Fire Ins Co Pitts. PA</td><td>19445</td></tr><tr><td>INSURER B: New Hampshire Insurance Company</td><td>23841</td></tr><tr><td>INSURER C: QBE Specialty Insurance Company</td><td>11515</td></tr><tr><td>INSURER D: Travelers Excess and Surplus Lines Co</td><td>29696</td></tr><tr><td>INSURER E: Westchester Surplus Lines Insurance Co</td><td>10172</td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National Union Fire Ins Co Pitts. PA	19445	INSURER B: New Hampshire Insurance Company	23841	INSURER C: QBE Specialty Insurance Company	11515	INSURER D: Travelers Excess and Surplus Lines Co	29696	INSURER E: Westchester Surplus Lines Insurance Co	10172	INSURER F:	
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INSURER D: Travelers Excess and Surplus Lines Co	29696														
INSURER E: Westchester Surplus Lines Insurance Co	10172														
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 22558805 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	N	522-24-13	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	N	448-95-82	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C D E	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	Y	N	140002891 EX-B5819622 G48745179 001	8/1/2025 8/1/2025 8/1/2025	4/1/2026 4/1/2026 4/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	013-71-1852 072-11-3154 (CA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Charles County Contract 26-009, Municipal Stormwater Permit Design and Consulting Services; The County Commissioners of Charles County Government IS/ARE ADDITIONAL INSURED ON LIABILITY COVERAGE, IF REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER

CANCELLATION See Attachments

22558805

The County Commissioners of
Charles County Government
200 Baltimore Street
La Plata MD 20646

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M. Agnello

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CERTIFICATE OF LIABILITY INSURANCE

RESOLUTION 26-009
Attachment 23
10/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Klein Agency P.O. Box 219 Timonium MD 21094		CONTACT NAME: Certificate Team PHONE (A/C, No. Ext): (410) 832-7600 E-MAIL ADDRESS: certs@kleinagencyllc.com		FAX (A/C, No): (410) 832-1849
INSURED KCI Technologies, Inc. 936 Ridgebrook Road Sparks MD 21152		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : XL Specialty Insurance Company		37885
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 867021214

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$ \$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT \$ \$ \$
A	Professional Liability & Pollution Liability			DPR5037386	12/15/2024	12/15/2025	Per Claim Aggregate \$10,000,000 \$15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Charles County Contract 26-009, Municipal Stormwater Permit Design and Consulting Services

CERTIFICATE HOLDER

CANCELLATION

The County Commissioners of Charles County Government 200 Baltimore Street La Plata MD 20646	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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RFP No. 26-009

MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING SERVICES

CHARLES COUNTY GOVERNMENT

AUGUST 27, 2025

KCI TECHNOLOGIES, INC.

936 Ridgebrook Road
Sparks, MD 21152





CONTENTS

TAB 1	Executive Summary	1
TAB 2	Standard Form 330	23
TAB 3	Additional Items	98
TAB 4	Required Forms	117

1

EXECUTIVE SUMMARY

INTRODUCTION

KCI Technologies, Inc. (KCI) provides experienced professional personnel for every scope element anticipated on the contract including watershed planners, water resources and environmental engineers, designers, environmental scientists, permitting specialists, asset and database managers, GIS analysts, public outreach specialists, and construction inspectors and managers, with the knowledge and capacity to meet contract objectives and the County's overarching goals for resilient communities, reliable infrastructure, and healthy natural resources.

We offer Charles County a robust team with decades of experience in National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) support and compliance, forward-thinking watershed management, effective engineering design and management of stormwater controls, drainage conveyance, ecological restoration, flood management, asset management, and construction administration.

The KCI Team includes the following partners:

- **Coastal Resources, Inc.** to provide MS4 Support Services including annual reporting, watershed management and assessment, TMDL planning and modeling, stormwater and flood management support including design, feasibility studies, and environmental permitting services (MDOT WBE certified #93-159, 15% participation).
- **AB Consultants, Inc.** to provide topographic survey, closed-circuit television inspection services, subsurface utility engineering, geotechnical engineering, and construction management services (MDOT MBE certified #94-165, 10% participation).

The team's qualifications and supporting information for this contract are presented in detail in the proposal. As demonstrated in our proposal submission, KCI and our teaming partners have worked on similar open-end contracts across Maryland in Anne Arundel, Montgomery, Baltimore, Frederick, Harford, Howard, and Prince George's Counties, Baltimore City, and Maryland State Highway Administration, as well as several MS4 Phase II municipalities throughout the State. KCI is currently supporting Charles County's Planning and Growth Management with a full suite of MS4 support services.

Company Background and Qualifications

KCI Technologies, Inc.

KCI is a 100% employee-owned, sub-chapter S corporation incorporated in the state of Delaware and is a wholly owned subsidiary of KCI Holdings, Inc. (the parent company). Founded in 1955, KCI has been providing professional services for 69 years. Today, our roughly 2,400 employee-owners operate out of more than 70 offices in 19 states and the District of Columbia. With revenues of approximately \$512 million in 2024, the Engineering News-Record consistently places KCI among the top consulting engineering firms in the country. KCI's professional staff of engineers, planners, technologists, scientists, surveyors, and construction managers offer a broad range of engineering services, including wireless/communications infrastructure, civil, GIS, structural, transportation, environmental, business advisory services, hazardous waste, mechanical, electrical, asset management, telecommunications, and soils. We also provide cultural and environmental resource management services, land planning and landscape architecture, geology, hydrology, ecology, surveying, and construction management and inspection.



PRINCIPAL-IN-CHARGE. Sonal Ram, PE is a Vice President of KCI and is the Regional Practice Leader for KCI's Water Resources Practice. She oversees projects that include NPDES support, stormwater facility design, drainage, hydrology & hydraulics analyses, sediment control design, water quality management, stream restoration, shoreline and tidal engineering, flood control, watershed restoration plans, and bridge/culvert designs and replacement. She is responsible for managing overall contracts, overseeing staff allocations and ensuring all appropriate corporate resources are dedicated to this contract as necessary. Ms. Ram will be Principal-in-Charge and the County's primary liaison.

Additional KCI principals who will support the contract and execution of tasks include James Deriu, the Service Line Leader for KCI's Water & Environment Service Line and Scott Lang, KCI's Region Executive for Professional Services in the Mid-Atlantic. Overall, KCI has more than 70 officers and Vice Presidents throughout the firm.

Teaming Partners

KCI has the technical expertise across all of the disciplines and services requested in the RFP and the depth of staff to fulfill multiple simultaneous task orders without the need to bring on additional sub-consultant teaming partners. However, to meet the County's MBE-owned business goals, KCI has added Coastal Resources, Inc and AB Consultants, Inc. to our team to provide additional experience and support.

Coastal Resources, Inc.

Coastal Resources, Inc. (CRI) is a certified women-owned small business with 45 years of experience working with a wide variety of natural resources management issues. Our staff has significant experience and extensive training and includes environmental scientists, hydrologists, wildlife biologists, environmental specialists, landscape architects, certified arborists, and environmental and water resources engineers with training in the latest federal, state, and local regulations and assessment methodologies.

CRI provides Environmental Assessments, Planning, Impact Analyses, and Documentation; Wetland Delineation and Functional Assessment; Permitting and Agency Coordination; Forest Stand Delineations and Conservation Plans; Rare, Threatened and Endangered Species Surveys; Tidal and Nontidal Water Quality and Biological Monitoring; Watershed Assessments; Wetland Mitigation and Monitoring; Stream Restoration and Geomorphic Assessments; Living Shoreline Design, Water Resources Engineering including Stormwater Management, Highway and Urban Drainage Design, Hydrology and Hydraulics, Sediment and Erosion Control; Environmental Construction Inspection; Landscape Architecture; and Geographic Information Systems (GIS) and Analysis. In addition, CRI has experience providing MS4 permit Phase I requirements, stormwater conveyance systems, stormwater management retrofits, innovative water quality treatment practices, ecological restoration, environmental assessment and planning, pollutant load modeling, watershed management, water quality monitoring and modeling, municipal stormwater related asset management, education and outreach to reduce stormwater pollution and flooding, and illicit discharge monitoring.

Specific Charles County Experience. CRI has supported KCI for over 12 years on the Charles County On-Call 13-08 NPDES and 20-21 NPDES contacts. Within that period, the following tasks have been performed:

- 10 years of stream restoration monitoring at Tributary to Piney Branch
- 10 years of stream restoration monitoring at Acton Hamilton
- 10 years Illicit Discharge Outfall Inspections monitoring
- Multiple years of countywide synoptic sampling and support services
- Multiple years of stormwater management inspections such as neighborhood source assessments and hot spot investigations
- Multiple years of Indian Head Creek Bacteria TMDL data compilation and support services
- Countywide biological monitoring
- Chloride monitoring
- Lower Patuxent biomonitoring

AB Consultants, Inc.

AB Consultants, Inc. (AB) is a certified minority small business, multi-disciplinary engineering firm offering specialized services in civil engineering, storm drainage design, stormwater management new design and retrofits, NPDES solutions, floodplain analyses, environmental engineering, geotechnical engineering, landscape architecture, surveying, utility designating, utility locating, utility test pits with air-vacuum excavation, construction inspection, material testing, pipeline flushing and assessment, CCTV, land planning, residential and commercial site designs. AB maintains an in-house material testing laboratory, accredited by the National Institute of Standards and Technology's AASHTO/ASTM Laboratory Accreditation Program for concrete, soil, asphalt, and aggregate. AB is currently working with KCI as an MBE Subconsultant on various NPDES and Engineering on-call contracts including: the Baltimore County On Call Watershed and Stream Restoration Assessment, Howard County, and Prince George's County On-Call contracts. AB has assisted KCI in illicit

discharge detection and elimination (IDDE) and stormwater management best management practice (BMP) inspections; survey, geotechnical, and storm drain design services; utility location, test pitting, and inspection; and hazardous waste management.

Location of Office from which the Contract will be Administered

This project will be led from KCI's Sparks, MD office located at 936 Ridgebrook Road, Sparks, MD 21152 (phone: 410.316.7800) with support from its Fulton and Frederick, MD offices.

Coastal Resources is located at 25 Old Solomons Island Rd, Annapolis, MD 21401 (phone: 410.956.9000).

AB Consultants will be providing work from 9450 Annapolis Road, Lanham, MD 20706 (phone: 301.306.3092).

Why the KCI Team?

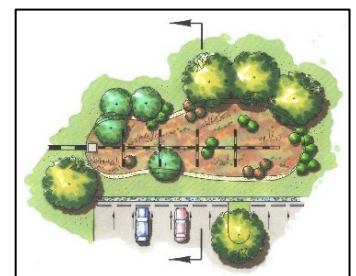
KCI is uniquely qualified to support Charles County through our deep experience and qualified personnel. We are committed to delivering the highest level of service and ensuring that your project adheres to schedule, scope, and quality standards. Our qualifications include:

- ✓ **Proven Experience:** The KCI Team has more than 25 years of experience in all aspects of support for NPDES MS4 compliance. Staff members proposed for this project have worked on MS4 support contracts for Maryland's Phase I permittees similar to Charles County Planning and Growth Management for similar scope of work items including source identification, GIS services, MS4 geodatabase preparation and asset management, IDDE, property management and maintenance, watershed management, stormwater management, drainage improvements, ecological restoration, TMDL planning and compliance, and annual reporting.
- ✓ **A Partner to the County:** As KCI has been assisting the County with NPDES compliance, beginning with its first five-year permit in 2000. KCI is continuing support under a current contract issued in 2020. KCI supports specific elements of the annual report and watershed management program, including identifying pollutant sources, characterizing discharges, supporting stormwater management programs, including illicit discharge detection and elimination, assessing watersheds for restoration and TMDL compliance, and evaluating the effectiveness of controls. Under the current contract, KCI has also begun working with the Resilience Authority and Infrastructure Management to improve drainage conditions throughout a variety of neighborhoods and safeguard these communities against anticipated increases in rainfall amounts and more intense storms.
- ✓ **Dedicated and Cohesive Team:** KCI will provide a consistent, professional, and collaborative team throughout the project. Our team dynamic promotes open communication, strong working relationships, and project success. All of the team members have extensive experience working together on similar projects. This has led to a seamless operation. Our subconsultants understand our business and technical standard operating procedures, regularly comply with KCI's rigorous Quality Assurance and Quality Control Program. Many of our projects provide opportunities for CRI and AB to provide team members on KCI field teams, leading to cross-training and ensuring consistent data collection.

Summary of Understanding of the Requested Services

a. Stormwater conveyance and management retrofit design and permitting, and/or problem investigation and development of concept solutions

The KCI Team has been developing designs to improve stormwater conveyance and management of drainage systems for decades. We are familiar with the current hydrologic modeling techniques for large and small watersheds, including Atlas 14 rainfall updates and distributions, and upcoming changes to regulations as part of the anticipated Advancing Stormwater Resiliency in Maryland (ASToRM) updates that will be incorporated into the next Maryland Department of the Environment (MDE) Stormwater Design Manual (expected early 2026). This extensive experience includes performing environmental, engineering, design, and permitting services for drainage, stormwater management, and environmental restoration projects throughout Charles County, Howard County, Anne Arundel County, Prince Georges County, and many other municipalities in Maryland. Projects have included design of new stormwater management (SWM) best management practices (BMPs), SWM BMP retrofits, open and closed storm drain conveyance improvements, SPSCs, and culvert design. KCI has designed a multitude of remedial tasks ranging in scope from minor flooding investigations to major infrastructure construction.



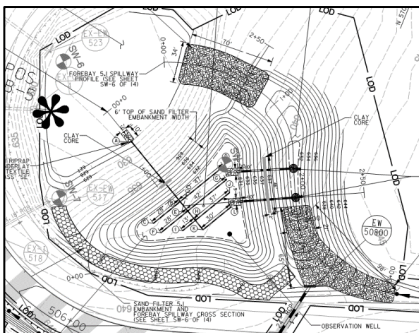
Our experience in permitting such projects helps drive our understanding of the design criteria, processes, and regulatory requirements that Charles County will need to adhere to when implementing these projects. Obtaining small pond approval will likely be an important part of this contract. We have extensive experience with these approvals, with Soil Conservation Districts that have designated small pond approval (Charles, Howard, Harford), those that send reviews to NRCS (Anne Arundel, Carroll) and working directly with the Maryland Department of the Environment (MDE) Dam Safety Division. KCI has extensive experience in permitting projects through DSD, including for elevated hazard class facilities. We have been working with DSD to develop 2-D breach hydraulic routing procedures to refine breach inundation mapping and quickly determine the hazard classification of our projects. This is a critical step as the classification has a significant impact on the design criteria (100-year storm, ½ Probable Maximum Flood, Full Probable Maximum Flood, etc.). KCI completed a project preparing specifications, process documentation, and checklists for MDOT SHA, so that they could be granted delegated authority for review of small ponds. This is a good demonstration of our expertise in this area.



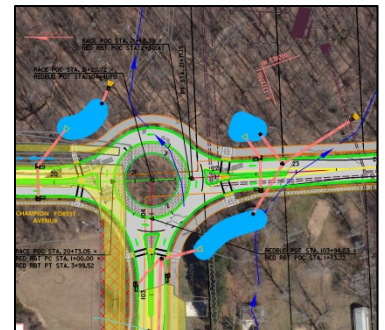
Recently, KCI has been working with Charles County Planning and Growth Management to address flooding throughout several residential neighborhoods. Through these projects and others, our team has developed a thorough understanding of the County's Stormwater Management Ordinance (Chapter 274 of County Code of Ordinances and Resolutions) and permitting processes as laid out in the County's Plan Preparation Package manual.

KCI's approach to drainage repairs, updates, retrofits, and upgrades involves assessing existing infrastructure through hydrologic and hydraulic modeling to identify capacity issues, erosion, or structural deficiencies. KCI integrates modern stormwater management techniques such as green infrastructure to improve water quality and system performance wherever possible. Upgrades focus on increasing capacity based on future climate

predictions, installing detention facilities to reduce peak discharges, and enhancing outfall structures to prevent erosion and sediment transport in receiving channels.



When integrating improvements and flood mitigation into existing storm drain networks, the emphasis is on both enhancing water quality and managing stormwater volumes to reduce flooding risks. KCI prioritizes integrated surface drainage solutions by merging traditional drainage practices with green infrastructure to manage stormwater more effectively, while improving urban aesthetics and environmental quality. Green infrastructure elements, such as bioretention cells, tree boxes, and vegetated swales, are employed to treat runoff by filtering pollutants through engineered soils and vegetation.



KCI holds several on-call stormwater management and drainage design contracts with similar clients throughout Maryland, including Charles, Anne Arundel, Howard, Harford, and Frederick Counties, and Baltimore City. Under these contracts, we are frequently asked to review site conditions and address drainage impacts, correct stormwater management deficiencies, or meet TMDL requirements through retrofit of existing stormwater BMPs – frequently combining multiple goals into a single project. Through our experience on these contracts, such as the *Stormwater & Watershed Management Evaluation / Design / Build Services* contract in Howard County where we have implemented 46 stormwater management and drainage tasks, we have learned to cost-effectively meet multiple program goals within each construction project, thereby maximizing maintenance dollars by leveraging these against other project benefits. Additionally, the Team has become adept at innovative solutions to meet water quality requirements, such as our partnership with Brightstorm, Inc. to provide Continuous Monitoring and Adaptive Control systems on stormwater ponds to meet both stormwater attenuation and water quality retention within the same available volume in a BMP. As restoration funding becomes scarce, these innovative and cost-effective ways of achieving regulatory requirements are going to be a necessary tool to meet the County's programmatic goals.

b. Environmental investigations and services, including wetland and forest stand delineation and permitting CAD services

Natural Resource Inventory / Forest Stand Delineations. The KCI Team performs field investigations to identify environmental resources, including non-tidal wetlands, streams, forest stands, and RTE species. The NRI/FSD summarizes existing natural resources on a project site by performing a wetland and forest stand delineation. NRI/FSDs are intended to document and map the locations of all existing environmental on-site features, including topography, wetlands, floodplains, streams, forests, and specimen trees.

Regulations for the forest stand delineation are outlined in the Chapter 298-8 of the Code of Charles County. After field investigations occur, our findings are summarized in a report document that can be used in the permitting stage. The report includes description of wetland/stream systems within the project area will include information required by USACE, as specified in their most recent guidance documents and jurisdictional determination checklists at the time of the investigation. Information to be included in the report may include results of the delineation, field data sheets of wetland systems, representative photographs of site conditions and an NRI Map with surveyed wetland boundaries overlain. Data sheets and site photographs are appended to the text. The FSD portion of the document consists of a narrative describing each forest stand identified, and stand summary forms. Forest stand boundaries and descriptions will be included on the NRI map. An application/checklist accompanies any submittal. NRI/FSDs must be approved before a Forest Conservation Plan (FCP) can be submitted.

We utilize the three-parameter delineation procedures outlined in the Corps of Engineers Wetlands Delineation Manual (1987) and regional supplements, specifically Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (Version 2.0, 2010). If a site only requires a wetland delineation, a report is developed in the same manner as the NRI/FSD without the forest information.

Wetlands and Waterways Permitting. KCI has a thorough understanding of project permitting for Phase I MS4 clients throughout Maryland including stream restoration, stormwater management, and infrastructure projects. The KCI Team is familiar with permit submittal procedures for USACE Section 401 and 404 approvals, Nationwide Permits, and the USACE TMDL General Permit; MDE's Maryland State Programmatic General Permits 6 and Waterway Construction Permits; Critical Area Commission coordination and approvals, as well as specific County environmental permits. Pre-application meetings are scheduled with MDE and USACE to review SWM improvement and stream restoration projects, verify jurisdictional boundaries of regulated resources, and discuss any potential agency concerns. Early coordination allows for an expedited review process and fewer comments from the regulatory agencies.

Forest Conservation Plans (FCP). The Charles County Forest Conservation Ordinance follows the requirements of the Maryland Department of Natural Resources regulations for local forest conservation programs including the Natural Resources Article 5, Subtitle 16, of the Annotated Code of Maryland. The Ordinance is Chapter 298 of the Code of Charles County. Regulations are described in detail Chapter 298 and in the State Forest Conservation Technical Manual, which is adopted by reference in the Charles County Forest Conservation Ordinance.

After the NRI/FSD approval is received, FCPs are then developed illustrating proposed conditions, forest and tree clearing, tree protection mechanisms, and the required mitigation. Mitigation may be in the form of retention on-site, on-site plantings, off-site plantings, payment into a mitigation bank, or payment of a fee-in-lieu. Some activities are exempt from having to submit a Forest Conservation Plan. These activities can be found in Chapter 298-4 of the Charles County Code.

KCI has extensive experience with permitting infrastructure projects in Charles County, and with stream restoration, stormwater management, and infrastructure projects throughout Maryland. KCI's natural resources studies and permitting experience in Charles County includes wetland and forest stand delineations, wetland permitting, and forest conservation planning for the 10-mile *Piney Branch Sewer Interceptor Upgrade* as well as the *White Plains Failing Septic/Sewer Design* project and more recently, upgrades to the *Strawberry Hills* pump station. These tasks typically involved coordination with regulatory agency personnel and the client to reach a consensus on natural resource and RTE/historic and cultural issues to ensure the timely approval of the projects. Wetland delineations were performed in accordance with the USACE Wetland Delineation Manual (1987) and the appropriate Regional Supplements. Forest Conservation Act coordination was conducted in accordance with Charles County guidelines. Despite the presence of extensive wetlands within each project site, KCI natural resource scientists were able to work with wastewater designers and the County to avoid and minimize impacts and obtain a Letter of Authorization from MDE and Department of the Army permit for each project without wetland mitigation.

In addition, KCI Natural Resources staff act as MDE approved Consultant Reviewers in the Wetlands and Waterways Program, reviewing and permitting Maryland State Highway Administration and Maryland Transportation Authority projects. KCI staff have worked with SHA on a number of culvert replacement and ditch maintenance projects throughout Charles County, identifying regulated resources and making permit determinations.

KCI has led wetland delineations, forest stand delineations, and permitting efforts for stream restoration and stormwater management projects in a number of other jurisdictions, including Anne Arundel, Baltimore, Harford, and Howard Counties. Each of these projects involves CAD drafting of Natural Resource Inventory mapping, landscape plans, and impact graphics and GIS mapping of soils, NWI, FEMA, and USGS quadrangles.

c. Design and permitting of sediment and erosion control measures

Projects discussed throughout this proposal range from planning and modeling through design and construction. Each of the Team's design projects discussed herein include design for erosion and sediment control measures, and coordination of review through local Soil Conservation Districts, NRCS, or MDE. The Team has worked with the Charles Soil Conservation District on a variety of projects, and is familiar with the permit requirements, checklists, etc. for erosion and sediment control review and small pond approval.

The type of work anticipated under this contract is specialized, and our approach for sediment and erosion control will be different than for roadway construction or site development projects. The Team has several on-call stormwater management retrofits, stream restoration, and shoreline restoration contracts, and for these our highly experienced water resources team prepares the design. These projects are often located in streams, within wetlands, or in tidal areas where water intrusion into the project site is a constant challenge. Our Team prepares designs that allow for flexibility in handling water intrusion and includes measures to allow the contractor to work in less than ideal conditions. Routing stream flow through a project to prevent inundation is extremely important and can be achieved through diversions or pump arounds as is typically the case for our projects in Howard County and Harford County, or use of underdrains below a sand filter for SPSCs in the coastal plain that are abandoned at the end of the project. Where work is being done in riparian or wetland areas, use of matting, haul road design, and offset flow diversions can keep construction moving during wetter conditions. In tidal dams, we have used turbidity curtains offshore to limit our impacts for shoreline construction, as well as cofferdams in unique situations. To comply with the Maryland General Permit No. 20-CP, KCI will determine if a Stormwater Pollution Prevention Plan (SWPPP) is required, using the guidance outlined in the permit. The largest driver of the need for a SWPPP is known impairment for sediment in receiving waters. KCI will develop the SWPPP as need and submit the Notice of Intent (NOI) through the Maryland Department of the Environment's ePermit system. Where turbidity monitoring is required, KCI will develop a plan for the contractor or assist in the regular monitoring of the site if needed.

d. Design of drainage infrastructure

The KCI Team routinely supports roadway improvement, land development, and various maintenance and repair projects by preparing design documents for open and closed drainage systems and culverts. One example of KCI's extensive drainage experience is a multi-year project where KCI prepared contract documents to reconstruct and rehabilitate a total of eight miles of roadway, including 23 intersections and 11 parking areas along Rock Creek Parkway and Beach Drive in Montgomery County, Maryland and Washington, D.C. All drainage design tasks require thorough analysis of both existing and proposed hydraulic conditions, inspection and survey of all existing drainage features, and evaluation of various design scenarios based on the intent of the project, subsurface geotechnical conditions, existing utilities, environmental resources, and available right-of-way. In coastal plain areas, outfalls can be particularly vulnerable to erosion due to highly erodible soils; evaluation of these outfall areas is critical to avoiding headcutting and gully formation. Recently, Howard County tasked KCI with design of *Major Culvert and Drainage Improvements Along Main Street in Ellicott City, Maryland*. Extensive H&H analysis was conducted to ensure future major rainfall events anticipated as rainfall amounts and intensities increase with climate change. The results determined that a series of four proposed 66-inch diameter steel culverts and associated headwalls should be installed at the Hudson Branch crossing under Main Street to mitigate flooding. Project elements included localized closed stormdrain upgrades, open conveyance swale improvements, surface stabilization, and outlet protection design. Industry standard parameters for storm drain system design include roadway spread, capture efficiency, pipe capacity, and hydraulic grade line. KCI is familiar with the Charles County Maryland Storm Drainage Ordinance (August 01, 2010). Design and analysis of storm drain systems are performed using Hydraulic Toolbox 4.4 FlowMaster, CulvertMaster, and HY-8 software. Additional drainage design projects include Solley Road, Governor Stone Parkway, and Higgins Drive in Anne Arundel County; I-270 at Watkins Mill Road, MD-355, and MD 121 at I-270 in Montgomery County; Michael's Way, Court House Drive, and Savage Park in Howard County.



e. Floodplain studies and flood control assessments

Hydrologic and Hydraulic Analysis. The KCI Team has extensive experience performing H&H analyses from small to large-scale projects. Initially, this involves the gathering and review of information for stormwater systems and SWM facilities. Relevant information includes County-wide inventory in GIS, design or as-built plans, or existing ground survey of the stormwater features. A field investigation is performed to verify the data researched in the office and assess the existing conditions such as hydraulic flow paths.

Hydrologic modeling of the system depends on the project needs and size. The Rational Method is adequate for storm drains with small drainage areas. WIN TR-55 methodology can be used for larger areas. For watershed-scale projects, WIN TR-20 is more appropriate; especially when SWM facilities are included. Models can assess existing conditions and forecast build-out conditions. GIS-Hydro or other GIS tools can provide an effective way to rapidly estimate hydrologic parameters and account for existing and future land uses. When pollutant loads are also considered, the EPA-SWMM model may be appropriate.

The hydraulic modeling also depends on the project needs and size. The Manning's Equation may be used to estimate surface flood elevations for a short open channel, but for more complex steady flow systems, HEC-RAS 1-D is typically used; especially when large hydraulic structures are included or water-surface profiles over a reach are required. HY-8 is a viable option for less complex applications when considering smaller hydraulic structures such as culverts to account for inlet control or outlet control. Conditions sometimes require more in-depth unsteady flow analyses, such as complex flow patterns or tidal conditions. SHA TideRoute2 is a useful tool to route purely tidal flow or a combination of tidal and riverine flow through a hydraulic structure. HEC-RAS has a 1-D unsteady application (UNET) for analyzing a time-dependent reach. The 2-D addition to HEC-RAS has allowed KCI to generate detailed modeling for stream restoration projects, and floodplain studies with complex conveyance conditions. These applications could be applied with County approval. An H&H analysis is conducted for all stormwater retrofits, stream restoration, and shoreline restoration projects discussed throughout our proposal. We have provided 2-D modeling on a number of projects, including *Maritime Boulevard Stream Restoration*, *Cabin Branch Stream and Wetland Mitigation*, and *SR06 Stream Restoration* in Anne Arundel County, and numerous dam breach analyses for hazard classification determination.

Floodplain Studies, Flood Control Analysis. For analysis of major waterways covered under the National Flood Insurance Program (NFIP), the first step is to review available data on MDE's website DFIRM Outreach Program, which provides a link to the FIRM and often includes the Federal Emergency Management Agency's (FEMA's) HEC-RAS model for downloading. If the HEC-RAS files are not on the website, it is often possible to retrieve them by contacting MDE. Leveraging existing FEMA HEC-RAS models can greatly save time and money. Projects that impact channel flows or are within existing areas with historic flooding may require a detailed floodplain study to determine the extent of the existing flood risk and identify any impacts that may result from the project. KCI has been developing flood studies within highly urbanized areas for decades; typically to assess the level of flooding in a vulnerable area or determine the level of service for existing culverts and bridges. Additionally, the team develops studies for proposed projects to identify measures to minimize potential for increased flooding associated with a proposed project. Other floodplain requirements include meeting COMAR regulations for projects with non-tidal waters of the U.S. impacts for which MDE takes jurisdiction. These projects require a Waterways Construction Permit from MDE-NTWW.

Where a proposed project will have an impact on a FEMA-regulated floodplain or floodway, KCI's hydraulic modeling staff can assist in coordination of the project. Frequently, our designers are able to work with our modeling team to reduce the impacts and avoid the need for a Conditional Letter of Map Revision (CLOMR) or Letter of Map Revisions (LOMR) submittal to FEMA. However, if impacts to the floodplain are unavoidable, our staff will coordinate the approval through FEMA.

f. Design of ecological/habitat restoration

With more than two decades of ecological / habitat restoration experience, our Team understands what is needed to complete stream and shoreline restoration, wetland mitigation design, fish passage restoration and design, and dam removal including all required assessment, permitting, engineering and ecological design, bid document preparation, biological monitoring, and construction services. We understand the new requirements of the Whole Watershed Act (SB 969/HB 1165), Bay Protocols and TMDL / EIA accounting, Function Based Stream Restoration Assessments, and Maryland Wetland Assessment Methodology. Our Team has extensive experience in Coastal Plain restoration design, and firsthand knowledge of the County's landscape, aquatic biology, and watershed objectives. Our highly qualified team of engineers, climate change professionals, environmental scientists, fisheries biologists, certified arborists, planners, modelers, and GIS analysts collaborate to provide the most practical cost-effective solutions for achieving the project specific restoration objectives while optimizing the ecological function, active channel and floodplain processes, vegetation, and physical characteristics of the system. We are especially strong in our understanding and formal training in applied fluvial geomorphology, Rosgen stream restoration approach (Levels I-IV), biological/chemical monitoring, H&H analysis, and sediment transport. We have a demonstrated understanding of wetland ecosystems in rural, urban, urbanizing, and/or degraded Coastal Plain environments and restoration of stable, living, regenerative systems that provide valuable habitat and resilience to climate change for decades following implementation. We have provided ecological/habitat restoration for Phase I MS4 clients including: Baltimore County, Harford County, Howard County, City of Baltimore, and Anne Arundel County. Specific project examples are provided below.



Stream Restoration, Shoreline Restoration, and Wetland Design. Examples provided in Section C of Additional Items that illustrate our ecological and habitat designs include: *Chartley I; Southdown Road Culvert Replacement and RSC; Upper Farnandis, SR-2 Tributary to Carsins Run, MPA Shoreline Restoration, Ferry Point Park Living Shoreline, and Maritime Blvd.* Additional project examples include: *Leafreader Way Wetland Mitigation Project:* KCI prepared the wetland mitigation design that involved the removal of an abandoned access road to connect two segmented wetlands, resulting in approximately 0.7 acre of wetland creation. In addition, the project included approximately 6.6 acres of invasive species eradication and a comprehensive planting plan to introduce native species to the site. *Tributary to Dipping Pond Run Stream Restoration:* KCI designed a restoration of a stream through a breached pond in sensitive trout waters using natural channel design and

bioengineering techniques with salvaged material to stabilize 1,100 LF of channel to reduce thermal impacts to the cold-water stream system and allow for aquatic organism passage. *Cabin Branch Stream and Wetland Mitigation:* KCI designed 12,000 LF and more than 40 acres of riparian corridor in the Western Coastal Plain to provide wetland creation, floodplain connection, and hydraulic and geomorphic uplift. KCI performed forest stand and wetland delineations, habitat surveys, and geomorphic surveys. KCI's design includes woody debris jams from salvaged material strategically placed in the incised channel to raise the water table and reconnect the floodplain at frequent flows. The approach limits the disturbance to the existing stream corridor by avoiding mass grading and mimics pre-settlement beaver habitats typical for this coastal plain setting. The channels are integrated with the proposed wetland preservation and creation elements, providing an additional source of hydrology and habitat complexity. *Henson Creek Stream and Wetland Mitigation Design:* KCI's mitigation design in the Western Coastal Plain provides uplift for 1,775 linear feet of stream and creates more than 5 acres of wetlands. The restoration approach includes using salvaged materials, excavation of the legacy fill, robust native planting, integration of woody material, stream restoration applying natural channel design and bioengineering techniques, channel realignment, raptor habitat creation, and floodplain reconnection. The project also preserves or enhances more than 4 acres of upland forest and wetlands that will be managed for invasive species. In preparation for a potential alternative delivery proposal, KCI performed site assessment and selection, landowner coordination, and conceptual design for the *Boyd Farm Living Shoreline project in Charles County.*

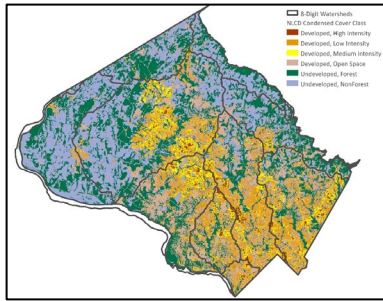
Aquatic Organism Passage and Dam Removal. The KCI Team has the technical skills and experience necessary for assessment and design of partial and full dam removals, fish passage alternatives for resident and migratory fish using bypass channels and nature-like fishways, and aquatic organism passage through culverts. Our team has developed specialized expertise to support these aspects of habitat restoration in sediment mobility and natural redistribution analysis, target species determination, contaminated sediment and impoundment removal, baseflow analysis, stream simulation, and design spreadsheets for rock ramps and varied flow weirs for nature-like fishways. We also have experience with on-site construction inspection and post-construction monitoring for these projects. We deliver complete ecosystem and aquatic habitat restoration projects from concept to bid package, and provide management skills for project partner coordination, communication and project focus.



Dam removal or fish passage projects include: *Skillman Dam Removal, Assessment, Design and Construction; Maple Lake Dam Removal Sediment Study; Lehigh River Fish Passage Improvement Feasibility Study; Howell Dam Removal and Stream Restoration; Wehr's Dam Removal and Stream Restoration, and Daniel's Dam Study in Howard County.*

g. Environmental planning services including watershed assessments, field data collections, pollutant load analysis, and NPDES permit support

Watershed Assessments. KCI conducts watershed assessments at multiple scales including the County-scale, 8-digit watershed, subwatershed, and project site; and for a variety of purposes including comprehensive watershed management, flood control, MS4 compliance, TMDLs, impervious restoration and general condition characterization. Assessments include existing data compilation, spatial desktop analysis, prioritization of areas based on goals, and field work using methods that meet the data needs supporting specific watershed goals and management decisions which could include identifying areas of degradation and potential restoration project sites.



KCI completed MS4 required watershed assessments for all of Charles County's watersheds between 2015-2018 to meet TMDL and impervious surface restoration goals. The County's current permit does not specifically require new watershed assessments; however, general MDE TMDL guidance suggests updating TMDL implementation plans once per permit term and the County has continued compliance with impervious restoration goals, both are factors that could drive completion of new supporting watershed assessments. Example watershed assessments completed by KCI are a *Countywide Watershed Trend Assessment* for Montgomery County, the *Herring Bay And Middle Patuxent Watershed Assessment* in Anne Arundel County, and *Deer Creek* in Harford County.

Field Data Collection. KCI's staff of engineers, surveyors, environmental scientists, and construction managers complete field assessments on a routine basis. Our staff have the experience, training, and certifications to ensure that they collect NPDES MS4 field data efficiently and accurately following the most up to date methods. Training and certifications include Rosgen Levels I-IV, MBSS Training and Certifications, Qualified Professional for Forest Conservation, and Certified Arborist. A full list of staff and certifications is included on our Organization Chart and detailed in our staff resumes. Our current field work with Maryland MS4s including Charles, Howard, Frederick, Harford, Anne Arundel, and Prince George's Counties gives us with the experience needed to perform the expected MS4 monitoring and watershed assessment elements including stream corridor assessments, biological sampling, IDDE investigations, BMP Effectiveness Monitoring, bacteria sampling, and chloride assessments. KCI is well positioned to complete the 'Watershed Assessment' elements of the County's permit including the Countywide Biomonitoring Program that KCI currently implements for Charles, Howard, Anne Arundel, and Frederick Counties, the bacteria sampling that KCI completes for Charles, Montgomery, and Howard Counties, and conductivity monitoring that KCI completes for Charles County.

Pollutant Load Analysis. KCI conducts pollutant loading and load reduction analysis for watershed assessment and management planning, TMDL planning, and in design at both the concept plan and full design plan stages. KCI has developed calibrated and disaggregated baseline loads, progress reductions, and planned pollutant load modeling using Bay Model 6 compliant methods such as MDE's 2021 Accounting Guidance, Expert Panel Reports, Stream Protocol Calculations, and Bay Program Model CAST. KCI has transitioned most Counties to MDE's TIPP model, the TMDL Implementation Progress and Planning Tool, for Bay and local TMDL modeling for nutrients and sediment. KCI worked with MDE to develop and test the tool, and KCI developed variations of the TIPP model for Montgomery County to model trash. KCI models at the 8-digit TMDL scale and/or at the Bay segmentshed scale depending on client needs. In addition to modeling pollutant loads for new or updated watershed assessments and implementation plans, KCI completes annual Countywide Stormwater TMDL Implementation Plans (progress reports) for submittal with our client's MS4 Annual Report and populates the MDE geodatabase. KCI is currently completing pollutant load analyses for Charles, Anne Arundel, Harford, Howard, Frederick, and Montgomery Counties and MDOT SHA.

NPDES Permit Support. KCI has more than two decades of experience assisting Charles County in NPDES MS4 permit compliance. KCI has been helping permittees since the onset of the MS4 program, including assistance with permit applications in the early 1990s for numerous Phase I jurisdictions and subsequent permit implementation support for jurisdictions in Virginia and Maryland. The Team has also assisted industrial dischargers, state agencies with specific permitting requirements, and smaller jurisdictions complying with Phase II permits. KCI is currently working with state and local agencies to assist them in NPDES compliance through the following:

- Inventory, inspection, and data management of storm sewers and stormwater management facilities;
- Quantification of impervious area, and treated impervious area;
- Watershed assessment, water quality modeling and data analysis;
- Wet weather sampling and illicit discharge investigations;
- Physical, chemical, and biological stream assessment;
- TMDL implementation plans and annual Countywide Stormwater TMDL Implementation Plans;
- Annual reporting including narrative sections, supplemental GIS data, monitoring data, and appendices;
- Development and maintenance of NPDES Geodatabase and submittal of annual report data following MDE's schema; and
- Implementation of watershed plans, including project identification, planning, design and construction management/inspection.

h. Property management planning and asset management

Our planners, scientists, and engineers use GIS in their day-to-day tasks, but what sets KCI apart are our highly qualified Geospatial Solutions and Asset Management Practices that specialize in GIS support of the engineering and environmental services that are the core of KCI's industry expertise. A highly qualified team of GIS experts, database analysts, enterprise system architects, programmers, and technicians is supported by state-of-the-art hardware and software. From an initial needs assessment through implementation and

training, we offer services in the fields of GIS spatial analysis, asset management, database design, applications development, Web design, and document management. KCI understands the importance of tracking work and inspections for successful asset management. Our experience and knowledge position us so that we effectively support clients' needs for transparent reporting, modeling, and integration between the asset register and enterprise systems.

Additionally, KCI has drones capable of producing aerial imagery, 3D imaging, and LiDAR. This modern capability provides useful information in remote locations or can be used to show changes during pre and post restoration conditions.

- **Montgomery County:** KCI developed the Stormwater Tracking and Reporting System (STARS) database to include storm water data loaded from a variety of sourced datums (IDDE, BMPs, facilities, outfalls, etc). It is the central repository of the County's stormwater program data and supports annual MS4 reporting in MDE's geodatabase schema.
- **Anne Arundel County:** KCI, with teaming partner Coastal Resources, completed desktop GIS screening, and completed 180 miles of stream corridor and infrastructure assessment assessments in the Herring Bay Watershed Assessment. Field teams used ArcCollector running on GPS enabled field tablets for position acquisition to populate the County's geodatabase planning: the Watershed Management Tool and Stream Assessment Tool. KCI developed the GIS database tools that manage assets, inventories of environmental features, restoration priorities, and modeling data.

i. Education and outreach services, and training

KCI understands the importance and need for education and outreach, and training to stakeholders. The KCI Team is experienced in performing outreach activities, providing training to county staff, and educating stakeholders. Involving local stakeholders through public meetings and public postings of design plans, is now a requirement for restoration projects. KCI has performed land owner outreach, prepared renderings of restoration projects, attended public meetings, and presented designs. KCI has performed these services for Howard County, the City of Aberdeen, Ferguson Township, Baltimore County, and others.

KCI understands the MS4 NPDES Permit requirements for education and outreach and supports various clients by preparing and distributing door hangers, preparing educational materials, and attending public events to provide educational materials and talk with citizens. The KCI Team has developed buffer protection and pollution prevention programs. These programs help reduce the introduction of yard waste and debris into streams, and stormwater pollutants at their source, before they can contaminate runoff, such as, illicit discharge detection programs, and an active spill response unit. Public education and outreach activities also improve water quality by encouraging residents to use pollution prevention techniques. For the *City of Aberdeen*, KCI identifies target audiences within the City and develops specific educational materials to distribute to these audiences. KCI formats the educational materials to integrate into the City's newsletters and/or City's website. Educational materials have focused on minimizing contaminated stormwater runoff due to pet waste; lawn fertilizer and chemical application; automotive cleaning; and household waste. For *Howard County*, KCI developed standard operating procedures for GIS database reporting and trained the county staff and other consultants. For the *Henson Creek Village Area Study*, KCI collected stakeholder concerns through a questionnaire, documented the vulnerabilities and potential solutions to flooding in a report, prepared presentations, and provided public outreach and education through coordination with the Prince George's County Council and virtual public meetings.

j. General civil site design

KCI's LEED- and ISI Envision-accredited engineers and planners are experienced in providing the full range of civil engineering services that may be requested under this contract. Our history of successful execution of public and private projects throughout the region for over thirty years demonstrate KCI's comprehensive engineering capabilities. KCI's professional engineers, planners, scientists, surveyors, construction managers, and support personnel offer technical expertise in several markets including; civil engineering, structural engineering, bridge inspections and evaluations, surveying, stormwater management design, hydraulic, hydrologic analysis and design, sediment and erosion control design, natural resources inventory, forest stand delineations, geotechnical and soils engineering, highway design engineering, landscape architecture, traffic and lighting, public outreach, permitting services, utility coordination services, construction management, and inspection. KCI brings experienced personnel from every discipline as required to achieve the goals of each project. The wide range of expertise available throughout the company enables KCI to provide a full-service team of professional staff and equipment to meet the needs of any civil project; as well as respond to any unforeseen conditions or requests for additional services. The KCI Team is well versed in the guidelines for "Context Sensitive Solutions", "Sustainable Design", and "Practical Design", and will look for opportunities to apply these concepts to project assignments. While some design elements may require traditional methods, the project management staff will capitalize on opportunities to reduce design and construction schedules, design fee, construction costs, and future maintenance costs using these innovations. Our goal is to provide technically accurate, and

cost-effective work with emphasis on value engineering, budget forecasting, and cost and schedule control techniques to satisfy project commitments.

k. Geotechnical engineering services

The Team's geotechnical engineers possess a wealth of experience and expertise to support subsurface investigations, structure design, and stabilization projects. Geotechnical staff are experienced professionals with the required registrations, equipment, and specialized training essential to perform all facets of geotechnical engineering services. The Team has executed design phase, field inspection, and construction services for geotechnical, subsurface exploration, and earthquake engineering projects; analyzed laboratory and earthwork data, designed soil improvements and shallow and deep foundations; and evaluated materials for compliance with NRCS Pond Code 378 (MD-378) requirements. The team also has capabilities to perform soil resistance, corrosivity, thermal resistance tests, geophysical testing, test pits, and in-situ testing in accordance with regulatory standards in Maryland. Such techniques include:



- Standard penetration test (SPT)
- Cone penetrometer test (CPT)
- Bore hole shear test (BST)
- Multi-channel analysis of surface waves (MASW)
- Rock cores
- Dilatometer test (DMT)
- Infiltration Tests
- Seismic refraction
- Angle borings
- Pressuremeter test (PMT)
- Ground Penetrating Radar (GPR)
- Electrical resistivity imaging (ERI)

KCI brings a new state-of-the-art and innovative AM Gradiometer (AMG) Technology. AMG adds another level of risk mitigation and confirmation for detection of underground anomalies (voids, utilities) within 20 to 30 feet deep. Our Team determines requirements for construction inspection and geotechnical instrumentation and provides threshold and limiting criteria. KCI uses several advanced computer software programs for field data recording analysis and transmittal, as well as to model geotechnical problems including subsurface and geological profiles, slope stability, seepage, settlement, and foundation analyses.

Geotechnical Services under Howard County Stormwater Management Design/Build Open-End Contract CA 08-29. KCI and AB provided geotechnical engineering services for various tasks under this stormwater management contract. For the Red Clover Lane Dam Inspection and Slope Instability Evaluation project, AB performed and evaluated subsurface exploration results, laboratory testing and inclinometer readings. KCI worked with AB to conduct back calculation analyses, and prepare a geotechnical report outlining the causes of slope failure, designed slope-repair plans, and supervised the reconstruction of the failed embankment.

For the *Meadowbrook Park Stream Stabilization Concept* task, KCI performed geotechnical studies and a detailed geomorphic assessment for a 1,300 LF of Red Hill Branch through Meadow Brook Park to understand what processes are influencing channel stability. These data were the basis for developing restoration concepts to restore the reach. Due to the marginally degradation in system the restoration concepts emphasized the restoration of riparian vegetation rather than large scale grading.

l. Surveying services including field surveys, deed and easement research, and plat preparations

KCI and AB survey crews, led by experienced party chiefs, conduct projects nationwide. Our field crews are supported by seasoned industry professionals, including registered land surveyors and technicians. We review each project thoroughly to determine the highest yield and most cost-effective solutions to acquire the necessary data.

With 10+ survey crews stationed in our Maryland offices, or Team is capable of handling multiple, simultaneous survey tasks, having demonstrated this ability for many clients. Whether the project entails topographic surveys, test hole locations, utility as-builts, or fast-track stakeouts for proposed improvements, Our Team's survey staff has the requisite experience and knowledge to provide a wide variety of services that may become necessary for this contract.

Survey instruments are updated and field-calibrated regularly to provide the most accurate measurement capabilities and efficiency. In addition to numerous robotic total stations with field-to-finish data collection capabilities, the Team owns several 3-D laser scanners, including a Leica P40, Leica P50, and two Leica RTC360s. In addition, all field crews are equipped with the latest Real Time Kinematic (RTK) Global Positioning Systems to allow for instant ongoing data collection, even in remote locations.

KCI and AB have developed easement plats and right of entry agreements for many of our clients and most of our restoration, drainage and retrofit projects. Our Team is currently working with the County as part of their residential drainage improvement project programs, including working directly with the County's right-of-way personnel to ensure rights of entry are able to be secured. Plats are developed with all required metes and bounds and property descriptions. Our surveyors sign and seal all easement plats.

m. Waterway improvements design including boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies

The KCI Team understands the challenges, regulatory requirements, and opportunities for waterway improvement projects with over a decade of experience in design, permitting, and construction of tidal projects, including boat ramps, bulk head / shoreline reclamation, beach replenishment, living shoreline, installation of shoreline stabilization measures, submerged aquatic vegetation (SAV) studies, bathymetric survey, dredging design, dredged material containment facility design, and tidal drainage projects.

Tidal Marsh and Marine Studies. The Team has designed a number of tidal wetland mitigation sites, including ten different tidal sites of various sizes in MD and VA for the Woodrow Wilson Bridge project. Tasks included concept designs for nine of the sites including conceptual planting designs and final design, grading, landscape plans, and mitigation monitoring for the largest of the sites, Anacostia East in Bladensburg, MD. We have also completed a marine study on another section of the Anacostia in DC to determine if it was feasible to reconnect the Anacostia River to historic wetlands removed through dredging and flood control. In addition, we have extensive experience in wetland delineations of tidal marshes and SAV beds and have been able to incorporate that knowledge of existing tidal marsh conditions and the plant community's relationship to tidal elevations into the design of our mitigation projects. We have also completed numerous mitigation site searches to identify suitable sites for tidal wetland creation to offset unavoidable impacts associated with projects in the tidal environment.

In support of the *City of Annapolis Harbor Dredging Project*, KCI performed a feasibility study, completed the design, provided full permitting services, functioned as project team leader, and evaluated beneficial use options for dredge materials in this multifaceted high-profile project. Critical to this study was an evaluation of high tide water levels. KCI evaluated all water level data over a 20-year time span to be able to present to the City the 95%, 99% and 99.9% depth levels for Annapolis harbor for this time frame. This information was used by decision makers to specify the depth for dredging of 17 feet.

Thomas Point Lighthouse Visitor's Dock. The U.S Lighthouse Society sought to provide public access to the Thomas Point Lighthouse, a National Historic Landmark and one of Maryland's most well-known structures. Built in 1875, it is the only screwpile lighthouse on the Chesapeake Bay still in its original location. The project is part of an overall plan to rehabilitate the structure to accommodate public tours. KCI provided design, permitting, and construction oversight for building a wooden pile and plank dock that can accommodate the type of commercial vessels that could be used to transport 15 to 25 visitors at a time.



Truxtun Park Boat Ramp and Pier Replacement. KCI provided design services for the renovation of the Truxtun Park public boating facility. The design elements for the project included removal and replacement of an existing "L" shaped timber dock with a floating dock; removal and replacement of two existing concrete boat ramps; removal and replacement of two existing piers and construction of an additional pier associated with the boat ramps, including one pier which is ADA compliant; parking lot improvements including the addition of handicapped parking spaces, reconfiguration of parking spaces, improved signage, security lighting, automated fee collection system, and direct dial emergency phone; evaluation of an existing storm water culvert; and recommendations of shoreline stabilization.

Headwater Restoration. The KCI Team has been designing headwater restoration projects for over twenty years. KCI's designs acknowledge that headwater streams typically do not present predictable well-formed riffle-pool sequences or bankfull channel dimensions, but are dictated by vegetation, geology, and / or large woody debris inputs, with hydrology influenced by springs or seeps, overland flow, or stormwater inputs. KCI headwater restoration design examples illustrate a variety of approaches to restore degraded headwater channels including: numerous Step Pool Stormwater Conveyance (SPSC) for Anne Arundel County; Brush-Cobble Riffle designs such as *Upper Farnandis* for Harford County, *SR2 Tributary to Carsins Run* for City of Aberdeen, and *Pittsfield Road* for Baltimore County; and Valley-Wide restoration techniques applied to the *Maritime Boulevard* project.

Fifth Street Ferry Landing, Annapolis, MD. For the City of Annapolis KCI performed a preliminary site assessment and review of a proposed ferry landing location at the Spa Creek end of Fifth Street in an effort to produce conceptual arrangements for a proposed ferry landing. KCI identified the need for a pedestrian walkway to provide safe access to the proposed landing and coordination with the adjacent marina and yacht club driveways. KCI reviewed tidal records and projections for the area and typical vessels to determine opportunities and limitations.

Elms Fells Point Waterfront Mixed-Use Redevelopment. KCI transformed the former Wolfe Street warehouse in Baltimore, Maryland's historic Fell's Point neighborhood was transformed into Elms Fells Point – a new multifamily, waterfront community with an esplanade and recreational spaces. KCI's marine and coastal engineering group rehabilitated and expanded the waterfront promenade along the length of the site. The project involved above and underwater inspection of roughly 650 linear feet of waterfront bulkhead, incorporation of storm drain and outfall design, and regulatory permitting.

n. Monitoring, assessments, evaluations, modeling and planning related to waterways, watersheds and restoration projects

These scope elements can be performed at the watershed scale and the restoration project scale. Scope item 'g' earlier in this document describes assessments, monitoring and field data, and modeled pollutant load analysis at the watershed scale and relative to NPDES permit compliance. This section will discuss these items at the restoration project scale.

KCI has 30 years of experience implementing restoration projects at hundreds of project sites across the Mid-Atlantic. Our projects routinely include the full suite of restoration services: initial project site identification, site specific monitoring and pre-restoration assessment, design and modeling, construction with management and oversight, and finally post-restoration monitoring and success evaluations to provide feedback to the design approach.

Project implementation often includes monitoring to first determine the need for the restoration, with the data serving as baseline conditions to compare to post-restoration data. With implementation of the Whole Watershed Act, demonstration of physical and biological condition will become even more important for permitting and project success. Baseline conditions may include biological assessment using MBSS methodologies for benthic macroinvertebrates and fish, geomorphic assessment focused on bed and bank stability and sediment transport, wetland evaluations, and physical habitat and riparian evaluations of existing conditions. Our Team's staff have the experience and training including MBSS Certifications, Professional Wetland Scientists, Certified Arborists, and Rosgen I-IV training to carryout the assessments following best methods. Post construction monitoring follows criteria included in USACE/MDE joint permits and includes elements of bed and bank stream stability, wetland development, and vegetation survival and overall success.

KCI designs and implements project specific and subwatershed scale monitoring for restoration projects. Examples include the *Maple Dell Cattail Creek* project in Howard County where KCI monitored biology (benthic macroinvertebrates and fish), stream stability, and pollutant load reduction using flow paced water quality sampling. KCI has recently collected pre and post restoration monitoring data to meet MDE and USACE wetland and waterway permit monitoring requirements at close to 25 project sites in Harford, Howard, Baltimore, and Anne Arundel Counties. These include the *Wheel Creek, Dembytown, and Willoughby Beach Road* stream and wetland restoration projects in Harford County and *Pittsfield Road, Victory Drive, and Patleigh Road* stream and outfall restoration sites in Baltimore County.

Field assessments and evaluations supporting restoration design projects include natural resource investigations of wetlands, forest resources, and RTE species, along with project site topographic survey, and field data to support the design including geomorphological studies, and capture of stormwater design data. These data support concept and full design including hydrologic and hydraulic modeling and the calculation of potential pollutant load reductions and impervious crediting using MDE Accounting Guidance (2014 and updated versions), Expert Panel Reports and Stream Protocol Calculations. Under our *Howard County NPDES Contract* KCI conducted a full review of completed stream restoration data, calculating load reductions and impervious credits using multiple methods to optimize the crediting and incorporate the new Protocol 5 methods for headwater channels.

o. Municipal stormwater permit geodatabase reporting

KCI has a thorough understanding of MDE's required NPDES MS4 Geodatabase reporting structure and is fully capable of developing MS4 geodatabases to house and maintain stormwater assets and MS4 related data. KCI stays abreast of changes and edits to MDE's schema and incorporates the changes as needed including the spreadsheet templates for reporting monitoring data (biological, chemical, bacteria, PCBs).

As demonstrated in the included table, KCI assists many Phase I jurisdictions with development, long-term maintenance, and data management in their NPDES geodatabase to fulfill MDE annual reporting requirements following the MDE schema. For Charles County, we currently assist with population of database feature classes and related tables for assessment of controls, IDDE, Bay TMDL progress pollutant loads, and local TMDL data. KCI compiles, reviews, and uses Charles County's restoration feature classes (RestBMP, AltBMPLine, AltBMPPoly, AltBMPPoint) to develop restoration plans.

For other clients such as Howard, Frederick, Montgomery, and Baltimore Counties and MDOT SHA we take a more comprehensive role, building an enterprise relational NPDES geodatabase to house and manage stormwater infrastructure data including BMP data, restoration data and crediting results, inspections, impervious areas, and monitoring information. The geodatabases link to existing County's databases and datasets to ensure accurate data views and streamline annual reporting processes.

In the transition to the MDE Geodatabase format, Baltimore County found that compiling data from multiple departments for the annual report took four months to complete. To make the process more efficient, KCI designed and built the *NPDES Compliance Tracker Application* and database. The consolidated enterprise system provides improved functionality to the management and monitoring of operations, programs, and status related to NPDES permit compliance. Today the MDE formatted geodatabase deliverable can be generated in less than a day. KCI developed and maintains Frederick County's NPDES Enterprise Geodatabase. KCI completes research, updates, and regularly improves the quality of the County's GIS asset feature classes used for reporting and to provides data support for various aspects of the NPDES/TMDL program, including integration with their inspection data collected using INFOR.

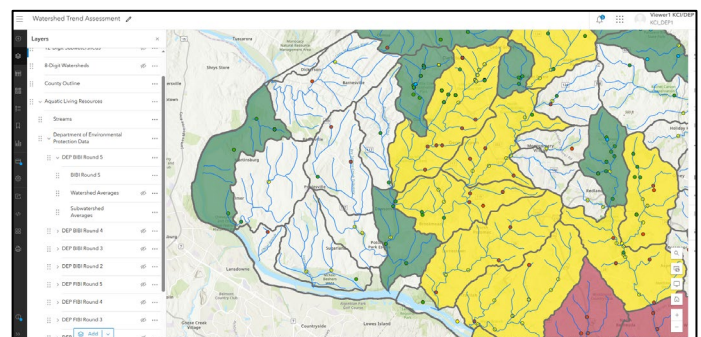
Jurisdiction	Geodatabase Development and Management	Restoration Asset Management and Reporting	MDE Schema Annual Reports
Anne Arundel		•	•
Baltimore	•		•
Charles		•	•
Frederick	•	•	•
Harford		•	•
Howard	•	•	•
MDOT SHA	•	•	•
Montgomery	•	•	•
Prince George's	•		•

p. GPS/GIS services

KCI provides GIS related services for practically every County in Maryland, and for MDOT SHA, DelDOT, PennDOT and the Pennsylvania Turnpike Commission. Our planners, scientists, engineers, and technical staff use Geographic Information System (GIS) in their day-to-day tasks, but what sets KCI apart are our highly qualified Technology Innovation and Asset Management Practices that specialize in GIS support of the engineering and environmental services that are the core of KCI's industry expertise.

KCI utilizes GIS in practically every MS4 NPDES, engineering, and natural resources project that we undertake. Whether performing database development, NPDES program and reporting data gap analysis, or data analysis; developing compilation and data management solutions; standing up Esri and Asset Management platforms for data collection and analysis; developing dashboards and web applications; or developing code to automate MS4 annual reporting, GIS is a critical and extensive part of KCI's capabilities.

A highly qualified team of GIS experts, database analysts, enterprise system architects, asset managers, programmers, and technicians are supported by state-of-the-art hardware and software platforms. As an Esri Silver Level Business Partner, the KCI team brings proven expertise in Esri's industry leading ArcGIS technology platforms including ArcGIS Enterprise, ArcGIS Online, and ArcGIS Pro. KCI staff are experienced in major enterprise platforms such as Microsoft SQL Server, Oracle, and PostgreSQL providing robust data management expertise that allow organizations to leverage the full capabilities of the enterprise geodatabase model. KCI Application Developers are well-versed in industry-standard languages and API access methodologies, enabling effective integration of GIS functionalities with other enterprise systems for enhanced operational efficiency.

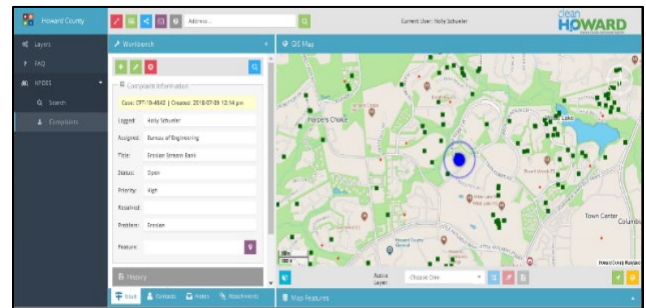


KCI has implemented Esri platforms and GPS field data collection methods and solutions for many Phase I and Phase II jurisdictions. We primarily utilize mobile devices such as iPads loaded with Esri Field Maps and Survey123 connected to sub-meter GPS devices such as Trimble Catalyst or R1 GNSS receivers for data collection of stormwater asset inventory and inspection, watershed and stream assessments, natural resource inventories, and monitoring projects. Data collection strategies utilizing Esri's out-of-the-box solutions allow our field teams to capture, populate and edit data efficiently and accurately in a standardized manner. Utilizing AGOL,

dashboarding, and web applications, we can display data to program stakeholders and decision makers in a non-GIS user-friendly mapping and analysis environment. Additionally, KCI has drone capabilities to produce aerial imagery, 3D imaging, and LiDAR. This modern capability can provide useful to showing changes during pre and post restoration conditions or for validation of assets in difficult to access locations.

The KCI Team developed Montgomery County's *Stormwater Tracking and Reporting System (STARS)* database to include storm water data loaded from a variety of sourced datums (IDDE, BMPs, facilities, outfalls, etc). The database is the central repository of the County's stormwater program data and supports annual MS4 reporting in MDE's geodatabase schema. KCI developed Python scripting and GIS models to automate loading of the MDE's required annual reporting database.

The KCI Team designed and deployed a *WebPortal* for Howard County managers to view and engage with the full suite of County stormwater related data. The GIS-based application includes citizen complaints, watershed assessment data, monitoring sites, stormwater infrastructure, drainage areas, and restoration projects. The system allows managers to log and track complaints to streamline workflows and ensure adequate response. The Team recently added functionality for Howard County OCS to track the septic system pump-out and rebate program, treatment plant data, and BMP site facility inspection data.



KCI recently supported MDOT SHA's effort to enhance their NPDES stormwater database to meet current internal needs and MDE reporting requirements. Our GIS team participated in numerous requirements and discovery meetings with multiple groups within SHA, enhanced the existing stormwater database to meet current needs and requirements, road-mapped tasks to update application and web services that hit the database schema, and are supporting the upgrades and redevelopment of data collection, viewing, and management tools.

KCI completes annual inspections of completed stream restoration projects for Montgomery County, completing 130,000 LF of inspections over a five-year period. KCI uses tablet field computers running Esri Field Maps and Survey123 connected to GPS devices with R1 GNSS receivers to obtain sub-meter accuracy. Field data write directly to an Ersi AGOL WebMap developed and maintained by KCI for County review. KCI submits annual inspection reports including recommendations for maintenance activities.

For Anne Arundel County, KCI, working with teaming partner Coastal Resources, completed desktop GIS screening, and completed 180 miles of stream corridor assessment, habitat surveys, and infrastructure assessments in the [Herring Bay Watershed Assessment](#). Field teams used ArcCollector running on GPS enabled field tablets for position acquisition to populate the County's geodatabase planning and tracking tools: the Watershed Management Tool and Stream Assessment Tool. KCI assisted in the development of GIS database tools that manage assets, inventories of environmental features, restoration priorities, and modeling data.

q. Preparation of Right of Way and easement plat documents

Restoration projects are unique in that these frequently involve impacts to private property owners due to access, staging, or buffer needs. Our team understands that identifying, preparing, and securing right of way and easement plat documents, is a critical path element to successfully implementing projects within the defined schedule. The team has experience in temporary construction easement and permanent easement or right of way document preparation and works with our clients to provide any supporting information necessary to allow the County to obtain access to complete a project.

Our team completes boundary surveys and right-of-entry documentation. Such agreements are frequently used on our projects to prevent long delays required for securing formal easements.

KCI also has a legal team, which provides support in preparing conservation easement documents to meet regulatory requirements.

Our team has developed easement plats for the *Carsins Run MDTA Mitigation* project, right of entry and easement plats for various *Howard County* projects, and easement plats for *Anne Arundel County* pond and outfall retrofits, and stream restoration projects.

r. Permitting with all agencies

KCI has permitted infrastructure projects in Charles County through the MDE Nontidal Wetlands Division, USACE, and the Charles County Planning Division Department of Planning & Growth Management (DPGM). In Charles County, KCI has prepared forest stand delineations and forest conservation plans for review and approval by DPGM. Additionally, KCI has experience in permitting tidal projects through the MDE Tidal Wetlands Division, the Board of Public Works (BPW), and the Critical Area Commission. Throughout Maryland,

KCI has developed Joint Permit Applications (JPAs) for hundreds of stream restoration, stormwater management, and large-scale infrastructure projects and performed coordination with MDE and USACE for review and approval. Many of these projects involved identifying and contacting adjacent property owners, attending community meetings, developing Alternatives Analyses, and working with designers to avoid and minimize impacts. The majority of stream restoration projects are approved under the Nationwide Permit 27 process with USACE and under a Letter of Authorization from MDE. The majority of stormwater management projects have recently been permitted under the TMDL General Permit with USACE. In 2025, permitting mechanisms have changed with the expiration of the TMDL GP and the passing of the Whole Watershed Act. KCI is well versed in the changing regulatory environment and can assist Charles County in navigating new laws and requirements.

KCI has worked with the Charles County Planning Division's Department of Planning and Growth Management to meet forest conservation requirements for a number of infrastructure projects in Charles County, ranging the linear White Plains Failing Septic System project to the Strawberry Hills pump station. KCI is also assisting the County in obtaining Chesapeake Bay Critical Area (CBCA) approvals for stormwater management improvements on Cobb Island and Swan Point, initially starting with a tree survey in the anticipated limits of disturbance.

Based on the type of projects we expect the County to be undertaking to meet the MS4 and TMDL restoration requirements, we expect to assist the County in obtaining the following permits through these agencies:

- MDE – Tidal and Nontidal Wetland and Waterway Authorizations and Water Quality Certifications
- Board of Public Works – Tidal Wetland Licenses
- US Army Corps of Engineers – Department of the Army Permits (Section 404)
- Charles County Stormwater Management approval
- Charles County Planning Division Department of Planning & Growth Management – Forest Conservation approval
- Critical Area Commission for the Chesapeake and Atlantic Coastal Bays - Critical Area approval
- Charles Soil Conservation District – Grading Permits and Erosion/Sediment Control approval

s. Preparation of construction bid documents and assisting with pre-bid meetings and questions during the procurement process

The KCI Team will prepare and make project submission at agreed upon milestone submissions identified during the proposal phase for each task. Typical submittals include Schematic Design and Design Development (Design Concept Report), 30% Construction Documents, 60% Construction Documents, 95% Construction Documents, and 100% Construction Documents. Digital PDF, Word, GIS shapefiles, and AutoCAD (Version 2014) files will be submitted on compact disc along with hard copies of the plans. Digital modeling files such as TR-55, TR-20, HEC-RAS, etc. will also be provided upon request. Following approval of the final project, the Team will submit final signed mylar drawings for all plan sets.

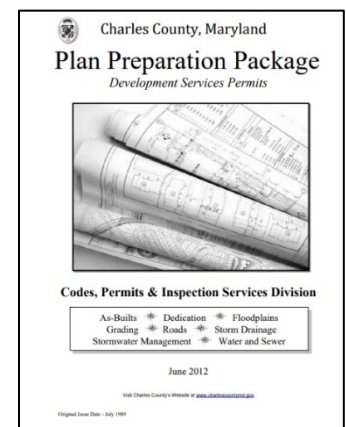
t. Preparation of plans and specifications

Our team understands the importance of accurate, thorough, and clear bid documents. All design packages will be prepared in accordance with applicable design manuals, including the MDE 2000 Maryland Stormwater Design Manual, MD-378 regulations, Maryland's Waterway Construction Guidelines, the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control, and the Charles County Plan Preparation Package as issued by the Codes, Permits & Inspection Services Division, June 2012, or as updated.

Specifications will be developed for all nonstandard items. These will include materials, construction methods, testing requirements, and measurement and payment. Special provisions and standard specifications will be incorporated into all bid document packages prepared. Bid tabulation tables will include all pay items cross referenced to the applicable specification. Front-end documents will be coordinated with the County. The Team will work with the County to identify opportunities for contingent pay items and add-alternate items. Addenda will be prepared as needed to provide clarification during the bid process.

KCI has prepared bid documents including plans, specifications, and estimates for MDTA, Baltimore County, Howard County, Anne Arundel County, City of Aberdeen, and others.

u. Review and evaluation of designs by other consultants



Technical Reviews. KCI's water resource engineers are currently supporting a variety of clients in performing technical reviews of design drawings, H&H studies, and design reports. Harford County DPW has requested onsite support from engineering staff to perform technical reviews for compliance with stormwater management design requirements as part of submitted development projects. KCI also has several MDE expedited reviewers who provide review of wetland and waterway permit applications for the MDE Wetlands and Waterways Protection Program for MDOT projects. Engineers also support MDOT SHA Highway Hydraulics Division in review of H&H analyses and floodplain studies prepared by other consultants. The Team can support Charles County with similar project technical reviews.

Value Engineering Reviews. Value engineering methodology uses a structured approach to identify means to provide required functions at the lowest cost, while achieving the required performance. Value may result in selecting equipment or building systems with lower operating and maintenance costs throughout the project's life cycle. Value engineering is typically performed at the schematic design and design development phases.

In performing the value engineering studies, we will use a team approach working closely with the client and the design professional. At the initial VE team meeting, we will clearly establish the goals of the VE studies, the protocol describing how the studies will be accomplished, and the range of documents needed for the VE studies. A design change would be recommended to the County if the following criteria are achieved: functional requirements of the facilities are maintained or improved, costs associated with the proposed changes are realistic, life cycle cost savings are substantially greater than costs required to implement the change, technical, cost, and schedule adjustments are acceptable, and the proposed change is consistent with intangible factors such as public perception.

Constructability Reviews. Constructability reviews typically start during preliminary design and be active part-time until completion of construction documents. Any plans and proposed alternatives will be reviewed for constructability. A structured, independent constructability review will involve the review of specifications, including general and supplementary conditions, drawings, systems, details, and procedures to ensure that the project can be constructed as designed within the specified construction schedule and budget. Details will be examined for clarity and application, and the team will provide the results of the constructability review to the A/E for incorporation into the design. If there is a high probability of the contractor running into unforeseen conditions, we will recommend either doing exploratory work to better determine the condition or include specific contract allowances based on agreed upon unit prices in the contract.

v. Preparation of Grant requests

The County's Financial Assurance Plan indicates the need for state and federal grant funding to implement required MS4 programs. KCI has successfully acquired funding for local municipalities from a variety of local, state, and federal grant programs including: DE Dept. of Health and Social Services, Drinking Water Asset Management Grant Program, MDNR Chesapeake and Atlantic Coastal Bays Trust Fund, MDNR Chesapeake and Coastal Service Climate Resilience Grant, DNREC Division of Energy and Climate-Community Sustainability, Delaware Neighborhood Building Blocks Fund Grant, National Fish and Wildlife Foundation – Technical Service Provider Program, and the Building Resilient Infrastructure and Communities (BRIC) FEMA grant program through which we've secured over \$56M in funding.

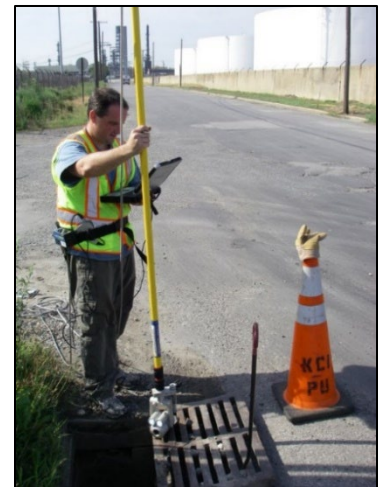
KCI assists clients with grant research and pre-application planning. We help clients identify and coordinate with project partners, which may include watershed groups, chambers of commerce, utility managers, and state agencies. We develop projects and lead grant applications including development of project goals, measurable outcomes, scope, conceptual designs, schedule, and cost estimate. KCI actively manages the grants and provides invoices, progress updates, and final reports to the grant program. Grant funded project types include stream restoration projects, watershed management planning, asset infrastructure programs, and sustainability planning for climate change resilience and flood protection. The following table presents select examples of KCI's grant funding experience:

Project /Client	Funding Amount and Grantor	Description
SR2 Stream Restoration Construction Implementation <i>City of Aberdeen, MD</i>	\$866K Funded Chesapeake and Atlantic Coastal Bays Trust Fund	KCI secured the stream restoration construction funding to fulfill restoration requirements of the City's MS4 Phase II permit. KCI managed the grant including quarterly reporting and modification requests. The project restores 700 LF of degraded channel with EJ and flood resilience co-benefits. KCI developed outreach efforts to students and residents, stormdrain stenciling, and project signage.
Resilience Through Restoration Initiative <i>Town of Charlestown, MD</i>	\$40,000 Chesapeake and Coastal Service Climate Resilience Grant	KCI performed a town wide stormwater and floodplain management vulnerability assessment.

Project /Client	Funding Amount and Grantor	Description
Various Projects and Clients	\$50M Funded FEMA - Building Resilient Infrastructure and Communities Grant	KCI with ICF successfully obtained \$50M for clients through the BRIC Grant program between 2020 -2023, with an additional \$105M for clients pending distribution from the 2024 round.
Carr's Creek Watershed Management Plan <i>Sidney Center, NY</i>	\$60,000 National Fish and Wildlife Foundation	KCI developed the Carr's Creek Watershed plan in response to a 500yr flood event. The plan focused on flood vulnerability with H&H modeling and identification of flood mitigation measures. KCI participated in a public outreach campaign including public meetings and workshops.

w. Inspection services including illicit discharge detection and elimination inspection, construction inspection, and maintenance inspection

Illicit Discharge Detection and Elimination Inspection. KCI has provided illicit discharge monitoring services for Charles County from 2000 through current inspections in 2025. Coastal Resources joined our team in 2014 assisting with annual field outfall investigations. Field crews from KCI and CRI visit 100 commercial and industrial outfalls annually and test dry-weather discharges when flow is observed. Discharge is tested for presence of chlorine, detergents, copper, phenols, fluoride, ammonia, and abnormal readings of pH. If a contaminant is found, the field crew investigates the storm drain system to locate the contaminant source. Illicit connections are reported immediately to the County for correction. Crews inspect the outfalls for signs of physical deterioration of the channel and structures including erosion of the channel, trash and debris in the discharge, structural problems with the outfall, odor, color, clarity, and others. KCI developed an investigation and reporting program for conducting IDDE and commercial/industrial watershed inspection. KCI conducted a review and revision of the County's IDDE program that included reviewing enforcement programs and developing Standard Operating Procedures for field investigations and follow up enforcement action. KCI developed field materials and conducted training sessions with Charles County inspectors designed to help inspectors identify and track potential pollutants. KCI, as a leading expert for NDPES MS4 inspections, has provided IDDE inspection services for many other clients, including MDOT SHA, MDOT MTA, WMATA, Anne Arundel County, Howard County, Montgomery Prince George's County, Frederick County, DelDOT, and several Phase II permittees.



Maintenance Inspections. We have discussed our post-construction monitoring capabilities in previous sections of this proposal, and how these determine maintenance requirements for restoration projects. Additionally, we perform triennial maintenance inspections for SWM BMPs and drainage infrastructure. One example of this is our *Howard County Stormwater Facilities Inspection Contract*, which is an on-call contract for maintenance inspections of privately-owned SWM facilities. Under this contract that began in 2019, we have performed well over 500 BMP inspections for all types of facilities, including ESD and structural types. Redlined as-built drawings identify maintenance needs, and inspection documentation is entered directly into the County's management / tracking system.

Construction Management and Inspection. Tasks for construction management and inspection can vary depending on the level of involvement. KCI has participated in construction projects as Engineer-in-Charge, performed construction support services like responding to requests for information (RFIs), reviewing shop drawings and material submittals, and attending progress meetings. We have projects with higher levels of involvement where a designated specialist visits the site to conduct compaction testing, concrete strength testing, coordination with the contractor for specialty items (common in stream and shoreline restoration projects), landscape inspection, and review / certification of as-builts. In a construction management role, we assist with coordination and review of designs performed by others without assuming or diluting any of the design professional's responsibilities or liabilities for design. This includes performing constructability reviews, value engineering assessments, and redlines / amendments prepared by the Engineer-in-Charge.

Stormwater Management Evaluation Design / Build Services (CA 23-2013 / CA 14-2018 / CA 05-2023). Under several open-end contracts with Howard County, KCI works directly with on-call contractors to provide construction inspection and oversight. KCI coordinates with the contractor to review the plans and construction documents for stream restoration, pond retrofit, or storm drainage projects. Constructability reviews and meetings allow the designers to adjust based on available contractor equipment, expertise, and personnel. This reduces costs for construction by enabling the contractor to be involved in the design process. The Team provides onsite inspection for stormwater management facility and stream restoration construction, including materials testing, compaction testing, and preparation of inspector daily reports. Our experience assists the contractor in makes sure construction is as intended and according to plan.

Environmental Design Open-End No. 13-189. For the Willoughby Beach Road Stream Restoration project, Harford County hired a third-party construction management consultant to provide onsite support for the construction of 2,500 linear feet of stream restoration, two regenerative step pool storm conveyances, a headwater shallow wetland, and two pond retrofits. KCI prepared the design for the project. The low bid contractor had minimal experience completing stream restoration projects. Due to our extensive experience in construction oversight and environmental design, Harford County requested that we provide inspection services to ensure the project was built per plan. KCI provided near full time inspection for the construction of the stream, outfalls, wetland, and pond retrofits. KCI reviewed RFIs, shop drawings, materials, and aided the contractor during construction. The project was completed under budget and ahead of schedule.

x. Construction administration

Construction phase services provided by an experienced and knowledgeable team is critical to ensure the design intent is realized. The KCI Team has experience providing construction inspection and monitoring for ecological restoration, outfall, drainage improvement, stormwater retrofits, and other projects. Inspection requires sound judgment, diplomacy, knowledge of materials, procedures, and techniques to be used, complete and accurate documentation, innovativeness, and common sense. Our staff has overseen a wide variety of projects. We have expertise in overseeing and field direct emergency repairs. We have recently permitted projects and understand MDE's 'Modifications to State Authorizations for Ecological Restoration Projects in Nontidal Wetlands and Waterways' reflecting the levels of changes typically sought and when a modification is required.



Throughout the construction process, KCI's Inspectors act as the representative of the County, attend team partnering / project coordination meetings with the County, designers, the contractor, and regulatory agencies. KCI documents inspection activities by completing and maintaining a current and detailed Project Diary, Inspector's Daily Reports (IDR's) / Daily Logs, Materials Inspection Reports, and sketchbooks daily throughout construction. Critical phases of construction are photographed to document and communicate changes on-site to agency personnel and other concerned parties. Our typical construction oversight experience includes: preparing and facilitating a pre-construction conference; reviewing shop drawings and material submittals; visiting the project site at appropriate intervals to observe and report on the progress and the quality of the executed work; issuing instructions from the County to the contractors, issuing necessary interpretations and clarifications of contract documents, preparing change orders requiring special inspections and testing of the work, and making recommendations as to the acceptability of the work; preparing sketches required to resolve problems due to actual field conditions; preparing punch-lists of items requiring repair or warranty replacement; determining amounts of progress payments due, based on degree of completion of the work, and recommending issuance of such payments by the client; and preparing construction logs and photo-documentation of all construction operations. On select projects, KCI provides full-time construction management and inspection, which includes having an inspector working directly with the contractor to verify grades, quantities, deliveries, provide coordination with the surrounding community, and maintain project redlines.

Updates to requirements under the NPDES General Permit for Discharges of Stormwater Associated with Construction Activity (MDE 20-CP) include the need for a stormwater pollution prevention plan (SWPPP) in many cases, and associated monitoring requirements, including turbidity. Our Team has developed SWPPPs for many projects throughout Maryland since the new permit was issued and can assist the County in obtaining approval for these. Typically, the contractor is responsible for complying with the permit and SWPPP, but our Team works in concert to make sure compliance is achieved and assists with turbidity monitoring as needed.

As-Built Certification. Following completion of construction, KCI provides project verification, final acceptance, and preparation of as-built drawings. As-builts are required for documentation of restoration credit in accordance with MDE guidelines, specifically the 2021 MDE Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated Guidance for NPDES Stormwater Permits. When reviewing as-built conditions for stormwater projects, survey is typically required to verify elevations of structures and control elevations, and to verify storage volumes. Deviations from design conditions do not necessarily require rejection of the as-built. Frequently, KCI prepares updated modeling for the constructed condition to determine if it meets design intent. If not, comments would be provided to the County and/or contractor with recommendations for corrective action. Following corrections, additional inspections may be required before the as-builts can be approved. For stream channels, tolerances are frequently less stringent, but the same review is conducted to ensure the grading, instream work, and structures are placed and constructed correctly.

The project redlines kept during the construction phase are instrumental in understanding what changes were made in the field, and as documentation of approvals for the change. KCI also frequently conducts limited as-built survey during the course of the project at key

milestones. For example, if a stream project is constructed in phases, the team will frequently mobilize to perform and assess the as-built condition while the contractor is working on the next phase; thereby limiting the potential for remobilization after the project is fully complete.

Summary

KCI is committed to continuing to provide high quality, innovative, and timely services to Charles County. We have assembled an exceptional team for this opportunity and will commit the necessary resources to complete assignments in a quality manner, on time, and

within budget. KCI is uniquely qualified to perform engineering services for this project based on our expertise and experience in the following areas:

- The KCI team is well capable of handling multiple, simultaneous tasks. Our team has held and continues to hold several open-end or on-call contracts with numerous municipalities including Charles County. The ability to retain these contracts depends heavily on KCI's excellent reputation and performance record;
- Highly qualified and experienced subconsultants;
- Experience and knowledge of the County's standards and guidelines;
- Ability to respond to the County in a timely manner and meet the County's schedules for this project;
- Development of construction documents, cost estimates and permit applications;
- Commitment of our full multi-disciplinary corporate resources; and
- Full commitment to the County's policies and goals concerning the utilization of MBE firms.

KCI's team has NPDES and ecological restoration experience relating to all aspects of the anticipated scope of services. As a full-service engineering firm, we are prepared for any additional tasks that may arise. Our extensive experience throughout the Mid-Atlantic Region is unparalleled. Our Team will be able to leverage our lessons learned with our various clients to assist Charles County in meeting their goals efficiently.

Other Relevant Contract Work.

Project	Client	Support Services
NPDES Municipal Stormwater Permit Consulting Services	Charles County, MD	IDDE – Commercial / Industrial Watershed Hot-spot Investigations – SWPPPs – TMDL Implementation Plans – Countywide TMDL Stormwater Implementation Plan – Wet Weather Monitoring – Biological and Physical Stream Monitoring – Pollutant Load Modeling – Watershed Assessments – Public Outreach / Community Meetings - Bacteria TMDL Water Quality Sampling and Analysis – Drainage Design – Stormwater Management – Construction Services – GIS and Asset Management Services
NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements	Howard County, MD	Data Management and Geodatabase Development – Asset Management Support - Annual Report Assistance – BMP and Treated Area Mapping – IDDE – Commercial / Industrial Watershed Hot Spot Investigations – TMDL Implementation Plans - Impervious Area Restoration Plans – Wet Weather Sampling and Biological and Physical Stream Monitoring – Bacteria TMDL Water Quality Sampling and Analysis – Salt Management Plan
Stormwater & Watershed Management Evaluation / Design, Build Services	Howard County, MD	SWM Retrofits – Stream Restoration – Tree Planting – Drainage – Slope Failure Repairs – Structural / Retaining Wall Design – Natural Resource Investigations – Environmental Permitting – Construction Management and Inspection

Project	Client	Support Services
IDQ Contract for NPDES Services	Frederick County, MD	Data Management and Geodatabase Development – Annual Report Assistance – Asset Management Support - BMP and Treated Area Mapping – IDDE – Commercial / Industrial Watershed Hot Spot Investigations – TMDL Implementation Plans and Countywide TMDL Plan - Impervious Area Restoration Plans – Wet Weather Sampling and Biological and Physical Stream Monitoring – Stream Restoration Effectiveness Monitoring
NPDES MS4 Consulting Services	Montgomery County, MD	Data Management and Geodatabase Development – Annual Report Assistance – Asset Management Support - IDDE – Good Housekeeping Plans – Stream Restoration Inspection - TMDL Implementation Plans – Countywide TMDL Stormwater Implementation Plan – Watershed Assessment – Pollutant Load Modeling – Public Outreach - Bacteria TMDL Water Quality Sampling and Analysis – Bacteria Source Tracking
Open-End for A/E Professional Services – Agreements 8565, 10499, 9501, 10010	Anne Arundel County, MD	IDDE – Commercial / Industrial Watershed Hot Spot Investigations – SWPPs – Wet Weather Sampling and Geomorphic – Biological – Physical Monitoring – Sediment and Nutrient TMDL Implementation Plans – PCB TMDL Implementation Plans - Watershed Studies – Bioassessment and Environmental Permitting – Design for Stream Restoration – Shoreline Restoration – SWM Retrofits – Drainage – Construction Management & Inspection for Restoration Projects
On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services / CATS Contract, IT Supplemental Staffing and Functional Area Solution Contract	Baltimore County, MD	Stream Restoration – SWM Retrofit – Construction Inspection – GIS Analysis – NPDES Geodatabase Management – MDE Annual Reporting – Application Development – County Stakeholder Involvement
Environmental and Landscape Design & Program Support Services / Environmental Engineering, Compliance and Remediation Services Open-Ends – (Statewide)	MDOT State Highway Administration	Data Management and Geodatabase Development – TMDL Implementation Plans – Pollutant Load Modeling – Application Development – Annual Report Assistance – Asset Management Support - MEP Analysis – Permit Renewal Negotiation Support - BMP Inspection – Restoration and Retrofit Inventory – NPDES Stream and Watershed Monitoring – Innovative Credits – BMP Implementation – Alt Project Delivery
NPDES Services	DeIDOT / New Castle County	IDDE – Commercial / Industrial Watershed Hot Spot Investigations – SWPPPs – TMDL And Impervious Surface Restoration Plans – Wet Weather Monitoring – Biological and Physical Stream Monitoring
Civil Engineering, Environmental Engineering and Construction Management	Prince George's County, MD	BMP Inspections – IDDE and Outfall Sampling – SWPPP Preparation and Quarterly Inspections – Map Commercial/Industrial Properties – Conduct Visual Assessments
Environmental Monitoring, Design, and Assessment Open-End	Harford County, MD	Water Quality Sampling – Geomorphic Assessment – Biological and Habitat Assessment – BMP Performance Monitoring – Watershed Action Plans – TMDL Program Review - Countywide TMDL Stormwater Implementation Plan – Pollutant Load Modeling – Ecological Restoration Design and Permitting – Staff Augmentation



2

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PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

**Municipal Stormwater Permit Design and Consulting Services
(Charles County, MD)**

2. PUBLIC NOTICE DATE

July 23, 2025

3. SOLICITATION OR PROJECT NUMBER

26-009

B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Sonal Ram, PE

5. NAME OF FIRM

KCI Technologies, Inc.

6. TELEPHONE NUMBER

410.891.1719

7. FAX NUMBER

410.316.7895

8. E-MAIL ADDRESS

sonal.ram@kci.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME CHECK IF BRANCH OFFICE	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JOINT VENTURE PARTNER	SUBCONTRACTOR			
a.	x			KCI Technologies, Inc. CHECK IF BRANCH OFFICE	936 Ridgebrook Road Sparks, MD 21152	Project / Contract Management, Drainage and Stormwater Design, Stream and Shoreline Restoration, Survey, Construction Administration and Inspection, Permitting, Watershed Assessment and Management, TMDL Planning, Pollutant Load Modeling, Restoration Crediting, IDDE Investigations, Stream, Biological and Water Quality Monitoring, Asset Management, Annual Reporting, GIS Analysis, Database Support, Application Development, Annual Reporting
b.	x			KCI Technologies, Inc. X CHECK IF BRANCH OFFICE	11830 West Market Place Suite F Fulton, MD 20759	Project Management, Drainage and Stormwater Design, Stream and Shoreline Restoration, Survey, Construction Administration and Inspection, Permitting, Restoration Crediting, Stream Monitoring, Watershed Assessment
c.	x			KCI Technologies, Inc. X CHECK IF BRANCH OFFICE	10 North Jefferson Street Suite 308 Frederick, MD 21701	Environmental Investigations, Natural Resource Inventory, Wetland Delineations, Forest Stand Delineations, Permitting, Critical Area Coordination
d.			x	Coastal Resources, Inc. CHECK IF BRANCH OFFICE	25 Old Solomons Island Rd, Annapolis, MD 21401	Watershed Assessment, TMDL Planning and Modeling, Restoration Crediting, IDDE Investigations, Stream, Biological and Water Quality Monitoring, Stream and Shoreline Restoration, Stormwater Design, Natural Resource Inventory, Permitting
e.			x	AB Consultants, Inc. X CHECK IF BRANCH OFFICE	7020 Tudsbury Road, Baltimore, MD 21244	Geotechnical Engineering, Subsurface Utility Engineering, Survey, Construction Administration and Inspection
f.			x	AB Consultants, Inc. CHECK IF BRANCH OFFICE	8450 Annapolis Road Lanham, MD 20706	Geotechnical Engineering, Subsurface Utility Engineering, Survey, Construction Administration and Inspection

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

[X] (Attached)

* Key staff resume included

PE / EIT = Professional Engineer / Engineer in Training
GIT = Geologist in Training
I-IV = Level of Rosgen Training
QP = MDNR Qualified Professional FSD / FCP
PWS = Professional Wetland Scientist
PWD = Professional Wetland Delineator
PLS = Professional Land Surveyor
Design Accredited Professional
LEED GA = Leadership in Energy and Environmental Design Green Associate
GISP = Certified Geographic Information Systems Professional

CE / CSE = Certified Ecologist / Certified Senior Ecologist
CFM = Certified Floodplain Manager
+ = MBSS Stream Monitoring Certification
CA = Certified Arborist
CC-P = Certified Climate Change Professional
RLA = Licensed/Registered Landscape Architect
LEED AP = Leadership in Energy and Environmental



PRINCIPAL-IN-CHARGE, QA/QC

SONAL RAM, PE II *



RESTORATION DESIGN, PERMITTING & BID SUPPORT	SWM CONVEYANCE & BMP RETROFIT DESIGN		ECOLOGICAL / HABITAT RESTORATION DESIGN		ENVIRONMENTAL INVESTIGATION & PERMITTING		WATERWAY IMPROVEMENTS		SOIL SCIENCE	
	JAMES TOMLINSON, PE * IV Matthew Snyder, PE * Yinting Hou, PE * Elvis Andino, PE Katherine Scott, PE *		SHANNON LUCAS, PE, CC-P * IV Hannah Hearn, PE * III Gabby Myers IV Nieve Beckwith, EIT Sarah Norton, PE IV Jonathan Stewart III		JENNIFER BIRD, QP * Katie Myers, QP, ENV SP * + Amanda Wagoner Sean Sipple, PWS, PWD II + Heather Tatone, PWS, QP		JAMES TOMLINSON, PE * IV Yinting Hou, PE * Nuan Sun, PE, CFM * Sarah Norton, PE IV Sumer Alsatarwah, PE		FU GUO, PE * Kyle Boston, GIT Jeffrey Gernand, PG, PE Sean Sipple, PWS, PWD II +	
CIVIL / WATER RESOURCES ENGINEERING			DRAINAGE DESIGN		FLOODPLAIN STUDIES & FLOOD CONTROL ASSESSMENTS		GENERAL CIVIL/SITE DESIGN			
			JAMES KESTER, PE * IV Dennis Santeufemio, PE Nuan Sun, PE, CFM * Nieve Beckwith, EIT Susan Foster, EIT Sanjay Patel, PE Brian Le, EIT		JAMES KESTER, PE * IV Yinting Hou, PE * William Medina Susan Foster, EIT		MICHAEL BLANCO, PE, LEED GA Brian Collins, RLA, LEED AP Bryan Aloï, PE David Dee Jr., PE Atm Islam, EIT			
NPDES, MS4, & TMDL PLANNING & MONITORING	WATERSHED & RESTORATION ASSESSMENT, EVALUATION, POLLUTANT LOAD MODELING & PLANNING		ASSESSMENT OF CONTROLS		IDDE & BMP MAINTENANCE INSPECTIONS		GPS/GIS & MS4 GEODATABASE REPORTING		ASSET MANAGEMENT	
	MICHAEL PIEPER, CSE * III Megan Crunkleton, CE * I Hannah Hearn, PE * III Nikki Wildart III + Sharon Dorsey + Megan Bolcar		MICHAEL PIEPER, CSE * III + Nathan Drescher * I Andy Becker * + II Colin Hill, CE * + IV Katie Myers, QP * + Jeff Gring + Matt Hedin +		NATHAN DRESCHER * I Brent Reeves * Megan Anders Meghan Junis Samual Jacobson Katherine Thuman		NATHAN DRESCHER * I Alan Foster, GISP * Morgan Jones * Hannah Hearn, PE * III Brent Reeves * Dustin Henry Rhonda Hughes		ALAN FOSTER, GISP * Morgan Jones * Brent Reeves * Rhonda Hughes Heidi Hammel	
SUPPORT SERVICES	LANDSCAPE ARCHITECTURE/ RESTORATION PLANTING		CONSTRUCTION ADMINISTRATION & INSPECTION		CADD DESIGN/DRAFTING		GRANT PREPARATION & SUPPORT / CLIMATE RESILIENCY			
	MICHELE FLOAM, RLA* Megan Niehaus, PWS, CA * Wisa Kompayak, RLA, LEED AP, ASLA * Susanna Brellis, QP * I + Amanda Wagoner		MICHAEL FREER, PE * Amrish Patel * Colin Hill, CE * + IV Susanna Brellis, QP * I + Eric Kim I		CHRISTOPHER DIEBEL, QP * Kimberly Stonesifer Ryan Shumaker		SHANNON LUCAS, PE, CC-P * IV James Tomlinson, PE * IV Michael Pieper, CSE * III Darrel Sacks, CC-P			
	GRAPHIC DESIGN		GEOTECHNICAL ENGINEERING		SURVEYING & DEED/PLAT PREPARATION		ADMINISTRATIVE			
	WISA KOMPAYAK, RLA, LEED AP, ASLA * Tiffany Winters Elisa Montgomery Claudia Hardy		FU GUO, PE * Andinet Tolla, PE * Kofi Acheampong, Ph.D, PE		JACOB DEANER, PLS * Frank Sturtz, PLS Michael Loskot Michael Singer Matthew Wildberger John Speicher Christopher Sellers		QUENTIN STRICKLAND * Joy Roy Cynthia Woods			

Page 459 of 97

12. NAME Sonal Ram, PE	13. ROLE IN THIS CONTRACT Principal-In-Charge	14. YEARS EXPERIENCE Attachment 3 a. TOTAL 32 b. WITH CURRENT FIRM 1.5	
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15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD
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16. EDUCATION (Degree and Specialization) MS / Civil Engineering / University of Maryland BS / Civil and Environmental Engineering / Gujarat University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD / 27056 / 2002 Rosgen Levels I – II
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Sonal is the Regional Practice Leader for KCI's Water Resources Practice across the mid-Atlantic region. She oversees a wide range of water resources engineering work that includes stormwater facilities design, storm drain design, H&H analysis, restoration and resiliency improvements, water quality improvements, ecological restoration, and asset management of stormwater and drainage infrastructure. Sonal also oversees KCI's work in NPDES MS4 permits, wet weather monitoring, annual report preparation, outfalls and stormwater bmp inspections, stream restoration assessment, and watershed improvement studies in support of local TMDLs and Chesapeake Bay Restoration. She is responsible for managing overall contracts, overseeing subconsultants, acting as a liaison with municipalities, overseeing QA / QC activities, and coordinating directly with project managers. She understands the importance of contract management and managing resources to ensure KCI has the capability and capacity to execute high quality work within established budgets and in a timely manner, invoicing is timely and accurate along with detailed progress reports. Sonal is well-versed in the management of multiple contracts, overseeing simultaneous tasks under on-call contracts and is responsible for contract management for a wide range of private, local, municipal, and state agencies.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal-In-Charge. For this multi-year contract KCI provided services to support Charles County meet its NPDES MS4 permit requirements that included IDDE field screening, industrial SWPPPs inspections, characterizing discharges, watershed monitoring and assessments, supporting stormwater management programs, drainage improvement plans, GIS data collection and geodatabase data support, and annual reporting. Sonal is responsible for contract/task management, coordinating MBE contracting requirements, and quality control.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Civil Engineering, Environmental Engineering and Construction Management, Prince George's County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal-in-Charge. KCI is providing multi-disciplined engineering services to support the County's Phase I NPDES MS4 permit. KCI also provided SWM BMP's inspections and IDDE outfall investigations, including an updated IDDE Prioritization Plan. KCI continues field efforts for inspections of 150 major outfalls throughout the County, annually. KCI also managed multi-team field efforts for BMP inspections, with over 650 BMP's inspected throughout the County. KCI is leading the Good Housekeeping Plans development, including assessment of over 600 county facilities. The County is required to assure that public facilities covered by the NPDES General Industrial Stormwater Discharge Permit meet the permit conditions. KCI provided quarterly and annual compliance inspections for each facility. KCI provided assistance by conducting a deficiency analysis and providing updated SWPPPs of several municipal maintenance facilities. KCI is conducting an Assessment of Classified Dams Operations and Maintenance (O&M) Program for the County's low, significant and high hazard dams. Sonal is providing overall contract management and quality control.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Stormwater and Watershed Management Evaluation /Design/Build Services, CA 23-2013, Howard County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal-in-Charge. This contract involved planning, design and permitting for stormwater management and stream restoration projects. Design includes H&H analysis, geotechnical studies, structural design for retaining walls/drainage structures, and environmental investigations to support drainage improvements; stormwater management retrofits; and stream stabilization/restoration. Construction services include stakeout survey, construction management/inspection, as-built surveys and certifications, and post-construction monitoring. Sonal is responsible for contract management, coordinating MBE contracting requirements, and quality control.	x Check if project performed with current firm	

(1) TITLE AND LOCATION (City and State) Environmental Monitoring, Design, and Assessment / On-Call Contracts, Harford County, MD	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (If Applicable) RESOLUTION 26-03 N/A Attachment 3	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Principal-in-Charge. This contract involves KCI is providing multi-diciplined engineering services for stream restoration, stormwater management, and drainage design. Design tasks include field assessments, design, H&H analyses, permitting, construction document preparation (PS&E), bid and construction phase support. KCI is conducting TMDL modeling of progress and future scenario implementation strategies to determine TMDL and impervious restoration credit to assess its progress to meet TMDL and Impervious Surface Restoration requirements. KCI provided on-site inspection staff to support the County's SWM BMP Inspections to comply with its NPDES MS4 permit requirements. Sonal is responsible for overall contract management, project delivery and quality control.	Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Maryland State Highway Administration, Office of Environmental Design, Statewide, MD	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Director. Sonal had a successful professional career spanning three decades with the Maryland State Highway Administration and served in leadership roles of increasing responsibility, starting as a water resources engineer to Office Director. As Director of the Office of Environmental Design, Sonal spearheaded the administration in delivering all aspects of multi-disciplined environmental programs, encompassing stormwater infrastructure design and restoration, ecological resources mitigation and restoration, multi-media environmental compliance, and permitting, environmental asset management, and context-sensitive solutions to support transportation capital projects and operations. She led the administration's environmental office with multiple divisions, fiscal management of a Capital Program annual budget of over \$50 Million and Operating Program annual budget of \$6 Million ; management of multiple contracts valued at over \$70 Million, supported by staff of over 65 professionals, division managers, engineers, designers, environmental managers & analysts, landscape architects, project managers and administrative staff, and supplemented with consultants. Sonal has extensive project development and/project management experience, including program management and over 25 years of supervisory experience managing the work of others, ensuring the quality and completeness of project deliverables, as well as the timely approvals for project permits. She managed project deliverables from initial concepts in planning through advertisement, partnering in construction management, including post-construction phases. She is experienced in all phases of water resources engineering from asset management of storm drain and SWM facilities, drainage systems, and outfalls, to remediation permit compliance at a state and local level for SWM and erosion and sediment control permitting and NPDES permitting for construction activities and industrial activities Sonal accumulated an extensive portfolio of accomplishments, including leading the strategic planning, development, and implementation of the NPDES MS4 permit program, launching a revolutionary delivery contract with a "Pay for Performance" model to meet bay restoration targets, and establishing SHA's first Wetland and Stream Mitigation Banks and Forest Conservation Banks. She led the planning and successful implementation of over 5000 impervious area treatment (IAT) credits to deliver on the Bay TMDL restoration requirements for SHA, achieved through a portfolio of structural and non-structural best management practices, including planning, design and construction of over 300 acres of water quality treatment through new stormwater facilities, retrofits of existing stormwater facilities, outfall enhancements, and reconfiguration of grass swales, 60,000 linear feet of stream restoration projects, and over 2,000 acres of tree plantings.	Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

Attachment 3

12. NAME James Tomlinson, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE a. TOTAL 25 b. WITH CURRENT FIRM 20
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD		
16. EDUCATION (Degree and Specialization) BS / 1999 / Biological Systems Engineering / Virginia Polytechnic Institute & State University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD / 31201 / 2005 Rosgen Levels I – IV USACE HEC / Sediment Transport Analysis with HEC-RAS	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
James is the KCI Watershed Services Practice Leader responsible for contract management for a wide range of municipal, local, and state agencies. He is responsible for drainage design, stormwater management, climate resiliency, coastal engineering, NPDES, watershed studies, H&H analyses, flood studies, TMDL modeling and implementation, and restoration design for stormwater, stream restoration, outfalls, and tidal shoreline projects. He has been working with clients throughout the mid-Atlantic region to comply with restoration requirements under the NPDES program, provide support for transportation projects, improve drainage and alleviate flooding, and inspect, assess, and propose maintenance or replacement of stormwater infrastructure.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
a.	Project Manager. James has managed the Charles County NPDES contract since 2004. The latest contract, approximately \$2.0M, included program management; public involvement; presentation at public meetings; performing chemical, geomorphic, and benthic macroinvertebrate monitoring; IDDE field test kit screening; industrial point source discharge annual compliance inspections (SWPPPs); MS4 Annual Reporting; GIS data collection and management; and MDE geodatabase data support. Working with the Resilience Authority, James managed drainage improvement plans for six neighborhoods throughout the County. This involved assessing future rainfall conditions, expected increases in tidal tailwater conditions, and upgrading drainage systems accordingly. James developed design plans for a gully restoration using step pool storm conveyance (SPSC) approach for the restoration, including stabilization and crediting for water quality improvements under the County's MS4 permit.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Open-End Engineering Services, Anne Arundel County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
b.	Project Manager. KCI is providing design and construction services for drainage, stormwater management, and stream restoration projects. The projects address citizen complaints, emergency drainage needs, and long-term water quality improvements. To date, more than 50 tasks have been assigned under the contract, totaling approximately over \$4.5M in fee. <i>Spriggs Farm Shoreline Restoration:</i> Recreation and Parks identified a stretch of shoreline within the Spriggs Farm Park on the Magothy that was in need of stabilization. The County intended to restore approximately 650 of shoreline using living shoreline techniques, and establish a stable, aesthetically pleasing, recreational beach area for County residents. James was responsible for development of design alternatives to address the nearly 15 feet of vertical shoreline erosion, provide environmental benefits within a living shoreline, establish an access ramp to the new beach, and facilitate small watercraft access to the river through the stabilization measures. KCI developed two alternatives, including a vented sill and a stabilized marsh. An emergency slope failure occurred as design was underway due to a large storm event. James mobilized the team quickly, coordinated the geotechnical design, provided a sketch plan for the repairs including slope toe protection and geocell reinforcement of the slope, and obtained all emergency permits. James provided construction oversight support during the emergency construction. <i>Bodkin Creek Watershed Stormwater Management Retrofit:</i> James managed the retrofit assessment of twelve existing dry ponds, and developed concept plans for water quality improvements. One of the projects involved conversion of one of the ponds to an infiltration basin and removal of the existing principal spillway and embankment to decommission the facility as a MD-378 regulated pond. <i>Patapsco Phase II Pond Retrofits:</i> James managed the retrofit assessment of six existing dry ponds and developed concept plans for water quality improvements. Two of the dry ponds were converted to shallow wetlands. <i>Bay Green Drive Culvert Repair:</i> James was responsible for emergency mobilization of a confined-space field crew to determine cause of a sinkhole developing above an existing large-diameter culvert. Coordinating with the contractor, crews were able to open the pipe and ascertain that a blockage and joint failure was occurring. James led the design of a large weir wall to serve as the MD-378 control structure and remove the roadway embankment from consideration as a MD-378 regulated facility. James managed the design and construction oversight of the weir wall construction, culvert replacement, and installation of a regenerative step pool storm conveyance for the outfall.		

(1) TITLE AND LOCATION (City and State) Stormwater Pond & Outfall Retrofit Design Services, Agreement 9501, Anne Arundel County, MD	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Private Ponds Maritime: DPW identified a small watershed that is significantly impaired. James is managing services to restore the stream, including providing retrofit design of four stormwater BMPs within the watershed. KCI decommissioned BMP 97 on the Maritime Institute of Technology campus and constructed a regenerative step pool storm conveyance to treat water quality. BMP 717 is being retrofit to provide attenuation upstream of the undersized roadway dam. BMP 8823 is a large, regional pond that is being decommissioned as a MD-378 facility and converted a wetland system. This addresses downstream concerns associated with KCI's work on the stream restoration below the dam. Maritime Blvd Stream Restoration: Responsible for detailed H&H including two-dimensional HEC-RAS model for 15,000 linear feet of stream restoration. A detailed dam breach analysis was prepared for the regional pond, in support of the decommissioning. Conducted a GISHydro and Win TR20 analysis of the 1.4 sq mile watershed. The stream restoration design included coordination with the Maritime Institute of Technology, who owns a private roadway crossing the channel. Three 72-inch CMP culverts were failing under the roadway. James coordinated the structural confined-space inspection of the culverts and hydraulic modeling to determine acceptability of sliplining. Due to reduced hydraulic capacity, overtopping would become more frequent with the sliplining but based on the cost/benefit analysis this was determined to be acceptable.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Environmental Monitoring, Design, and Assessment / On-Call Contracts, Harford County, MD	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. James has managed several contracts for on-call services for stream restoration, stormwater management, and drainage design. Several tasks have been completed, including design of stormwater BMPs, stormwater wetlands, regenerative step pool storm conveyances, and stream restoration. H&H analyses were completed for floodplain impacts associated with stormwater and stream restoration work. James was responsible for the development of plans, specifications, and estimates, and assisting with bid phase services. Willoughby Beach Road Retrofits and Stream Restoration: James managed the design and construction of 2500 linear feet of stream restoration, stabilization of two outfall channels, a headwater wetland, and conversion of two dry ponds: one to a retention pond and one to an infiltration basin. Prepared the design of the headwater wetland, including a forebay, meandering low flow channel, micropools, and extensive landscaping. Management of invasive species was an important aspect of the wetland design. The outfall channels were stabilized using a regenerative step pool storm conveyance approach. The ponds were converted in a way to maximize benefits for the costs; this involved modification of both existing risers instead of replacement. A variety of restoration measures were implemented along the mainstem channel, including embedded logs, stone toe, woody debris, landscaping, management of wetland seeps, and floodplain reconnection. James was responsible for all aspects of the project including obtaining all environmental permits and providing construction oversight.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Stormwater & Watershed Management Evaluation /Design/Build Services, CA-14-2018 & CA-23-2013, Howard County, MD	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Ellicott City Safe & Sound: James was responsible for coordination with the County on project selection and prioritization for KCI's portion of the response to devastating flooding in 2016 and 2018. He managed inspection of potentially damaged infrastructure and oversaw design and permitting of drainage improvements in heavily flooded areas. Long Meadow II Pond Decommission: Upstream of the Long Meadow I pond retrofit project, the Long Meadow II pond was also in need of retrofit. The Long Meadow I pond, being designed without consideration of upstream SWM in accordance with HSCD requirements, was determined to provide adequate storage for the entire drainage area, and the storage being provided within the upstream pond was not needed. KCI designed the removal of the existing spillway and converted the pond to a shallow wetland and constructed a regenerative step pool storm conveyance to transition flows to the lower pond. James managed the design, construction oversight, and preparation of as-builts for the decommission and water quality improvement project. Kings Meade Pond Retrofit: This wet pond was failing; the spillway was in poor condition and the riser had collapsed. The outfall channel was eroded, with a significant headcut below the spillway. Replacing the barrel would have required disturbance of private property; therefore, KCI designed a sliplined barrel. A new riser structure was provided, and step pools were constructed below the outfall to provide stabilization of the channel. James was responsible for the design of the pond retrofit, outfall stabilization, permitting, and construction oversight.	x Check if project performed with current firm	

12. NAME Michael Pieper, CSE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 27

15. FIRM NAME AND LOCATION (City and State)
KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization)
MS / Biology / Towson University
BA / Biology / St. Mary's College of Maryland

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
ESA Senior Ecologist
Rosgen Level I – III
IEER Freshwater Wetland Construction
UMD Ecological and Geomorphological Principles of Stream Restoration

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mike's academic and professional background is in aquatic and wetland ecology, watershed science and management, stream monitoring, TMDL implementation planning, and NPDES MS4 compliance. He leads and supports NPDES compliance efforts for municipalities and state agencies across the mid-Atlantic including many of Maryland's Phase I MS4 permittees such as Howard, Anne Arundel, Frederick, Harford, Montgomery, and Charles Counties. Mike's responsibilities include MS4 permit and TMDL based water quality monitoring projects for nutrients, bacteria, and PCBs, comprehensive watershed assessments, TMDL planning and modeling support, and salt management plans. Mike is a leader in the region in stream monitoring, MS4 compliance, and TMDL planning.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
NPDES Watershed Management Program/NPDES Municipal Permit Annual Requirements, Howard County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
Project Manager / Contract Manager. Mike provides contract and project management duties, technical oversight, and quality control review under KCI's fourth NPDES open-end contract. He provides support for the completion of the County's MS4 Annual Report and associated geodatabase elements related to restoration project data, impervious credits, TMDL compliance, monitoring results, and IDDE investigations. Mike led development of the Countywide Implementation Strategy (CIS) and the annual Countywide TMDL Stormwater Implementation Plan, documenting compliance progress and updating TMDL strategies. He completed bacteria and PCB TMDL Implementation Plans focused on desktop source assessments, sampling and analysis plans, and Quality Assurance Project Plans to identify locations and types of sources for future remediation. Mike is currently performing bacteria sampling in the Patapsco watershed in support of TMDL source identification. Mike oversees permit monitoring requirements for Assessment of Controls and the on-going Source Identification updates to the County's stormwater infrastructure GIS.		
a.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
Project Manager. Mike has assisted Charles County in meeting its MS4 permit requirements beginning in 2000 and continuing through KCI's current contract. Mike prepared local TMDL restoration plans for Port Tobacco sediment, Mattawoman nutrients, and Indian Creek bacteria, including desktop assessment and monitoring plan. He is currently managing a one-year Indian Creek bacteria sampling task for bacteria source identification and confirmation following MDE's monitoring guidelines. Mike tracks TMDL compliance annually in the Countywide TMDL Stormwater Implementation Plan that includes implementation and load reduction progress evaluations and milestone schedules for future implementation. He managed watershed assessments for each of the County's 8-digit watersheds, documenting current conditions and areas for stormwater retrofit and restoration. Mike is managing the Mattawoman TMDL Data Analysis to determine applicability of reduction goals based on water quality data collected over the last 25 years and he provides technical oversight for the County's new biological monitoring program. Mike is managing implementation of a TMDL 'De-Listing' monitoring plan including spring and summer index biological monitoring with draft and final De-Listing requests submitted to MDE for high quality portions of the Lower Patuxent watershed.		
b.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES/MS4 Consulting Services, Montgomery County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
Project Manager/Senior Environmental Scientist. Mike leads the KCI's team supporting Montgomery County DEP with its NPDES MS4 Permit requirements. Mike managed and developed Implementation Plans for all 17 of the County's TMDLs, including sediment, nutrients, and trash impairments, and completing source trackdown and monitoring plans for bacteria and PCBs. He prepared watershed assessments to re-establish the County's goals and objectives for future work and conducted a trend assessment to characterize changes in the County's watersheds in key areas such as climate, land use, water quality, and biological conditions over the last 25 years. KCI developed a DEM differencing model and topographic openness model to identify areas of stream bed and bank erosion and aggradation via desktop analysis. Under Mike's direction, KCI prepared Good Housekeeping Plans, performs annual IDDE outfall inspections at 150 sites, completes the Countywide TMDL Stormwater Implementation Plan, developed the County's STARS MS4 geodatabase for data maintenance and to meet MDE schema requirements, supports completion of the MS4 annual report, and provides field inspections, credit verification, and maintenance recommendations for stream restoration projects.		
c.		

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services, Baltimore County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) RESOLUTION 26-83 N/A Attachment 3
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
d. Project Manager. KCI is assisting Baltimore County with updates to their watershed management plans with a focus on sediment TMDLs and biological resources. Mike oversaw and assisted with KCI's efforts to compile, vet, and analyze all County and State biological data collected in Baltimore County's watersheds over the last 20+ years and prepared a subwatershed biological characterization at the County's 191 subwatershed scale using benthic macroinvertebrate and fish community data. Mike's team used BIBI and FIBI data and included a 90% one-sided confidence interval analysis to complete the characterization. KCI reviewed all County subwatersheds and reaches for their readiness for de-listing from MDE's impaired water's listing, developing methods and testing in pilot subwatersheds. Using the compiled data, KCI developed a GIS based weighted overlay prioritization model to identify specific areas to target for sediment TMDL implementation, biological improvement, and natural resource protection. Mike is currently assisting with incorporating the results into new watershed management plans using ESRI's ArcGIS Hub.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Open-End Engineering Services, Anne Arundel County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
e. Project Manager. Mike assists Anne Arundel County with NPDES compliance on several open-end A/E services contract. Mike developed six TMDL restoration plans for sediment (Little Patuxent, Patapsco LNB, Upper Patuxent, West Chesapeake, South River), nutrients (Baltimore Harbor) and PCBs (Patuxent River). Plans include pollutant load modeling, currently using MDE's TIPP model, with baseline and progress loads and presenting suites of cost-effective programs to meet the goals. Mike manages annual progress assessments for each TMDL developing a detailed report of implementation, costs, and load reductions. In 2025 KCI is completing a full update of all eight of the County's sediment TMDL plans including South River, the Patuxent River, Baltimore and the Harbor. Mike is developing and overseeing the plan that includes a detailed project prioritization model based on potential benefits of each project, the constraints to implementation such as property ownership and tree removal, and the cost of the project per pound of sediment removed. Mike managed biological and water quality field assessments for Cowhide Branch and targeted pre- and post-restoration monitoring at sites including Mill and Cypress Creeks. Monitoring at the sites included spring index benthic macroinvertebrates and habitat assessment. Summer index monitoring focused on evaluation of the fish population. Sampling was conducted following MBSS procedures with certified field crew leaders. Mike managed the KCI team completing estuarine SAV assessments at sites including Cockey, Cattail, Broadwater, and Carrs Creeks.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES Services, Civil and Environmental Engineering Services Open-End, Maryland State Highway Administration, Statewide, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
f. Project Manager. Mike provides project management, technical oversight, and contract management expertise on KCI's comprehensive open-end with SHA. He manages KCI's team completing MS4 NPDES compliance, IDDE, GIS support, watershed management, TMDL planning and implementation, and MDE coordination tasks. Mike is overseeing updates to SHA's local TMDL implementation plans, including the Baltimore Harbor nutrient TMDL and update of SHA's Coordinated Plan that provides progress modeling and planned implementation pollutant load reduction estimates for all of SHA's local and Bay TMDL goals. Mike is assisting with TMDL plans for SHA's bacteria, PCB, and trash TMDLs. KCI annually assists SHA with completion of its annual report, completing modeling, developing narrative sections, and populating geodatabase elements related to TMDL restoration, impervious credits, and IDDE. Mike assisted SHA in negotiating the terms of the upcoming MS4 permit re-issuance including development of an updated impervious restoration MEP (maximum extent practicable) analysis based on schedules, contracting constraints, and capital improvement budget estimates.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES Consultant Services, Frederick County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
g. Project Manager. KCI assists Frederick County with NPDES compliance, including database development, annual reporting support, monitoring, and TMDL planning. Mike oversees the Frederick County Stream Survey (FCSS), pre and post restoration monitoring, and monitoring in the Peter Pan Run subwatershed. The FCSS is a Countywide biological monitoring focused on the spring sampling period and collection of benthic macroinvertebrates to assess stream health. KCI assist with property owner coordination, completes spring sampling, develops annual reports, and an in-depth analysis at the end of each round to describe watershed conditions and changes over time. He assists with annual report preparation providing oversight and QC of narrative sections of the reports. For the Peter Pan Run Subwatershed Retrofit Assessment, Mike assisted with development of the project prioritization method to select the highest ranked projects based on costs and benefits. He manages and provides technical oversight for annual updates to the County's Stormwater Restoration Plan including restoration strategies and progress modeling for impervious treatment and local and Bay TMDLs.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Nathan Drescher	13. ROLE IN THIS CONTRACT Senior Environmental Scientist	14. Attachment 3 a. TOTAL 25		b. WITH CURRENT FIRM 25
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD				
16. EDUCATION (Degree and Specialization) MS / 2006 / Environmental Science / Towson University BS / 2000/ Geoenvironmental Studies / Shippensburg University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Rosgen Level I MD DNR / MBSS Spring Index Training Confined Space Certification		

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Nathan is a Senior Project Manager with KCI's Water Resources practice with experience in watershed planning, water quality sampling, IDDE investigations, BMP inspections, stream assessment, and GIS analysis. Nathan has supported NPDES clients in MD and VA and his Phase I MS4 clients in MD include Montgomery, Howard, Anne Arundel, Charles, Frederick, and Prince George's Counties and MD State Highway Administration. Nathan also supports MD Transit Administration with their Phase II MS4 and 12-SW permits and Washington Metropolitan Area Transit Authority with their multi-jurisdictional NPDES and industrial permits. Nathan leads training sessions on performing illicit discharge investigations and good housekeeping practices.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
a. Senior Environmental Scientist. KCI is assisting the County in meeting the requirements of its Phase I MS4 NPDES permit. Nathan manages IDDE site selection and inspection of 100 County storm drain outfalls and commercial / industrial watershed visual survey investigations. Nathan performed an extensive review of the County IDDE program including a review of County internal SOP's, stormwater ordinance documentation, and interviews with County employee stakeholders. From this review, he created SOP's for the County IDDE program that included training of KCI and County staff and updates to the County internal tracking and enforcement procedures. He is responsible for performing pre- and post-inspection processing, reporting of violations to the County project manager, quality control, and reporting for the County's NPDES annual report.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Civil Engineering, Environmental Engineering, and Construction Management Services, Prince George's County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
b. Project Manager. KCI is assisting the County in meeting the requirements of its Phase I MS4 NPDES permit. Nathan manages IDDE site selection and inspection of 150 County storm drain outfalls and commercial / industrial watershed visual survey investigations. Nathan assisted the County in preparing an IDDE prioritization plan for submittal to MDE and provides IDDE annual reporting deliverables. Nathan is also managing the creation of Good Housekeeping Plans (GHPs) for qualifying County-owned properties which includes the assessment of over 600 properties, development of GHPs for facilities that meet qualifying criteria, assistance in developing data and narratives to include in the County's annual MS4 report, and development of GIS architecture to facilitate data management. Nathan performs SWPPP updates and quarterly inspections at County and Municipal industrial sites for 20-SW permit compliance.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements, Howard County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
c. Senior Environmental Scientist. Nathan leads the County's routine IDDE inspections of outfalls. He selects targeted outfalls based on watershed and land use criteria, leads and manages field crews performing the work, reports violations to the County project manager, performs quality control, and completed required reporting in MDE database formats. Nathan assisted with field training for County staff on proper testing methods. He assisted in the development of an Enhanced IDDE Program, method and SOP for County to obtain TMDL reduction credits for eliminated discharges. Nathan also manages bi-monthly stormwater BMP inspections in support of the County's NPDES MS4 permit. 72 stormwater BMPs are inspected and reported on in the County's CRM database bimonthly.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
NPDES Consultant Services, Frederick County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
d. Senior Environmental Scientist. Nathan assessed the County's current IDDE program, including GIS analysis and review of protocols and MDE comments, and gave recommendations for updates and improvements. He developed and implemented the County's updated program Nathan eads wet weather sampling at the two Peter Pan Run NPDES Sites (outfall and instream) for the County's Assessment of Controls portion of the MS4 Permit.		

12. NAME Megan Crunkleton, CE	13. ROLE IN THIS CONTRACT Senior Environmental Scientist	14. YEARS EXPERIENCE	
		a. TOTAL 19	b. WITH CURRENT FIRM 17

15. FIRM NAME AND LOCATION (City and State)
KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization)
MS / Environmental Science and Policy / Towson University
BS / Environmental Science / Towson University

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
ESA Certified Ecologist
EPA Water Quality Standards Academy
Rosgen Level I

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Megan is an environmental scientist with experience in watershed management, pollutant load modeling, and MS4 compliance. She specializes in pollutant load modeling using various models including the Chesapeake Assessment Scenario Tool (CAST), MDE's TMDL Implementation Planning and Progress tool (TIPP), and related Bay Program models to help guide planning efforts towards achieving MS4 NPDES permit, local TMDL and Chesapeake Bay TMDL pollutant reduction requirements. Megan develops automated methods to calculate pollutant loads and reductions through geodatabase scripts and data exports.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist / Watershed Modeler. From 2000 to the present, KCI has assisted Charles County in meeting its MS4 permit requirements. Megan assisted with development of watershed assessments for each of the County's major watersheds between 2015-2018 providing TMDL and impervious surface restoration modeling and analysis. She performed modeling, assisted with the watershed characterization, and performed GIS analysis for the County Stormwater Restoration Plan completed in 2017. In 2024, Megan assisted with the development of the Countywide Stormwater TMDL Implementation Plan. Currently, Megan is assisting with the Mattawoman nutrient TMDL analysis. KCI is compiling and analyzing water quality and biological data with goals to determine the legitimacy of the nutrient TMDL and if adjustments should be made to the status of the impairment, the pollutants identified, and/or the percent reduction required.		
b.	NPDES Watershed Management Program/NPDES Municipal Permit Annual Requirements, Howard County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist / Watershed Modeler. KCI developed a Countywide Implementation Strategy (CIS) to document the County's plans to meet its TMDL and Impervious Surface Restoration requirements under its previous NPDES permit. Megan developed the TMDL modeling of progress and future scenario implementation strategies to determine TMDL and impervious restoration credit. Megan completes annual TMDL progress modeling and impervious credit analyses for the County's annual report, FAP and WPRP reporting requirements. In 2024, Megan led preparation of the Countywide Stormwater TMDL Implementation Plan and oversaw pollutant load modeling scenarios.		
c.	NPDES/MS4 Consulting Services Open-End, Montgomery County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist / Watershed Modeler. Megan led the development of updated local TMDL Implementation Plans in 2022 for eight watersheds. Megan led the development of the watershed characterization, description of sources of impairment, recommended BMP implementation with schedules, costs, milestones, and expected load reductions. In 2024, Megan led the preparation of the Countywide Stormwater TMDL Implementation Plan. Megan oversaw pollutant load modeling of baseline, progress, and planning scenarios using MDE's TIPP tool. She also provided model results for populating TMDL compliance sections of the NPDES annual report and associated geodatabase.		
d.	Environmental and Landscape Design & Program Support Services / Environmental Engineering, Compliance and Remediation Services Open-Ends, Statewide, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist / Watershed Modeler. Megan completes modeling for baseline, progress and planned BMPs, and performs pollutant load tracking of all SHA MS4 Counties and local TMDLs with Wasteload Allocations (WLAs). SHA nutrient and sediment pollutant loads are modeled using an automated database approach KCI designed using MDE's TIPP loading rates and equations and efficiencies from expert panel reports and MDE guidance documents. Megan assisted with development of multiple TMDL implementation plans from 2018 to the most recent plan developed in 2025 for the Baltimore Harbor Tidal nutrient TMDL. Megan provides MS4 compliance support to SHA answering crediting questions on an as-needed basis including reviewing TMDL and MDE guidance documents for developing implementation plans for nutrients, sediment, trash, bacteria, and PCBs.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Shannon Lucas, PE, CC-P	13. ROLE IN THIS CONTRACT Project Manager	14. Attachment 3 a. TOTAL 23 b. WITH CURRENT FIRM 8	
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD			
16. EDUCATION (Degree and Specialization) MS / Civil Engineering / Johns Hopkins University BS / Mathematics / Clemson University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD / 33079 / 2007; PE / DC, PA, & VA Climate Change Professional Rosgen Level I – IV Wetland Plant Identification, Environmental Concern OSHA Confined Space Entry Qualified Professional to prepare NRI/FSD and FCP	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Shannon is the practice leader of Ecological Restoration and Resilience Services within Water Resources where she oversees all aspects of ecological restoration projects throughout their duration. Much of her experience is in the Maryland Western Coastal Plain. Her Masters course work focused on tidal dynamic analysis, tidal shoreline erosion control and enhancement design, and application of structural and non-structural shoreline stabilization techniques, with courses including Marine geotechnics, Hydrodynamics for Estuaries, and Port and Harbor Engineering. Her designs improve resilience and create habitat. She is also experienced in stormwater BMP assessments, inspection, IDDE, and retrofit designs, watershed assessments and plans. With a keen understanding of the current Bay TMDLs and the MDE Impervious Acre Crediting guidance, Shannon optimizes credits for MS4 clients. Shannon has completed wetland and stream mitigation projects and has successfully applied for, obtained, and managed grant funding for clients.			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	Stormwater & Watershed Management Evaluation/Design/Build Services, CA-14-2018 & CA-23-2013, Howard County, MD	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm Project Manager and Lead Design Engineer. Shannon designed 3,500 LF of zero and first order channel in an urbanized watershed for the Sunny Field Court Stream Restoration project. Shannon performed the geomorphic assessment, BANCS evaluations, and sediment sampling. She prepared Regenerative Stormwater Conveyance (RSC) designs and computations for impervious acre and TMDL credits for Protocols 1, 2, 4, and 5. Shannon calibrated design discharge and sediment transport, sized rocks and footer depths, estimated scour, and designed wetlands and vernal pools. Shannon prepared exhibits for and participated in a public meeting with the residents and community, and prepared bid documents (plans, estimate, and special provisions). Shannon completes monitoring and reporting for stream restoration projects and prepares as-built credit memos for MDE (e.g. <i>Woodland Road</i> and <i>Mellen Court</i>).		
b.	NPDES Permit Compliance, Aberdeen, MD	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm Project Manager. KCI performed a watershed assessment and stream corridor assessment and prioritized 3 stream restoration projects to help meet the City's Phase II MS4 Chesapeake Bay Restoration Requirements. Shannon managed the overall assessment, conceptual design development, property owner outreach, and credit computations for priority projects. For the Tributary to Carsins Run at Summerlin (SR2) project, Shannon led the detailed design, permitting, contract document preparation, and credit computations based on Protocols 1 and 5. She prepared a grant application to garner \$866K for the 2025 construction implementation and administers the grant including modification request and quarterly reporting. Shannon prepared the full bid package in coordination with the City, oversaw development of renderings and outreach material, managed the construction oversight team, and reviewed contractor invoices. Shannon performed post storm inspections and validated the design's resilience through multiple 100+-yr storm events during construction.		
c.	On-Call Watershed Stream Restoration Assessment, Design and Monitoring Services, Baltimore County, MD	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm Project Manager and Contract Manager. Shannon manages the Baltimore County on-call contract. She scopes and delegates tasks. She coordinates with subcontractors including CRI and AB, to ensure MBE/WBE goals are achieved. She also is task manager and lead design engineer for <i>Pittsfield Road Stream Restoration</i> , <i>Victory Drive Stream Restoration</i> , and <i>Patleigh Road Outfall Stabilization</i> . For these tasks she was responsible for assessment, design, credit computations, contract document preparation, and obtaining local, State, and Federal permits. She performs bid and construction phase services: prepares bid documents, responds to RFIs, attends pre-bid meetings, and oversees construction, and prepares asbuilt documentation. Shannon has performed post construction monitoring and successfully closed out permits for <i>Chartley II</i> and <i>West Branch</i> . Shannon also has attended public meetings and organized stream cleanups to engage residents.		

d.	(1) TITLE AND LOCATION (City and State) Open-End Engineering Services, Anne Arundel County, MD	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager KCI is working with the Department of Public Works to provide assessment, design, and construction management services for various stormwater and stream restoration projects throughout the County. The goal is to address existing infrastructure, flooding, and TMDL restoration needs. Shannon manages the Maritime Boulevard Restoration project that restores over 47 acres of riparian corridor and 10,000 linear feet of incised channel in a highly impervious urban environment in the Coastal Plain physiographic province. Shannon led design charette meetings to incorporate lessons learned and refine the design. The design utilizes valley wide structures and RSCs to significantly raise the water table, activate the floodplain, and create a low-shear, wetland complex system that will provide water quality and habitat benefits over a range of flows.	x Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) Environmental Monitoring, Design, and Assessment / On-call Contracts, Harford County, MD	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Shannon leads all aspects of the assessment, design, construction document preparation (PS&E), bid and construction phase support for stream restoration tasks, including the <i>Upper Farnandis</i> project, which restores 5,000 LF of degraded streams and protects vulnerable sewer infrastructure. Project scope of work includes assessment, design development and validation, credit computations, permitting, bid, and construction phase services. The project also promotes fish passage by raising the channel and addressing major scour at concrete ford/sewer encasements.	x Check if project performed with current firm	
f.	(1) TITLE AND LOCATION (City and State) NPDES/MS4 Consulting Services, Montgomery County, MD	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. As project manager for the Stream EIA Credit and TMDL Reduction Analysis: Protocols 1 & 5, Shannon coordinated with the County to develop scope and fee to determine Protocol 1 and Protocol 5 credit along three proposed stream restoration projects (Bel-Pre, Sligo Creek, and Lamberton Trib) totaling 23,000 LF. Again, with CRI, KCI performed desktop analysis, field work, computations, and reporting, to determine and document four projects' efficiency factor based on post-restoration field conditions. For both projects, Shannon managed subconsultant CRI, provided quality control for all deliverables, and managed the team to successfully meet the County's aggressive schedule and budget.	x Check if project performed with current firm	
g.	(1) TITLE AND LOCATION (City and State) Bay Restoration Program & NPDES Services, Civil and Environmental Engineering Open-Ends, MDOT, SHA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Shannon managed the task to document sources of sediment in the Big Elk Creek Watershed at MD7 based on a desktop analysis, field reconnaissance included nearly 2 miles of BANCs to quantify the potential sediment from bank erosion. The report quantified the sediment supply based on Edge of Field and BANCs analysis, and assessed sediment transport issues near the MD 7D Bridge through interpretation of geomorphology and HEC-RAS models. Shannon manages geomorphic assessments for bridge replacement projects including MD 346 and MD 273. These include desktop analysis, field measurements and documentation, report preparation and recommendations to inform bridge alignment, scour analysis, and need for additional studies.	x Check if project performed with current firm	
h.	(1) TITLE AND LOCATION (City and State) Cabin Branch Stream and Wetland Restoration Design, MDOT, SHA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Shannon provided QC and engineering oversight for all functional assessments and predictions, BANCS, and restoration design for the 12,000 LF and 40 riparian acre Cabin Branch Stream and Wetland Mitigation Project to address fish barriers, restore the headwater stream channels, and create 3.6 acres of wetlands. She coordinated directly with H&H engineers in an iterative approach to verify acceptability of the design and improve conditions where possible. Shannon managed the project to meet an aggressive schedule and delivered design and credit documentation necessary for the Phase I Mitigation Plan approval.	x Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Andy Becker	13. ROLE IN THIS CONTRACT Senior Environmental Scientist	14. Attachment 3 a. TOTAL 25 b. WITH CURRENT FIRM 10	
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD			
16. EDUCATION (Degree and Specialization) MS / Environmental Science and Policy / Johns Hopkins University BS / Biology / Towson University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) MBSS Certified Benthic Sampler, Certified Fish Taxonomist, Certified Fish Crew Leader, and Certified Habitat Assessment Rosgen Level I-II	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Andy is a Senior Biologist and Project Manager with KCI's Natural Resources Management Practice with experience in watershed management, watershed assessment, water quality and ecological monitoring, and statistical analysis of large datasets. His background is in watershed management and conservation, aquatic ecology, biomonitoring, long-term ecological datasets, development of monitoring plans, and environmental policy. Andy supports various MS4 clients in Maryland with watershed planning, watershed assessment, and monitoring to meet permit conditions. He is a board member for the Maryland Water Monitoring Council (MWMC), annual conference planning committee, and is the coordinator for the annual MWMC Maryland Streams Roundtable.			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
	Senior Environmental Scientist. KCI is supporting Charles County with completion of a pilot delisting request for the Lower Patuxent River sediment TMDL. Andy served as KCI's certified fish taxonomist and field crew leader for summer data collection. He led data analysis and reporting for this project. KCI worked collaboratively with Charles County and MDE to refine MDE's draft delisting methodology. A draft delisting request was presented to MDE which resulted in additional monitoring requested to fill in spatial gaps in Charles County's portion of the watershed. After all data were collected and analyzed KCI produced a final delisting request document presenting all data collected and supporting the delisting of Charles County's portion of the Lower Patuxent River watershed.		
b.	Round 4 Countywide Biological Monitoring Program, Anne Arundel County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
	Project Manager / Senior Environmental Scientist. KCI is currently completing Round 4 of the County's biomonitoring program. Andy is serving as project manager and QA/QC support for both the spring and summer index periods. He is managing the collection of benthic macroinvertebrates, fish surveys, water quality samples, physical habitat assessments, and geomorphic evaluations. Andy is serving as KCI's certified fish taxonomist and field crew leader. He conducted a review and update of the County's QAPP, assists with property owner coordination, authors sections of the annual reports, and prepares the project database and MS4 biological data.		
c.	NPDES Watershed Management Program/NPDES Municipal Permit Annual Requirements, Howard County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
	Project Manager / Senior Environmental Scientist. Andy is project manager for multiple tasks in Howard County in support of Howard County's MS4 permit. He managed permit-mandated biological and water quality monitoring activities for the Wilde Lake, the Red Hill Branch subwatershed, Dorsey Hall, and Turf Valley project areas. He developed a BMP Effectiveness monitoring plan describing a change in project area and covering permit-mandated monitoring for the County which was submitted to and approved by MDE. Andy is currently managing, installing new equipment, and conducting water quality, biological, physical habitat, and geomorphic data collection at the County's new BMP Effectiveness monitoring site project area located at the Bureau of Highways Dayton maintenance facility. He compiles data and provides narrative summaries annually for inclusion in the County's MS4 annual report. Andy is currently developing a BMP Effectiveness Monitoring QAPP for the County.		
d.	NPDES/MS4 Consulting Services, Montgomery County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
	Project Manager / Senior Environmental Scientist. KCI is supporting Montgomery County with various monitoring activities to meet the County's MS4 monitoring needs and answer resource management questions. Andy manages collection of bacteria data at one site in each of the County's four 8-digit watersheds with approved bacteria TMDLs. KCI collects monthly E. coli samples with field duplicates at each site following MDE's MS4 Monitoring Guidance. Andy is currently developing a QAPP to document the programs goals, methods, data quality objectives, and quality control measures.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Colin Hill, CE	13. ROLE IN THIS CONTRACT Senior Environmental Scientist	14. Attachment 3 a. TOTAL 25 b. WITH CURRENT FIRM 18	
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD			
16. EDUCATION (Degree and Specialization) MS Environmental Science / Towson University BS Biology / Lock Haven University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Ecologist Certification MBSS Spring and Summer Index Training, Rosgen Level I-IV	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Colin is a Senior Environmental Scientist with experience in water resource assessment, environmental permit compliance, stream restoration, and monitoring activities including geomorphology, biological assessment, monitoring program implementation and design, and stormwater BMP monitoring. He has been involved in planning, field/laboratory, data analysis, and reporting aspects of NPDES MS4 permit compliance including watershed assessment, restoration, inspection, monitoring and reporting services. He has extensive experience in the design and implementation of watershed assessments programs and the preparation of watershed characterization reports, Sampling and Analysis Plans and QAPP, and TMDL Implementation Plans.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
NPDES/MS4 Consulting Services, Montgomery County, MD	Ongoing	Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
a. Senior Environmental Scientist. KCI conducts annual assessments of the County's stream restoration projects. Colin developed a customized ArcGIS Field Maps application to collect field data and photos and a Survey123 form to record inspections. He performed inspections of 130,000 LF of restored streams across 44 project sites in a five-year period, prepared site-specific inspection reports including vegetation maintenance recommendations and stream repairs and provided technical memoranda to prioritize projects for future maintenance and repair with schedules for future inspections. Colin supports development of TMDL implementation plans for bacteria and PCBs, including desktop data compilation and source identification and source trackdown monitoring plans.		
NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
b. Senior Environmental Scientist. Colin is managing implementation of the County's new Biological Monitoring and Assessment Program with Year 1 sampling and reporting in 2025. KCI previously developed and received approval from MDE on the Watershed Assessment Monitoring Plan that outlined the program elements. Colin leads the selection of monitoring sites, assists with property owner coordination, and manages the KCI and Coastal Resources field teams collecting Spring and Summer index data including benthic macroinvertebrates, water quality samples, and physical habitat. Colin will oversee data analysis and reporting of the 2025 data and submission of biomonitoring data to MDE in the FY25 annual report.		
Carsins Run Stream and Wetland Mitigation, MDOT MDTA, Aberdeen, MD	2022	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
c. Senior Environmental Scientist. KCI designed and permitted a compensatory mitigation project that provides nearly 1,000 LF of stream restoration credit and wetland creation. Colin led the groundwater monitoring effort for determining wetland hydrology following current Ecological Performance Standards and Monitoring Protocol for Permittee-Responsible Nontidal Wetland Mitigation Sites in Maryland (Oct. 2020), including the installation of wells, data collection, data analysis, and reporting to ensure environmental permit compliance for wetland mitigation. He also assisted with the post-construction monitoring report submittal to the regulatory agencies.		
NPDES Watershed Management Program/NPDES Municipal Permit Annual Requirements Contract, Howard County, MD	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm		
d. Senior Environmental Scientist. Colin manages and executes the Howard Countywide Biological Monitoring program, completing comprehensive countywide biological monitoring and reporting services under multiple task orders beginning in Round 2 in 2006 and continuing through year 3 of Round 5 in 2025. Colin manages the program, completing benthic macroinvertebrate sampling following MBSS protocols, physical habitat assessments, geomorphological assessments, and water quality measurements at 30 sites annually. He coordinates property access, manages field teams, performs QA/QC, prepares the annual report, geodatabase updates, property owner reports, and programmatic summaries for annual MS4 reporting. He is the lead author of the Round 3 and 4 Summary Reports.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

Attachment 3

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
James Kester, PE	Project Manager	a. TOTAL 35 b. WITH CURRENT FIRM 35

15. FIRM NAME AND LOCATION (City and State)
KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
BSCE / 1989 / Civil Engineering / Virginia Polytechnic Institute & State University	PE / MD / 20903 / 1994 PE / DE, NC, PA, & VA Rosgen Levels I – IV

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
James is a senior H&H engineer in KCI's Water Resources Practice with 35 years of experience in hydrologic and hydraulic (H&H) analysis and design. His responsibilities include riverine and tidal H&H and floodplain analyses for culvert, bridge, and stream stability design projects, scour analysis, FEMA studies, erosion & sediment control/stream diversion design, SWM, dam breach analysis, and storm drain design. He is proficient in the use of the following programs: GISHydroWEB, HydroCAD, HEC-HMS, HEC-1, WINTR-55/TR-20, HEC-RAS, CHECK-RAS, RASPLOT, HEC-2, HY-8, Hydraulic Toolbox, TideRout2, and MDOT-SHA ABSCOUR. James also performs expedited H&H reviews of MDOT-SHA projects for the Maryland Department of the Environment, ensuring COMAR requirements are met.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Ellicott City Safe & Sound Initiative, Howard County DPW, Ellicott City, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
a. H&H Engineer. Tiber-1 Resiliency Project – under the Ellicott City Safe and Sound Plan, KCI is teaming with GreenVest, LLC in the development of Phase I of the Tiber-1 Flood Risk Reduction (T1) Program to provide preliminary assessments for the stream stabilization and SWM program elements; 35% engineering and design for the flood risk reduction facility (FRRF); preliminary regulatory and stakeholder coordination; and funding application assistance for the T1. The primary goal of the FRRF is to reduce the flow rates of a 100-year event with an approximate 28-foot dam and dry facility with approximate 80 acre-feet of storage. KCI is currently developing existing and ultimate conditions peak discharges to the FRRF using GISHydroWEB, ArcPro, MD iMAP DEM, County zoning, and the County GIS storm drain layer to delineate the watershed to the FRRF. Ellicott City West Side – KCI is providing drainage improvements where the Hudson Branch crosses under Main Street in the vicinity of Klein Avenue in Ellicott City, Maryland. This project was initiated in support of area-wide flood mitigation activities commissioned by Howard County under the Safe and Sound Plan. The KCI Team is performing H&H to meet COMAR, stream and bank stabilization design, and ESC/stream diversion design. <i>Ellicott City Retaining Walls</i> – KCI provided HEC-RAS modeling of Tiber-Hudson Branch, retaining wall scour analysis, scour countermeasure design, ESC/stream diversion plans for retaining wall repairs in Ellicott City.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services, Baltimore County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
b. H&H Engineer. Tributary to Patapsco at Victory Drive: KCI is currently designing stream restoration and providing H&H analyses for 4,900 LF of an unnamed tributary of Patapsco Run. KCI developed a WIN TR-20 hydrologic analysis of the 0.7 sq. mile urbanized watershed, including structure routing computations for two SWM ponds within the watershed per Maryland Hydrology Panel recommendations. RAS Mapper in conjunction with a surface developed from survey, LiDAR, and proposed grading was utilized to cut existing and proposed stream sections. Existing and proposed HEC-RAS modeling was completed to meet COMAR and limit property impacts to the extent possible. Multi-phase sediment control/stream diversion plans were recently submitted to Baltimore County SCD. <i>Unnamed tributary of Gwynns Falls at Pittsfield Road:</i> KCI provided stream restoration design and associated H&H modeling and sediment control design for 3,900 LF of an unnamed tributary of Gwynns Falls. KCI developed a WIN TR-20 analysis of the 0.3 sq. mile watershed, including structure routing computations for four SWM ponds within the watershed. We completed an existing and proposed condition HEC-RAS models for the mainstem and tributaries and the Pittsfield Road culvert. RAS Mapper in conjunction with a surface developed from survey, LiDAR, and proposed grading was utilized to cut existing and proposed stream sections. Routing computations were performed on the MDOT SHA I-795 SWM pond for the downstream boundary condition in HEC-RAS. Improvements to the mainstem and tributaries are being analyzed in HEC-RAS to determine potential impacts to adjacent private properties per COMAR. Multi-phase ESC/stream diversion plans were developed and were approved by the SCD.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

Attachment 3

(Complete one Section E for each key person.)

12. NAME Yinting Hou, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 14	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD			
16. EDUCATION (Degree and Specialization) MS / 2011 / Civil/Water Resources Engineering / State University of New York at Buffalo BS / 2009 / Environmental Engineering / Jilin University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD / 49364 / 2016 MDE Erosion and Sediment Control Green Card MDE Erosion and Sediment Control Yellow Card Rosgen Level I	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Yinting is a Project Manager in KCI's Water Resources Practice. She has experience in the design of stormwater management facilities, open and closed drainage systems, stream restoration projects, living shorelines, erosion and sediment control, floodplain studies, and H&H modeling. Yinting's responsibilities include project management, task management, quality control, technical design, and preparation of construction plans, specifications, cost estimates, and permit applications. Yinting is proficient in the use of Win TR-55/TR-20, HY-8, HEC-RAS, HEC-HMS, ArcGIS, AutoCAD and MicroStation.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Structures Hydrology and Hydraulics, Engineering Design Services, Open-end, Statewide, MD		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
a.	H&H Engineer. SHA on-site Support. Responsible for conducting hydrologic and hydraulic analysis for bridge and culvert structures in Maryland. Projects include: MD 136 over Falling Branch, MD 16 over Fishing Creek, and MD 354 over Trib to Pocomoke River. Hydrologic analysis was conducted using GISHydroNXT, and the results for larger watersheds were calibrated following the guidelines from Maryland Hydrology Panel Report. Hydraulic analysis was conducted using HECRAS 1D program.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Open-End Engineering Services, Anne Arundel County, MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) 2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
b.	Project Engineer. <i>Bodkin Creek Watershed Stormwater Management Retrofit:</i> Yinting conducted field reconnaissance and preliminary concept computations for a retrofit feasibility assessment of twelve existing dry ponds and developed concept plans for water quality improvements. She designed the retrofit of the conversion of one of the ponds to an infiltration basin, and to remove the existing principal spillway and embankment and decommission the facility. <i>Patapsco Phase II Pond Retrofits:</i> Yinting supported the retrofit assessment of six existing dry ponds and developed concept plans for water quality improvements. She designed the conversion of two of the dry ponds to shallow wetlands. <i>Bodkin Public Ponds PH 5:</i> Yinting was responsible for overall project coordination and scheduling. She also designed the retrofit of this facility to a wet pond by modifying the existing riser structure.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Maryland Port Administration Water Quality Support, Maryland Environmental Service, Baltimore, MD		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
c.	Project Engineer. KCI is working with the Port under an NPDES support contract to identify opportunities for restoration of existing impervious area. Yinting led a study to review approximately eight miles of shoreline owned and maintained by the Port and identified several miles of candidate shoreline for restoration. Yinting prepared the concept design for over 3,000 linear feet of shoreline, at three different candidate sites. Concept plans were developed and a cost per impervious acre estimated to assist in planning. The projects moving forward are anticipated to provide EIAf for up to 150 acres of impervious area.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Environmental Monitoring, Design, and Assessment / On-Call Contracts, Harford County, MD		PROFESSIONAL SERVICES 2017	CONSTRUCTION (If Applicable) 2020
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
d.	Design Engineer. KCI provided the retrofit design to two existing stormwater ponds providing treatment for Willoughby Beach Road. Yinting conducted the H&H analysis for the watershed and designed a headwater wetland, two existing stormwater management ponds retrofits, and an SPSC outfall retrofit within the watershed to increase water quality volume. Yinting was responsible for overall plan development. Stormwater Management Review Services: Yinting conducted on-site review of stormwater management and drainage design plans to ensure consistency with County requirements.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE
Matthew Snyder, PE	Project Manager	Attachment 3 a. TOTAL 25 b. WITH CURRENT FIRM 25

15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization) BS / Biological Resources Engineering / University of Maryland	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD 25753
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Matt is a senior project manager in KCI's Water Resources Practice with more than 25 years of experience. He has experience in the design of stormwater conveyance and management facilities, open and closed drainage infrastructure, stream restoration projects, design and permitting of erosion and sediment control measures, floodplain studies and flood control assessments, climate resiliency, and H&H modeling. He has worked extensively on state and federal projects to meet MDE requirements relating to stormwater management and erosion and sediment control as well with county and city agencies throughout Maryland. Matt's responsibilities include project management, quality control, technical design, preparation of construction plans, specifications, cost estimates, preparation of permit applications for regulatory agencies, and construction services, including review and approval of shop drawings and materials submittals, managing RFI's, attendance of pre-construction meetings, and inspections throughout construction to document as-built conditions.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	2020	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Matt led a comprehensive inspection and evaluation of assets, including drainage infrastructure, roadway culverts, and stormwater management facilities, in the Swan Point Community of Charles County, MD, to identify repairs, retrofits, and upgrade opportunities of the existing storm drain infrastructure to address resident concerns and plan for long-term climate resiliency. He managed the inspection of approximately 145 drainage structures, 108 conveyance pipes, and five stormwater management facilities. Matt oversaw the development of hydrologic and hydraulic models to assess tidal impacts, storm surges, and inland flooding. Matt supervised video inspections of pipes and the use of GPS and high-definition camera technology to capture and evaluate storm drain system conditions. Matt provided cost estimates and recommendations that were instrumental in securing grant funding for future drainage improvements. The engineering analysis incorporated NOAA MARISA rainfall data to model future climate change impacts, and the project also identified opportunities to reduce the County's NPDES impervious restoration requirements.		
b.	NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements, Howard County, MD	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Matt provided overall project management and administrative services and was the point of contact with the Howard County DEP Project Manager for the day-to-day execution of work, meetings, reporting, submissions, schedule, and invoicing for several projects. Matt was the Project Manager and senior designer for a pond retrofit design at The Forest community, which included replacement of a failing CMP barrel pipe with a concrete pipe, modifications to the existing riser structure, and addition of a forebay at the pond inflow. He managed and was the lead designer for a roadway culvert replacement under Sweet Hours Way and decommissioning the stormwater management pond on the upstream side of the roadway. Matt designed the new culvert, which was installed via jack-and-bore to maintain traffic on the road. On all projects, Matt developed concept solutions, prepared the contract documents and reports, technical specifications, and permit applications.		
c.	Civil Engineering, Environmental Engineering, and Construction Management Services, Prince George's County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. In support of assisting the County in meeting its MS4 permit requirements, KCI evaluated 361 Best Management Practices (BMPs) to determine water quality credit provided by each facility in accordance with MDE criteria. Matt was responsible for managing the project, including establishing the workflow, including protocols for gathering missing information through field research, evaluating the treatment provided by each facility, confirming and updating drainage areas as needed, determining impervious area treatment credit and pollutant load reductions, and ultimately developing documentation to include in the Annual Report submitted by Prince George's County to MDE, as well as updating the County's BMP geodatabase.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE
Nuan Sun, PE, CFM	Civil Engineer	Attachment 3 a. TOTAL 8 b. WITH CURRENT FIRM 3

15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization) MS / Water Resources Engineering / Pennsylvania State University BS / Water Resources Engineering / China Agricultural University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Certified Floodplain Manager (CFM) / US-21-11869 PE / MD / 58582
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Nuan is a Senior Design Engineer in KCI's Water Resources Practice with experience in hydrologic and hydraulic analysis for State, County, and local agencies. He is proficient in closed storm drain and waterway improvement design. His responsibilities also include 1D and 2D hydraulic modeling for transportation structures and streams, water quality facilities design, floodplain analysis, FEMA LOMR / CLOMR applications, scour studies, and erosion & sediment controls.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
a. Water Resources Engineer. Swan Point Drainage Improvements: The Swan Point Community of Charles County, MD, is a large residential development experiencing frequent flooding and drainage issues. KCI performed an inventory and assessment of the storm drain infrastructures and SWM facilities within the community. The drainage system of the Community includes closed storm drains, grass swales and culverts. In total, 145 structures and 108 storm drains and culverts were identified and analyzed. The drainage systems within the project limits discharge to 12 separate outfalls. Nuan was responsible for the hydrologic and hydraulic evaluation of each of the 12 sub-systems, documentation of the methodologies, identification of deficiencies, and prioritization of recommended drainage improvements. Different tidal water levels and climate resilience were also evaluated in the study. <i>Residential Drainage Improvement Programs, Geenmont.</i> Nuan is leading the evaluation and development of drainage improvement recommendations for the Greenmont community to improve drainage along the main roadways and provide for long-term climate resiliency. Improvements include additional inlets, upgrades to storm drainage systems, grading of convenience ditches, and stabilization of outfalls.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Waugh Chapel Road Improvements, Anne Arundel County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
b. Water Resources Engineer. Waugh Chapel Road is a two-lane County minor arterial roadway in Gambrills, MD. The project proposes to construct a Shared Use Path (SUP) along Waugh Chapel Road, to re-stripe and widen the road and upgrade traffic signals. Nuan's responsibilities included leading the drainage design along the SUP, and investigating the water quality treatment opportunities due to the added impervious areas. The drainage improvements included closed storm drain systems and grass swales. Nuan conducted hydrologic and hydraulic analysis for the storm drains, and inlet capacities evaluations. Due to significant conflicts with the existing utilities, customized inlet structures were utilized so that the required utility clearance can be maintained. He also performed water quality treatment calculations for the grass swales to ensure the required impervious area treatment (IART) and environmental site design volume (ESDv) can be achieved. However, the grass swale options were eventually forfeited due to utility conflicts, and the required treatment will be achieved with offsite facilities. The proposed closed storm drain systems will meet the state and County's requirements on hydraulic grade line (HGL) and inlet spread.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Town of Bel Air, McCormick Street Drainage Improvement, Harford County, MD		PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
c. Stormwater Engineer. KCI prepared engineering design and contract documents to alleviate flooding issues for a residential community in Bel Air, MD. The neighborhood features a closed storm drain system that eventually discharges into an open channel. The residents have reported severe flooding issues during normal storm events. Nuan's responsibilities included performing the hydraulic and hydrologic analysis of the existing storm drain and identifying the causes and locations of the flooding. He also prepared the drainage improvement and ESC plans. He conducted a site visit to verify the drainage boundaries to each existing inlet and assess the condition of the existing storm drain. He prepared a drainage design report which documented the design procedures and calculations, including inlet spread, pipe capacity, hydraulic grade lines, and outfall protection. The hydrologic and hydraulic study for the proposed condition is performed using the methodologies described in Harford County Road Code to ensure the design meets the state and local standards. The proposed improvement will increase the overall drainage capacity of the neighborhood while minimizing impacts to existing utilities and private properties.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Hannah Hearn, PE		13. ROLE IN THIS CONTRACT Civil Engineer		14. YEARS EXPERIENCE a. TOTAL 8 b. WITH CURRENT FIRM 8	
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD					
16. EDUCATION (Degree and Specialization) MCE / Water Resources Engineering / University of Delaware BE / Environmental Engineering / University of Delaware			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD 58588 PE / DE Rosgen Level I - III Sediment and Stormwater Certified Construction Reviewer		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Hannah is a Project Engineer with experience working in KCI's Natural Resources Management Practice. She is proficient in ArcGIS, HEC-RAS, MicroStation, and Civil 3D. She has experience in a wide variety of water resource engineering tasks including drainage area delineations, hydrologic and hydraulic analysis, stream assessment and design, 3D modeling, concept design development and reporting, engineering computations, plan production, bid document preparation, construction oversight, and monitoring.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State) NDPES / MS4 Consulting Services, Montgomery County, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			x Check if project performed with current firm		
Project Engineer. In order to support the County in completing its Countywide Trend Assessment as part of the County's multi-year watershed assessment program, Hannah completed a Lidar comparison assessment between 2017 and 2020 DEMs utilizing GIS Spatial Analysis tools. This comparison highlights areas of active erosion as well as aggregation. The raster based results were consolidated to query-able feature classes to quickly isolate areas of concern or potential stabilization. In addition, Hannah is processed Topographic Openness on the County's 2017 and 2020 DEMs to isolate areas of potential headcuts or increasing incision to prioritize stabilization that may qualify for Protocol 5 TMDL reductions. Hannah also computed protocol 5 credits for 3 pre-restoration projects and supported efficiency computation and reporting for Protocol 1 credits for 4 projects post restoration.					
b.	(1) TITLE AND LOCATION (City and State) NDPES Watershed Management Program / NDPES Municipal Permit Annual Requirements, Howard County, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			x Check if project performed with current firm		
Project Engineer. Hannah works closely with Howard County on their NDPES database and preparing their annual report submittal to MDE. Hannah supports upkeep of the database throughout the fiscal year by reviewing As Built data entry of BMPs and stormwater infrastructure into the various feature classes throughout the database. Hannah supported development of a procedure to digitally acquire GIS based information from developers in the County related to infrastructure and BMPs prior to their construction. Hannah reconciles inspections and BMP information stored in multiple databases used by different departments in the County prior to the NDPES annual report submittal. In addition, Hannah delineates drainage areas for major outfalls and structural BMPs as well as validates all relationships between the tables and feature classes throughout the database. Hannah completed impervious acre accounting calculations including for annual operations, accounting for failed or lapsed inspections, and completed restoration projects throughout the County.					
c.	(1) TITLE AND LOCATION (City and State) NDPES Permit Compliance, Aberdeen, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			x Check if project performed with current firm		
Project Engineer. Hannah prioritized stream restoration projects, identified areas to implement new BMPs for downstream flood mitigation, developed conceptual designs, helped prepare grant applications, developed detailed designs, cost estimates, proposed surface, attended stakeholder meetings, and performed construction oversight. Hannah also tracks the City's impervious acre requirements, and progress including street sweeping, impervious area removal, and urban tree planting.					
d.	(1) TITLE AND LOCATION (City and State) On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services, Baltimore County, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			x Check if project performed with current firm		
Project Engineer. KCI provides environmental consulting services for stream corridor restoration projects throughout Baltimore County under a five-year open-end contract. For Pittsfield Rd and Victory Drive stream restoration projects, Hannah built proposed 3D terrains, completed 2D HEC-RAS modeling and determine the rock sizing and identify areas of concern, prepared the cost estimate and construction specifications, and calculated the impervious acre and TMDL credit calculations. Hannah oversees construction (Patleigh Rd.) and performs post restoration monitoring (West Branch).					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Michele J. Floam, RLA		13. ROLE IN THIS CONTRACT Landscape Architect		14. YEAR COMPLETED Attachment 3	
		a. TOTAL 37		b. WITH CURRENT FIRM 20	
15. FIRM NAME AND LOCATION (City and State) Coastal Resources, Inc., Annapolis, MD					
16. EDUCATION (Degree and Specialization) MS / Environmental Science and Policy / Towson University BS / Landscape Architecture/Environmental Science / Towson University			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Landscape Architect MD #1078, VA #565, PA #LA001390R & DE #561		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) A Registered Landscape Architect with extensive experience, Michele Floam provides expert leadership and support in numerous natural resources and landscape architecture projects. She is adept at managing complex projects with multiple agencies and stakeholders. A significant part of her career has been supporting SHA on various transportation projects. Michele specializes in all forms of landscape architecture services for transportation projects including landscape design, contract document preparation & project management.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State) NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2018	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. As Project Manager, supervised the yearly assessments including geomorphic and habitat assessments, water quality testing, and benthic sampling at two long-term stream monitoring sites in 2014 the geomorphic portions of the assessments in 2015 through 2018. Supervised the geomorphic portions of the reports including comparing the slope, land use change, and cross-sectional area to more than 10 years of past monitoring data. Staff assisted with stream corridor assessments (SCAs), upland investigations including Neighborhood Source Assessments (NSA's), Hotspot Site Investigations (HSI's) and Pervious Area Assessment (PAA's) protocols for identifying sources of stormwater pollution and to assess restoration potential for source controls, pervious area management and improved municipal maintenance.		x Check if project performed with current firm		
b.	(1) TITLE AND LOCATION (City and State) SWM Pond Rehabilitation, 5 Locations, La Plata, MD		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) 2024	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE QA/QC Manager. QA/QC Manager oversaw a team on the preparation of construction plans for the rehabilitation of five stormwater management ponds to bring them up to Maryland state standards for MS4 credits. The team designed risers, weir wall, filter diaphragms, clay liners, and plunge pools for these projects. The team developed hydrologic and hydraulic models for the projects to design the risers and low flow orifices. Prepared planting plans for each pond. The construction plans and report will be submitted to the Charles County Soil Conservation District.		x Check if project performed with current firm		
c.	(1) TITLE AND LOCATION (City and State) Atholton High School Green Stormwater Infrastructure and Design, Howard County, MD, CEI		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (If Applicable) 2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE QA/QC Manager. As QA/QC Manager, provided services to the Community Ecology Institute (CEI) to assist with their efforts to alleviate pluvial flooding at the Freetown Farm property, which is a 6.5-acre organic farm historically farmed by freed slaves. Untreated stormwater runoff from Atholton High School caused flooding on Freetown Farm as well as on other neighboring properties. The solution was presented to the Community Ecology Institute to use grant funding to implement the practices. Provided permissible construction plans and specifications to upgrade the existing BMP facility and install new BMPs.		x Check if project performed with current firm		
d.	(1) TITLE AND LOCATION (City and State) Purple Line Project, Paint Branch Stream Restoration Design, Prince George's County, MD, MTA		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) 2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Supervised the design of the 3,511 LF Paint Branch stream restoration project, identified as a compensatory mitigation stream restoration site for the Purple Line Project. Managed a team of professionals in collecting geomorphic data, habitat and biological data and performing hydrology modeling as well as developing a preliminary investigation and concept design (30%) report and plans through the development of contract documents including 100% complete design plans specification and estimates for advertisement.		x Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Jennifer Bird, QP	13. ROLE IN THIS CONTRACT Senior Environmental Scientist	14. Attachment 3 a. TOTAL 28 b. WITH CURRENT FIRM 17
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Frederick, MD		
16. EDUCATION (Degree and Specialization) BS / 1996 / Environmental Science / Susquehanna University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) 2011 / MD DNR Qualified Professional to Prepare Forest Stand Delineations and Forest Conservation Plans State of Maryland Erosion and Sediment Control Certification	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Jennifer is a S. Environmental Scientist with extensive experience conducting ecological resource studies and obtaining permits for a variety of public and private clients throughout the Mid-Atlantic region. Jennifer develops environmental compliance and permitting documents for a variety of projects including large-scale utility installation/infrastructure projects, stream restoration, stormwater management facilities, and transportation projects. Her expertise includes data collection, wetland and stream ecology, wetland delineations and assessments, wetland mitigation design and mitigation monitoring, regulatory agency coordination, permit preparation, tracking of permit conditions, forest stand delineations, reforestation, forest conservation, and roadside tree permitting. She currently acts as a MDE Consultant Reviewer, providing expedited permit reviews on behalf of the MDE Wetlands and Waterways Program for the Maryland Department of Transportation.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Stormwater Pond and Outfall Retrofit Design Services, Anne Arundel County, MD		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
a.	Senior Environmental Scientist. Jennifer provided support for several tasks under this contract and was responsible for wetland delineations, forest stand delineations, and the preparation of permit application materials for submittal to various local, State, and Federal regulatory agencies, including MDE and U.S. Army Corps of Engineers, in order to secure the authorization of work within wetlands, Waters of the U.S., and the 100-year floodplain. These tasks typically involved coordination with regulatory agency personnel and the client to reach a consensus on natural resource and RTE/Historic and Cultural issues to provide the timely approval of projects. Wetland delineations were performed in accordance with the USACE Wetland Delineation Manual (1987). Forest Conservation Act coordination was conducted in accordance with State and County guidelines as applicable.		
Stormwater and Watershed Management Evaluation/Design/Build Services, Howard County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
b.	Senior Environmental Scientist. KCI is performing planning, design, and permitting for various design / build project assignments under this open-end contract. Jennifer is responsible for performing wetland delineations and developing permit application materials for submittal to MDE and USACE in order to secure the authorization of work within wetlands for several tasks under this contract. She regularly conducts meetings with MDE and USACE personnel to reach a consensus on permitting issues. Jennifer coordinates with MHT, MDNR, and USFWS to determine existence of historic resources and RTE species within project limits.		
Environmental and Landscape Design & Program Support Services / Environmental Engineering, Compliance and Remediation Services Open-Ends, Statewide, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
c.	Senior Environmental Scientist. Over the past 20 years, KCI has been supporting key elements of MDOT SHA's environmental and landscape program. We have assisted MDOT SHA with compliance with various regulations pertaining to federal, State, and local government pollution and sediment reduction efforts; natural resources protection and mitigation efforts; and landscape design & operations services. On-Site Landscape Inspection Services: KCI provides full-time, on-site landscape construction and landscape maintenance inspection staff for SHA's Landscape Program Division. Our landscape inspectors manage landscape installation and maintenance projects. Jennifer provides inspector oversight and expedited MDE permit reviews.		
Maryland Department of Environment Consultant Reviewer, Statewide, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
d.	Senior Environmental Scientist. Jennifer provides expedited reviewer services for the Maryland Department of the Environment Wetlands and Waterways Protection Program, under contract to both SHA and MDTA. Jennifer reviews Joint Permit Applications (JPAs) and their associated impact graphics and avoidance and minimization documents for a variety of transportation projects. She verifies wetland delineation boundaries, works with the applicant to reduce impacts to regulated resources, organizes public notices and hearings, and develops approval documents as an MDE project manager.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME	13. ROLE IN THIS CONTRACT	14. YEAR COMPLETED
Katherine A. Scott, PE	Civil Engineer	a. TOTAL 30 b. WITH CURRENT FIRM 10

15. FIRM NAME AND LOCATION (City and State)
Coastal Resources, Inc., Annapolis, MD

16. EDUCATION (Degree and Specialization)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
BS / Agricultural Engineering / Towson University	Professional Engineer MD #24826, also PA, WV, VA & DC Certified Peer Floodplain Reviewer, Prince George's County DPIE

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Katherine Scott has extensive technical experience as a Water Resources Engineer, working with City, Federal, State, and County governments, and private landowners. Katherine is experienced in the design of stream restoration, stormwater management facilities, drainage systems, living shorelines, and energy-dissipating devices. She has extensive experience in the design of SWM best management practices including the design of stormwater management ponds, bioretention facilities and bioswales. Katie has performed the hydrologic and hydraulic computations necessary for obtaining permits, including those for Stormwater Management (SWM), Erosion & Sediment (E&S) Control and wetland and stream restoration construction.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Task Manager. Task Manager for the Illicit Discharge Detection and Elimination (IDDE) inspection for outfalls located in Charles County as part of their NPDES monitoring activities. Visual surveys of commercial and industrial properties to augment detection of pollution sources in the County were performed. Upland investigations including Neighborhood Source Assessments (NSA's), Hotspot Site Investigations (HSI's) and Pervious Area Assessment (PAA's) protocols for identifying sources of stormwater pollution and to assess restoration potential for source controls, pervious area management and improved municipal maintenance were performed.		
b.	Dam Rehabilitation, Tilghman Lake, La Plata, MD	Ongoing	2025
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Led a team on the preparation of construction plans for the rehabilitation of the dam at Tilghman Lake to bring it up to Maryland state standards. Designed a riser, pipe, filter diaphragm, clay core, and emergency spillway for this project. Developed hydrologic and hydraulic models for the project to design the spillways and to map the existing and proposed floodplains for a dam breach analysis. The construction plans and report were submitted to and approved by the Charles County Soil Conservation District and MDE Dam Safety.		
c.	MS4 Crediting Pond Rehabilitation Design, 5 Locations, La Plata, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Led a team on the preparation of construction plans for the rehabilitation of five stormwater management ponds to bring them up to Maryland state standards for MS4 credits. Designed risers, weir wall, filter diaphragms, clay liners, and plunge pools for these projects. Developed hydrologic and hydraulic models for the projects to design the risers and low flow orifices. Performed dam breach screening. The construction plans and report were submitted to the Charles County Soil Conservation District.		
d.	Floodplain Extension Mapping, Charles County, MD	2019	2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Hydrology/Hydraulic Engineer. Hydrology/Hydraulic Engineer performed modeling for five areas in Charles County to determine the extents of the 1% probability (100 year) storm upstream from the existing FEMA regulated floodplain. Developed HEC-RAS 2D model using the excess precipitation from HEC-HMS to simulate a storm over the contributing watershed. Provided maps and animation to the county to aid in decision making concerning flooding and development in the areas of concern. Developed a procedure to document and streamline the floodplain mapping process.		

12. NAME Katherine Myers-Buckler, QP, ENV SP	13. ROLE IN THIS CONTRACT Junior Environmental Scientist	14. YEARS EXPERIENCE Attachment 3 a. TOTAL 18 b. WITH CURRENT FIRM 18	
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15. FIRM NAME AND LOCATION (City and State)
KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization)
MAS / Energy and Sustainability / University of Denver
BS / Environmental Studies / Gettysburg College

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
Envision Sustainability Professional (ENV SP)
Qualified Personnel Forest Stand Delineation and Forest Conservation,
MD DNR
MBSS Certified Benthic Sampler and Certified Habitat Assessment

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Katie is an Environmental Scientist and Qualified Professional with KCIs Natural Resources Practice who specializes in wetland delineations, forest stand delineations, and the Federal and State wetland permitting process. Katie has evaluated natural resources and existing site conditions for a variety of projects including large-scale utility installation/infrastructure projects, stream restoration, transportation projects, combined sewer/stormwater management facilities, and pipeline installation. Her experience includes field studies, preparation of project plans in GIS, and the preparation of permit application materials for federal, state, and local agencies. Katie assists with biological monitoring, water quality monitoring, development of TMDL plans, and ecological restoration projects.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Stormwater & Watershed Management Evaluation / Design / Build Services, Howard County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
a. Senior Environmental Specialist. KCI is performing stormwater management and stream restoration designs throughout Howard County under this contract. To support this effort, Katie performs wetland delineations, forest stand delineations, and develops permit application materials for submittal to MDE and USACE. Katie supports multiple tasks under this contract and as part of the Natural Resources Inventory for each site, Katie reviews readily available primary source materials including USGS maps, National Wetland Inventory (NWI) maps, Federal Emergency Management Agency (FEMA) floodplain data, and the NRCS soil survey to determine the presence or absence of regulated natural resources within the study area. Katie prepares trilogy letters for MHT, MDNR, and USFWS to determine existence of historic or archaeological resources and rare, threatened, or endangered species within project limits.		
b. (1) TITLE AND LOCATION (City and State) Herring Run Basin 17 and 33 Sewer Rehabilitation, Baltimore County Department of Public Works, Baltimore County, MD	PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
b. Senior Environmental Scientist. KCI performed engineering design, bid and construction phase services for proposed relief sewers in Meter Basins 17 & 33 - Perring Parkway System. This project involved environmental clearance, wetland delineation, forest stand delineation and forest conservation planning, and permitting services for a proposed interceptor sewer along Herring Run in Baltimore County, Maryland. Katie performed wetland delineations and forest stand delineations within the corridor. She attended a pre-application meeting with representatives of USACE and MDE to verify wetland boundaries and discuss the purpose and need for the project. She verified with regulatory agencies that the project would not have a negative impact on endangered species or historic resources.		
c. (1) TITLE AND LOCATION (City and State) NPDES / MS4 Consulting Services, Montgomery County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
c. Senior Environmental Scientist. KCI developed major updates to the County's local Bacteria TMDL Implementation Plans in 2022 for the County's impaired watersheds including Cabin John Creek, Rock Creek, Lower Monocacy River, and Anacostia River. Katie compiled desktop source identification data following MDE's bacteria implementation plan guidance including sources such as septic systems, pet waste, and sanitary sewer overflows. She drafted portions of the implementation plans including watershed characterizations and descriptions of the impairment sources. Katie prepared geospatial data packages for County review and submittal to MDE.		
d. (1) TITLE AND LOCATION (City and State) NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements, Howard County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	x Check if project performed with current firm	
d. Senior Environmental Scientist. Katie has performed the role of field team leader for Spring Index biological monitoring over several rounds of the Howard County Biological Monitoring program. Katie collects benthic macroinvertebrate samples 30 sites, two in each sub watershed, throughout the County, during March and April of each year. Each site visit follows the Maryland Biological Stream Survey protocol and the County's QAPP, developed by KCI. The sites are revisited in the summer of each year to complete the physical habitat assessment. Katie leads the field sampling, conducts data analysis, and prepares each year's annual report including methods, results, and conclusions comparing results at multiple scale across the County and across rounds.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME	13. ROLE IN THIS CONTRACT	14. YEAR COMPLETED	
Susanna Brellis, QP	Junior Environmental Scientist	a. TOTAL 15	b. WITH CURRENT FIRM 15

15. FIRM NAME AND LOCATION (City and State)
KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
MS / Environmental Science / Towson University BS / Environmental Science/Chemistry / Towson University	MD DNR Qualified Professional for Forest Conservation Services USFWS Principals and Techniques of Electrofishing Rosgen I

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Susanna is an Environmental Scientist with KCI's Natural Resource Management Practice. Her academic background covers a broad range of wildlife and environmental science disciplines with a focus on stream ecology, aquatic chemistry, and plant taxonomy. She supports KCI's biological, water quality and geomorphological monitoring programs and stream restoration design including field assessments, data analysis, CADD, GIS analysis, and reporting. She prepares TMDL implementation plans with analysis and modeling.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist. Susanna assisted with source identification, illicit discharge detection and elimination, stormwater management facility inspections, and chemical, physical, and biological monitoring and reporting in support of the County's NPDES MS4 program. Susanna performed stream assessments, including benthic macroinvertebrate sampling and detailed geomorphic monitoring at the Acton/Hamilton site as well as the North Point High School Stormwater Pond and the Tributary to Piney Run. Susanna assisted with development and implementation of the Lower Patuxent sediment TMDL de-listing monitoring program. Susanna compiled historic biological data in the Lower Patuxent watershed, prepared the initial de-listing request for MDE, and conducted benthic macroinvertebrate and fish sampling at selected sites to fulfill de-listing method requirements.		
b.	Watershed Assessments and TMDL Plans, Charles County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist. Susanna performed desktop and field assessments for all Charles County watersheds including the Port Tobacco River and Mattawoman Creek for watershed assessments designed to meet impervious surface and TMDL related goals. Work included Stream Corridor Assessment, Hot-Spot Investigations, Neighborhood Source Assessment, and Synoptic Water Quality Surveys. Reports include ranking of projects and programs, and estimation of pollutant load reduction credits. Susanna co-authored the County's <i>Municipal Stormwater Restoration Plan</i> with the strategy to meet the County's Chesapeake Bay and local TMDLs goals. She performed TMDL load modeling, impervious surface credit calculations and prepared maps and figures for the report. She prepared for and attended public meetings to present the results of the County's watershed assessments and restoration plans. Susanna assisted the County with implementation plans for the Indian Creek bacteria TMDL and the and Port Tobacco sediment TMDL plans. Susanna supported completion of annual TMDL progress assessments in the Countywide TMDL Stormwater Implementation Plan that includes milestone schedules for future implementation.		
c.	NPDES/MS4 Consulting Services, Montgomery County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist. KCI assists the County's Watershed Restoration Division with a wide variety of MS4 permit requirements. Susanna assisted with major updates to the County's local TMDL Implementation Plans in 2022 for eight watersheds, including the Anacostia River, Rock Creek, and Seneca Creek for a range of pollutants including nutrients, sediment, and trash. Susanna supported development of the Countywide TMDL Stormwater Implementation Plan providing annual updates on progress toward meeting individual TMDL waste load allocations.		
d.	On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services, Baltimore County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Environmental Scientist. KCI provides environmental consulting services for stream corridor restoration projects throughout Baltimore County under a five-year open-end contract. Susanna uses her landscape background and Certified Arborist experience to support site evaluation for planting areas, native plant selection, and evaluation of tree removal prior to construction. She assists with preparation of landscape design plans and riparian restoration. She oversees installation, provides inspection of plant material, and performs post-restoration monitoring services to ensure that warranties are met and the restoration is successful.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Megan Niehaus, PWS, CA, QP	13. ROLE IN THIS CONTRACT Certified Arborist	14. YEAR COMPLETED Attachment 3 a. TOTAL 14 b. WITH CURRENT FIRM 14	
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15. FIRM NAME AND LOCATION (City and State) Coastal Resources, Inc., Annapolis, MD
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16. EDUCATION (Degree and Specialization) BS / Animal Behavior & Psychology, Minor Biology / Towson University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Wetland Scientist #3332, National ISA Certified Arborist #MA-6411A MD DNR Forest Conservation Qualified Professional
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Megan Niehaus is a Senior Environmental Scientist with a wide variety of field assessment, background research, data compilation and project management skills. She leads wetland delineations, forest stand delineations, environmental assessments, stream habitat and electrofishing surveys, and other field inventories. As a Certified Arborist and MD DNR Qualified Professional, she regularly prepares Natural Resource Inventories and Forest Conservation Plans for compliance with the MD Forest Conservation Act.
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19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
Langston and Rock Creek Golf Course Tree Surveys. Washington, D.C.	2022	N/A
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Certified Arborist. Certified Arborist that conducted a forest stand delineation (FSD) and tree survey for proposed improvements to the Langston and Rock Creek Golf Courses in Washington, DC. The study area for the FSD and tree survey measures approximately 180 acres and 92 acres. respectively. All 4-inch or greater trees were tagged and numbered. All saplings between 1-inch and 4-inches were tallied. Information collected for each identified forest stand included successional stage, dominant/co-dominant species, common understory & herbaceous species, percent canopy closure, prevalence of downed woody debris, presence of invasive species, and basal area.	x Check if project performed with current firm	
Piney Branch CSO Control Project, Washington, D.C.	Ongoing	N/A
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Manager for the waters of the U.S., including wetlands, delineation, and tree survey for the Piney Branch Combined Sewer Overflow 049 project. The study area consists of approximately 36 acres of land between Park Road NW and 16th Street NW in DC.	x Check if project performed with current firm	
Rock Creek, Grosvenor / Luxmanor Tributary, Montgomery County, MD	Ongoing	N/A
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Project Manager for the wetland delineation, forest stand delineation, and tree survey of 8,000 feet of proposed stream restoration to provide stability and enhancement to the stream corridor in accordance with current design standards. Conducted a Natural Resources Inventory / Forest Stand Delineation (NRI/FSD) along the stream corridor to meet Maryland National Capital Parks and Planning Commission (M-NCPPC) and other regulatory requirements. Completed a simplified Forest Stand Delineation (FSD) using M-NCPPC methods. Oversaw all data management, created shapefiles for identified natural resources, and used ArcGIS to prepare NRI/FSD plans, which were approved by M-NCPPC.	x Check if project performed with current firm	
Spring Ridge Stream Restoration & Stormwater Management, Frederick County, MD	Ongoing	N/A
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Assistant. Assisted with the wetland delineation, forest characterization, tree survey, and permitting for this stream restoration and stormwater management project. CRI prepared a wetland delineation memo and coordinated the pre-application meeting with the permitting agencies. Prepared the Joint Permit Application, including impacts plates. Established and maintained contact with the regulators during the permit application and approval process.	x Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Fu Guo, PE		13. ROLE IN THIS CONTRACT Geotechnical Engineer / Soil Scientist		14. YEAR COMPLETED Attachment 3	
		a. TOTAL 14		b. WITH CURRENT FIRM 13	
15. FIRM NAME AND LOCATION (City and State) AB Consultants, Inc., Lanham and Baltimore, MD					
16. EDUCATION (Degree and Specialization) BS / Civil Engineering / Old Dominion University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD / 50560 MDOT SHA Traffic Control Manager ACI Aggregate Laboratory; ACI Concrete Laboratory; ACI Concrete Strength Const Materials Test - Concrete Level 1; Const Materials test - Soils Level 1 GeoTech Construction Level 1; GeoTech Laboratory Level 1 Nuclear Safety for Gauge Operators; Asphalt Field Technician MARTCP Soils and Aggregate Control; NICET Geotech - Lab Level I Radiation Safety Officer			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Fu performs various functions including field construction inspection, obtaining permits such as "dig" permits and maintenance of traffic permits, obtaining utility clearances from Miss Utility, field activities coordination, and material testing in the laboratory. His lab testing experience and duties include Atterberg limits, proctor tests, moisture content, sieve analysis, and plastic limit tests, within AB's AASHTO certified laboratory, on diverse projects, both for the public and private sectors. Fu is also experienced with inspection of maintenance of traffic setups and erosion and sediment control measures.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State) DPE – Lot Relocation, Prince George’s County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2024		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
a.	Soil Scientist. Fu conducted a site visit to assess conditions and access for drilling operations, staked boring locations, and coordinated with Miss Utility to obtain necessary utility clearances. He supervised the drilling of eight soil test borings between 10 and 15 feet deep, totaling 90 feet, using ATV- or track-mounted rigs, and ensured representative samples were collected at specified intervals. Fu observed groundwater levels during drilling and oversaw the proper backfilling of boreholes with auger cuttings. He collected soil samples for laboratory analysis to determine key soil parameters critical for site evaluation. Based on the subsurface exploration and laboratory data, Fu evaluated soil characteristics and contributed to the preparation of a comprehensive geotechnical report. Additionally, he reviewed the SWM concept plan and technical submissions.				
(1) TITLE AND LOCATION (City and State) WP 3A-3- Additional Engineering, Charles County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2023		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
b.	Soil Scientist. Fu contributed his expertise as a soil scientist to a comprehensive stream improvement project along a 2,300-linear-foot section near Holly Tree Drive. His role involved supporting detailed topographic surveys of approximately 11 acres, documenting key physical features such as trees, utilities, and terrain characteristics. He assisted in preparing the AutoCAD topographic base plan with one-foot contour intervals for design engineering. Fu’s expertise supported multiple environmental assessments, including Forest Stand Delineation, Forest Conservation Planning, and Wetland Delineation, which required extensive site research and mapping. He provided soil testing and evaluation of materials proposed for use, monitored excavation and subgrade conditions, and oversaw fill and backfill placement to ensure proper compaction. Additionally, Fu monitored concrete placement to assure quality workmanship and provided periodic quality assurance services.				
(1) TITLE AND LOCATION (City and State) National Harbor Exterior Stairs, Prince George’s County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2024		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
c.	Soil Scientist. Fu performed laboratory testing on control-fill and backfill materials in accordance with ASTM standards and project specifications, including Moisture Content, Sieve Analysis, Atterberg Limits, and Soil Proctor tests. He inspected excavation subgrades prior to fill placement, observed proof rolling, and recommended corrective actions for soft areas. Fu monitored fill, asphalt, and backfill placement, conducted in-place density testing, and ensured proper lift thickness and compaction before proceeding. He oversaw stormwater management facility construction, monitored concrete placement, performed field tests for slump, temperature, air content, and strength, and prepared specimens for compressive testing. Additionally, Fu documented reinforcing steel placement, tested grout and mortar samples, maintained detailed field and laboratory reports, participated in project meetings, provided consultation on construction issues, and submitted quality assurance summaries through the Project Manager.				

12. NAME Wisa Kompayak, RLA, LEED AP, ASLA	13. ROLE IN THIS CONTRACT Landscape Architect / Graphic Designer	14. YEARS EXPERIENCE Attachment 3 a. TOTAL 23 b. WITH CURRENT FIRM 8	
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15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization) MLA / Landscape Architecture / University of Illinois at Urbana-Champaign MS / Construction Engineering and Management / Asian Institute of Technology BA / Chulalongkorn University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) RLA / MD 3674 RLA / DE & PA LEED AP Certificate of Completion Green Roof Design 101
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Wisa has architectural experience in the United States and abroad, and has been involved in a variety of projects that include urban design, planning, landscape architecture and environmental/recreation planning in both public and private sectors. With a diverse background in architecture, urban planning and landscape architecture, she has a special interest in shaping innovative public realm improvements from a large scale vision to site specific, implementable projects. Her LEED accreditation also plays an important role in the detailing and implementation of the design and its environmentally sensitive areas.
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19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a. Blohm Park Trail Improvements, Gaithersburg, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Landscape Architect. KCI was engaged by the City to provide trail improvements throughout the 24-acre neighborhood passive park known as Blohm Park. The trail design includes over 1 ½ miles of shredded hardwood mulch walking trails, three fair weather stone stepper stream crossings, a wetland overlook observation deck, strategic view rest stops with Douglass fir timber bench seatings, one trailhead sign and five interpretive sign locations, pathway wayfinding markers, and a trellis swing stream restoration overlook.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
b. NPDES Permit Compliance, Aberdeen, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) 2025
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Landscape Architect. KCI has supported the City of Aberdeen providing NPDES Permit compliance services for their Phase II MS4 Permit and the General Industrial Permit at the City's including developing Public Outreach materials, an IDDE standard operating procedure, a Good Housekeeping Program, salt management, trash and litter programs, the City's impervious area restoration requirements, a SWPPP at the City's Maintenance Facility and preparing their MDE Annual Reports. To meet the Chesapeake Bay Restoration requirement, KCI prepared a watershed assessment, prioritized restoration opportunities, and prepared conceptual designs. KCI completed detailed design, permitting, construction document preparation, and secured grant funding for construction of a stream restoration project with flood mitigation, environmental justice, and climate resilience co-benefits.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
c. Maryland Department of General Services, ADA Access Path - Susquehanna State Park, Havre De Grace, MD	PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Landscape Architect. KCI provided the design of ADA compliant pathways and pathway connections at various locations in the park, additional ADA accessible parking spaces, and directional signs.	x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
d. Open-End Engineering Services, Anne Arundel County, MD	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Landscape Architect/Graphic Designer. Anne Arundel County Recreation and Parks was looking to improve water access at a property adjacent to a number of Parks and Recreation owned properties. Valentine Creek: a tributary to the Severn River, in Crownsville, MD was an existing waterfront property that was underutilized. Wisa reviewed the site and identified alternatives for access road alignment, and parking layouts at the tidal area. The alternatives considered several access options, including a boat ramp, a soft launch for small craft with a pier, and an alternative that provided both. She developed detailed renderings for the proposed project and assisted in the development of graphical layouts for use in the Public Meeting presentation for the local communities. Beachwood Boat Ramp: an existing park along the Magothy River was targeted for improvements to increase water access. Wisa developed a layout of the proposed parking, boat ramp, and required dredging limits, and provided graphical renderings for use in Public Meetings.	x Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Jacob Deaner, Prof. LS		13. ROLE IN THIS CONTRACT Registered Land Surveyor		14. YEAR COMPLETED Attachment 3	
		a. TOTAL 24		b. WITH CURRENT FIRM 8	
15. FIRM NAME AND LOCATION (City and State) AB Consultants, Inc., Lanham and Baltimore, MD					
16. EDUCATION (Degree and Specialization) HS / Randolph-Henry High School		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) MD Registered Professional Land Surveyor #21961, 2019: Exp. 10/07/2025; VA Registered Professional Land Surveyor #0403003571, 2022: Exp. 11/30/2026; DE Registered Professional Land Surveyor #S6-0010848, 2021: Exp. 6/30/2027; DC Registered Professional Land Surveyor #LS40000034, 2024: Exp. 8/31/2026; NASSCO PACP/MACP/LACP certified; Exp 11/16/2027; OSHA 10; Remote Pilot FAA Cert #4257748; Rec'd 5/7/2018			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Jacob is experienced in all aspects of land surveying and subsurface utility engineering related to boundaries, topographic and bathymetric surveys, utility designating (QL-B), utility locating and test holes (QL-A), utility mapping, construction stakeout, and construction as-built surveys. He is proficient in using the modern technology of surveying, such as AB's UAV and Hydrone bathymetric units, GPS, and Robotic total stations.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State) Regional Agricultural Center, Saint Mary's County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2023		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
a.	Land Surveyor. As the registered land surveyor, Jacob provided surveying support for a subsurface investigation involving soil test borings ranging from 10 to 30 feet deep, totaling approximately 210 linear feet, drilled with an ATV-mounted rig. His role included establishing accurate horizontal and vertical control for boring locations, verifying coordinates in the proposed study area, and documenting site conditions. He coordinated with drilling crews to ensure representative samples were collected at 2.5-foot intervals, with borings extended to design depth or terminated at rock. Jacob assisted in mapping infiltration test locations performed in accordance with MDE design criteria and prepared location exhibits for the geotechnical report, which included boring logs, laboratory test results, and engineering recommendations for pavement, foundation, and stormwater management facility design.				
(1) TITLE AND LOCATION (City and State) WP 3A-3- Additional Engineering, Charles County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2023		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
b.	Land Surveyor. Jacob conducted surveying services for a comprehensive stream improvement project along a 2,300-linear-foot section near Holly Tree Drive, which included detailed topographic surveys of approximately 11 acres to document trees, utility features, and terrain characteristics. He prepared an AutoCAD topographic base plan with one-foot contour intervals to support design engineering. His work supported multiple environmental assessments, including Forest Stand Delineation, Forest Conservation Planning, and Wetland Delineation, requiring precise mapping and coordination with environmental specialists. Jacob's surveying data was integral to hydrologic computations for establishing 100-year water surface elevations and developing preliminary and final restoration plans that identified access points, structure locations, and grading specifications. He also provided survey data for erosion and sediment control plans, grading plans, construction sequencing, and technical certifications to meet county requirements.				
(1) TITLE AND LOCATION (City and State) WP 3A-2- Phasing Separation, Charles County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2022		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
c.	Land Surveyor. Jacob provided surveying services for a comprehensive stream improvement project along a 2,300-linear-foot section near Holly Tree Drive. His work included detailed topographic surveys of approximately 11 acres, documenting key physical features such as trees, utilities, and terrain characteristics. He prepared an AutoCAD topographic base plan with one-foot contour intervals to support design engineering. The surveying data supported critical environmental assessments, including Forest Stand Delineation, Forest Conservation Planning, and Wetland Delineation, involving extensive mapping of the project area. Jacob's precise survey information contributed to hydrologic computations establishing 100-year water surface elevations and aided in developing preliminary and final restoration plans that defined access points, structure placements, and grading specifications. Additionally, he provided survey data for erosion and sediment control plans, grading plans, construction sequencing, and technical certifications to meet county requirements.				

12. NAME Alan Foster, GISP		13. ROLE IN THIS CONTRACT GPS/GIS & Asset Management Technician		14. YEARS EXPERIENCE Attachment 3	
		a. TOTAL 23		b. WITH CURRENT FIRM 11	
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD					
16. EDUCATION (Degree and Specialization) BA / Geography / Virginia Polytechnic Institute and State University			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) IAM Certificate in Asset Management Geographic Information Systems Professional (GISP) / 160985 Cityworks Server AMS Administration Training		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Alan Foster is KCI's Data and Analytics Manager and leads a group of Data Analysts and Senior Data Analysts housed within KCI's Technology & Innovation Market. He brings a thorough understanding of data lifecycles and of acquiring, integrating, and modeling data for analytics, and has a data-integrity-focused approach to data-driven decisions. He has expert experience in Infrastructure Asset Management, GIS, Business Intelligence (BI), and project leadership and management. He collaborates effectively with cross-functional teams to drive data-driven decision-making and deliver actionable insights that improve organizational outcomes. He has experience with asset schema design, data audits, and QA/QC standards design and enforcement. He is well-versed with live dashboards incorporating live information from various and disparate sources. His team is responsible for data acquisition, data cleaning and ETL processes, and data visualization, ultimately enabling and creating visually impactful and concise BI dashboards, reports, and maps. Alan strives to determine the deeper meaning behind data, giving decision-makers information to better understand their enterprise data in the form of KPIs and overall quality metrics.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State) Wastewater Collection System Asset Management Plan, Howard County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2023		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
a.	Asset Management Consultant. KCI developed the AMP for the County's wastewater collection system. The goal was to optimize the life cycle of DPW's infrastructure through planned reinvestment and optimizing the tradeoffs between cost of service and risks associated with asset failure or loss of performance. Alan serves as the lead data analytics and analysis analyst. He is responsible for the asset inventory and work management analysis as well as setting up the framework for the business risk exposure model.				
(1) TITLE AND LOCATION (City and State) OEC Asset Support, Baltimore County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES Ongoing		CONSTRUCTION (If Applicable) Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
b.	Asset Management Consultant. Alan provides project management and project deliverables oversight and orchestrates the overall task. He provides asset management expertise and is helping guide MDTA as they increase their maturity in asset management and is providing strategic planning direction for the effort. He oversees and manages a team of KCI analysts and subconsultants, and supports asset inventory improvements, facility asset management, lifecycle analysis, risk analysis, asset management cycle support, and CMMS support. Alan directs the team in maintaining a comprehensive and up-to-date asset inventory and is responsible for the integration of enterprise systems using Python and FME, increasing data availability for analytics, reporting, and register maintenance. Additionally, Alan oversees efforts to report data completeness and accuracy and utilizes Power BI dashboards to track data translation success and progress. He also led efforts for the development of an Asset Management Strategic Plan, a collaborative effort between the team and the client to identify strategies, objectives, and tactics to support the goals of the organization. Alan oversees efforts to develop and maintain a risk register for the client, as well as support their GIS system and associated enterprise solutions. As Project Manager, he drafts and adheres to the project scope, schedule, and fee for KCI's MDTA AM tasks, and provides planning and execution oversight along with project monitoring and control, quality assurance, and overall deliverable oversight				
(1) TITLE AND LOCATION (City and State) VUE Works & Asset Management Support, Anne Arundel County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2023		CONSTRUCTION (If Applicable) Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
c.	GIS/GPS Technician. KCI provided comprehensive GIS, technical solution development and implementation, and migration planning support to the County's Department of Public Works (DPW) throughout its recent migration to and implementation of the VUEWorks work order management software. The Bureau of Engineering and DPW's Asset Management Coordinator requested extended support from KCI to complete a VUEWorks gap analysis for their AWOM system for all Bureaus and complete the development of maintenance strategies for all asset classes.				

12. NAME Morgan Jones	13. ROLE IN THIS CONTRACT GIS Specialist	14. YEARS EXPERIENCE Attachment 3	
		a. TOTAL 8	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD			
16. EDUCATION (Degree and Specialization) MA Sustainability / Hofstra University BS Geology / Hofstra University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PADI Nitrox Diver Transportation Worker Identification Card (TWIC) FAA Part 107 UAS (Drone) Pilot / 4801183	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Morgan Jones is a GIS Analyst within KCI's Technology and Innovation Market. Her primary responsibilities are to support stormwater projects related to SCM and IDDE programs. Her tasks include developing and managing stormwater geodatabases; identifying the requirements for data collections; developing database dictionaries and schemas; developing file geodatabase for a variety of transportation and utility assets; compiling data from as-built plan sheets and field verifications in ArcGIS Pro and ArcGIS Online; migrating legacy data into enhanced database schemas; and identifying and developing QC tests and rules. She stands up and manages feature and map services in an AGOL, Field Maps, and Survey123 environment; performs database versioning; provides quality control services related to stormwater database attribution and geometry; and coordinates with KCI business analysts, project managers, and client stakeholders to complete tasks related to NPDES MS4 compliance. She provides status reporting for stormwater programs, standard operating procedures, NPDES annual reporting activities, and collaboration with project stakeholders to ensure compliance with NPDES permits. Morgan is currently developing an Esri model to support automation of drainage areas for stormwater assets. Her role on the project will be to support the gap analysis, data collection solutions, data migration, schema enhancements, sewershed delineations, and the Asset Management System solution. **Morgan is actively seeking GISP with approved portfolio through GISCI.**

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Montgomery County, Transition MS4 Annual Report Data To MDE MS4 Database, Montgomery County, MD.		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
a.	GIS Specialist. KCI is supporting Montgomery County Department of Environmental Protection (DEP) with tasks to enhance their MS4 Annual Reporting format to meet MDEs current requirements. KCI performed source data analysis; participated in and lead discovery session meetings to gain an understanding of internal practices used for data submittal and loads; performed a source to target analysis from the source data to the MDE required feature classes and tables; and has performed a gap analysis that outlines the missing MDE required data. KCI planned and orchestrated existing conditions and GAP analysis meetings with County stakeholders; outlined the source data requirements; and created GAP analysis documentation outlining the data gaps and potential enhancements to the source data submittal to resolve gaps. KCI created the geodatabase to store relevant source data used for fiscal year annual reporting and internal tracking; will load the source data utilizing ETL scripts and GIS models; will export and load the data into the MDE required geodatabase format; and will assist with data compilation for gaps in the schema.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
NPDES / MS4 Consulting Services, Montgomery County, MD.		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
b.	GIS Analyst. Morgan provides technical services for IDDE inspection programs for Montgomery County. She provides database, Field Maps, and Survey123 standup support services; quality control and backend database edits to complete the IDDE tables; and database loading and massaging so that the resultant IDDE database conforms to MDE's required formats.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Bay Restoration Program & NPDES Services, Civil and Environmental Engineering Open-Ends – Multiple Contracts, Statewide, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm	
c.	GIS/GPS Technician. KCI was tasked with redesigning SHA's NPDES database to align it with current state regulations and technological advances relative to when it was first designed. To understand who the database was to be redesigned, KCI facilitated extensive requirements sessions with both technical staff responsible for the administration and leveraging of the database and subject matter experts who rely on the database to store their data and support reporting. From the requirements gathered, KCI redesigned the database and led multiple revision sessions with stakeholders to validate the redesign schema. KCI developed scripts to build the database, which provided stakeholders with a key artifact of the redesign process.		

12. NAME Brent Reeves	13. ROLE IN THIS CONTRACT GIS Specialist	14. YEARS EXPERIENCE Attachment 3 a. TOTAL 23 b. WITH CURRENT FIRM 23	
15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD			
16. EDUCATION (Degree and Specialization) MS / Environmental Science / Towson University BS / Environmental Science / Virginia Polytechnic Institute and State University BS / Geology / Virginia Polytechnic Institute and State University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Rosgen Level I Confined Space Entry Training OSHA HAZWOPER 40-Hour Course	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Brent provides GIS support, data management solutions, and program management support for Phase I and Phase II NPDES MS4 and 20-SW General Permit permittee's stormwater and natural resources asset inventory, inspection, and rehabilitation programs. His responsibilities include developing, programming, enhancing, and managing spatial and non-spatial database schemas; configuring and implementing out-of-the-box ESRI based GIS software, including Field Maps and Survey123, and custom based GIS data collection and enterprise management solutions to perform desktop and mobile stormwater assets data compilation; configuring and implementing ESRI Portal and AGOL web applications to support map development, asset tracking, and reporting; developing programmatic workflows for data inventory, inspection, and maintenance tracking; performing stormwater data and programmatic workflow gap analysis to recommend program enhancements to meet internal data usage and NPDES reporting requirements; developing stormwater program road-mapping plans related to inspection and maintenance requirements to support enhancements for asset data management programs; development of standard operating procedure and data collection workflow and criteria; development of user's guides for applications, solutions, and dashboards, and development of quality control plans.			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) Montgomery County, Transition MS4 Annual Report Data To MDE MS4 Database, Montgomery County, MD.		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. GIS Specialist. KCI is supporting Montgomery County Department of Environmental Protection (DEP) with tasks to enhance their MS4 Annual Reporting format to meet MDEs current requirements. KCI performed source data analysis; participated in and lead discovery session meetings to gain an understanding of internal practices used for data submittal and loads; performed a source to target analysis from the source data to the MDE required feature classes and tables; and has performed a gap analysis that outlines the missing MDE required data. KCI planned and orchestrated existing conditions and GAP analysis meetings with County stakeholders; outlined the source data requirements; and created GAP analysis documentation outlining the data gaps and potential enhancements to the source data submittal to resolve gaps. KCI created the geodatabase to store relevant source data used for fiscal year annual reporting and internal tracking; will load the source data utilizing ETL scripts and GIS models; will export and load the data into the MDE required geodatabase format; and will assist with data compilation for gaps in the schema. Brent is the project manager involved in source data review, database development, gap analysis, and MDE annual reporting databases compilation. Currently KCI provides support to the County with completion and quality control of the STARS and MDE database schema loads.		x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) MDOT State Highway Administration, NPDES and TMDL Program Management, Baltimore, MD		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (If Applicable) Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. GIS Analyst. Brent assists in the development and enhancing of the existing storm drain database for standardization with the most current NPDES permit reporting and internal client needs. Duties include orchestrating discovery sessions with stormwater client stakeholders, enhancing the stormwater geodatabase schema, and assisting in migrating the existing database. Brent is responsible for documenting the migration plan, creating a source-to-target plan, and performing quality control of the data load. Brent was involved with the development of the current stormwater inventory and inspection AGOL, Field Maps, and Survey123 applications, and is currently working with SHA to enhance the applications based on stormwater database schema updates and program enhancements. Brent performs GIS and solutions tasks to support SHA's BMP inspection, IDDE, outfall assessment, video pipe inspection, good housekeeping, annual reporting, and drainage area delineation programs.		x Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Prince George's County, NPDES Program Support, Prince George's County, MD		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (If Applicable) Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. GIS/GPS Technician. The County scoped KCI to support the development of the stormwater inventory and inspection program. Brent provided services related to database development, data collection strategies, AGOL and Field Maps data collection solution development, data collection training, standard operating procedures development, and development of quality control routines.		x Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Amrish "AD" Patel		13. ROLE IN THIS CONTRACT Project Inspector		14. YEAR COMPLETED Attachment 3 a. TOTAL 22 b. WITH CURRENT FIRM 14	
15. FIRM NAME AND LOCATION (City and State) AB Consultants, Inc., Lanham, MD					
16. EDUCATION (Degree and Specialization) AA/Computer Programming		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Hazmat Certification Radiation Safety Officer AV-100 & AV 118 Chemical Grout Training			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) AD has many years of experience with construction inspections, geotechnical analysis and foundation approvals. He has worked with other geotechnical consulting firms in Washington DC, Maryland, and Pennsylvania area on diverse projects that include residential, commercial and transportation projects. He has performed field construction inspection, such as, foundation Subgrade inspections, backfill compaction tests, stormwater management (SWM) pond construction inspection and concrete field tests to ensure that design specification requirements are met. Throughout his years of work experience, AD has gained inspection, supervisory, and analytical skills related to civil and geotechnical engineering. With many years of construction inspection experience, Mr. Patel has expanded his work experience to the pipeline CCTV inspections. He is NASSCO certified for coding of the pipeline CCTV inspections defects.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State) Brandywine Road Temple, Brandywine, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2025		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
a.	Construction Inspector. AD supported surveying and site engineering services for the project, which included roads, stormwater management (Concept, Preliminary, and Final), site development, erosion and sediment control, water and sewer design, natural resources permitting, landscaping, entrance design, and overall permitting. He provided inspection and oversight to ensure construction activities and permitting requirements were completed in compliance with project specifications and regulatory standards.				
(1) TITLE AND LOCATION (City and State) Chelsea Woods Courts Condos WSSC TPIP Inspection, Prince George's County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2024		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
b.	Construction Inspector. AD provided geotechnical inspection, material testing, and project management services. His responsibilities included earthwork and asphalt inspections, laboratory testing of soils (moisture content, sieve analysis, Atterberg limits, and soil proctor), and monitoring field procedures to ensure compliance with standards. Mr. Patel offered technical recommendations to the owner and contractor for differing site conditions, conducted weekly site visits, and reviewed daily inspection and test results. He also prepared detailed summary reports and inspection logs to document construction quality and progress.				
(1) TITLE AND LOCATION (City and State) Stanley Martin Homes-Glenn Dale Commons, Lanham, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2023		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
c.	Construction Inspector. AD provided inspection, material testing, and special inspection services for the new Stanley Martin Homes at Glenn Dale Commons. His responsibilities included monitoring construction activities, performing quality control checks, and conducting material testing to ensure compliance with project specifications and standards throughout the construction period.				
(1) TITLE AND LOCATION (City and State) Leeland Road Culvert, Prince George's County, MD		(2) YEAR COMPLETED			
		PROFESSIONAL SERVICES 2021		CONSTRUCTION (If Applicable) N/A	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
d.	Construction Inspector. AD provided third-party precast plant and field inspection services, ensuring compliance with project specifications and standards. His responsibilities included verifying concrete mix designs, reviewing compressive strength test results of field-cured cylinders, and performing rebar inspections for precast structures. AD monitored construction activities such as fill and backfill placement, as well as concrete, mortar, and grout installation to ensure quality workmanship. He conducted field quantity and schedule checks, prepared detailed inspection logs and reports, and performed laboratory testing of proposed materials. In addition, he represented the project at meetings, provided periodic quality assurance services, and consulted on issues related to construction, shop drawings, and design review.				

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME	13. ROLE IN THIS CONTRACT	14. YEAR COMPLETED
Andinet Tolla, PE	Geotechnical Engineer	a. TOTAL 22 b. WITH CURRENT FIRM 15

15. FIRM NAME AND LOCATION (City and State) AB Consultants, Inc., Lanham, MD	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD / 39023 PE / DC & VA Erosion & Sediment State of MD HAZMAT Certification Radiation Safety Officer Vibration Monitoring Certificate
16. EDUCATION (Degree and Specialization) BS / Civil Engineering / Bahir Dar University Ethiopia Mechanic Diploma / Gelawdios Technical and Vocational, Ethiopia	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Andinet has extensive experience with geotechnical engineering, construction management and material testing throughout his work experience. He has worked with other geotechnical consulting firms in Virginia and Washington DC area on diverse projects that include residential, commercial and transportation projects. His geotechnical engineering experience includes investigation and foundation engineering services consisting of detailed soil and material analysis, slope stability analysis, piles loading analysis, pavement design, ground improvement and recommendations. Andinet has been responsible for field construction inspection, material testing and field-testing management.

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	Loveville Road Water Main Replacement Phase 2, St. Mary's County, MD	2025	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Engineer. Andinet conducted a site visit to observe existing conditions and assess access for drilling activities. He staked boring locations based on site features, coordinated with Miss Utility to secure public utility clearances, and obtained an access permit from St. Mary County DPW. Andinet oversaw the subsurface investigation involving two 15-foot borings, totaling 30 feet, drilled using a truck-mounted rig. He ensured samples were collected at 2.5-foot intervals in the upper 10 feet and at 5-foot intervals thereafter, while monitoring groundwater levels during and after drilling. He managed traffic control measures on-site, supervised laboratory testing in accordance with ASTM standards, and evaluated the collected data to support preparation of the geotechnical report.	x Check if project performed with current firm	
b.	Town Creek Water System Replacement Phase 5, St. Mary's County, MD	2023	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Engineer. Andinet coordinated with property owners to secure access and with Miss Utility for utility identification and field marking. He obtained the necessary permit for work within the right-of-way and field-verified existing utility markings. Andinet performed ASCE Quality Level "A" utility test holes at two locations, accurately identifying utilities and recording their top elevations. He ensured all test holes were backfilled with original material and hard surfaces patched with AquaPhalt, maintaining proper Maintenance of Traffic controls during drilling. Additionally, Andinet supervised the drilling of six soil test borings, collected samples for laboratory testing, and evaluated the results to support the preparation of the geotechnical report.	x Check if project performed with current firm	
c.	WP 3A-3- Additional Engineering, Charles County, MD	2022	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Engineer. Andinet provided surveying and technical support for a comprehensive stream improvement project along a 2,300-linear-foot section near Holly Tree Drive. He conducted detailed topographic surveys covering approximately 11 acres, documenting key physical features such as trees, utilities, and terrain characteristics. Andinet prepared an AutoCAD topographic base plan with one-foot contour intervals to assist design engineering efforts. His work supported critical environmental assessments, including Forest Stand Delineation, Forest Conservation Planning, and Wetland Delineation, involving extensive site research and mapping. Additionally, Andinet's data contributed to hydrologic computations used to establish 100-year water surface elevations and develop preliminary and final restoration plans that defined access points, structure locations, and grading specifications. He also supported the development of detailed erosion and sediment control plans, including grading plans, construction sequencing, and the preparation of technical certifications to meet county requirements.	x Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME Michael Freer, PE		13. ROLE IN THIS CONTRACT Construction Administrator		14. YEARS EXPERIENCE a. TOTAL 27 b. WITH CURRENT FIRM 3	
15. FIRM NAME AND LOCATION (City and State) AB Consultants, Inc., Lanham, MD					
16. EDUCATION (Degree and Specialization) BS / Civil Engineering / Virginia Military Institute			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE / MD 31544		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Michael Freer has nearly three decades in design and preparation of storm drain plans and profiles, water and sewer utility infrastructure designs, paving plans, stormwater management designs, roadway plans and profiles, design details, site grading plans, erosion and sediment control plans, along with the associated analyses and computations. Furthermore, Michael performs construction administration including advertisement support, materials and equipment submittal reviews, reviews of Shop Drawings, addressing RFI's, attending progress and other onsite meetings, creating meeting minutes, performing Quality Assurance of contractor's work for compliance with contract plans, specifications and details, maintains red-line drawings, prepares running punch-lists to ensure all deficiencies are corrected prior to final acceptance, provides technical consultation for addressing unforeseen conditions and issues, and assists with project extensions and close-out. Michael, as a PE, has signed SWM completion certifications.					
19. RELEVANT PROJECTS					
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Chestnut Ave Bridge over Newstop Branch, Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
a.	Construction Administrator. For this bridge replacement project, AB Consultants performed Civil Engineering, Structural Engineering, Project management, Survey services and Environmental services. Michael performed hydrologic and hydraulic calculations to support his design of stormwater drainage, stormwater management facilities/infrastructure, and erosion and sediment control measures. He submitted the approved final erosion and sediment control plan to acquire JPA permit and to acquire the NPDES permit. Michael is performing construction administration including advertisement support, materials and equipment submittal reviews, reviews of Shop Drawings, addressing RFI's, attending progress and other onsite meetings, creating meeting minutes, performing Quality Assurance of contractor's work for compliance with contract plans, specifications and details, maintains red-line drawings, prepares running punch-lists to ensure all deficiencies are corrected prior to final acceptance, and provides technical consultation for addressing unforeseen conditions and issues.				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Addison Road and Walker Mill Road Improvements, Final Design Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
b.	Construction Administrator. AB Consultants performed engineering services for the Addison Road and Walker Mill Road Intersection improvements that consisted of base widening, milling and overlay, and street scape improvements. Michael addressed Stormwater Management technical review comment received from DPIE, and prepared Construction Specifications for materials and workmanship in accordance with MD SHA and PGDPW&T. During construction, Michael is performing construction administration including materials and equipment submittal reviews, reviews of Shop Drawings, addressing RFI's, attending progress and other onsite meetings, creating meeting minutes, performing Quality Assurance of contractor's work for compliance with contract plans, specifications and details, maintains red-line drawings, prepares running punch-lists to ensure all deficiencies are corrected prior to final acceptance, and provides technical consultation for addressing unforeseen conditions and issues.				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
Commons at Addison Road, Prince George's County, MD		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		x Check if project performed with current firm			
c.	Construction Administrator. This project consisted of site plans for the subject property, including geometric layout, final grading plan, general and construction notes, and ADA Accessible Route Plan. Michael revised SWM Design, including SWM Drainage area map and hydrologic analysis per new site layout revision. He performed SWM and CPv Computations and revised the SWM report. AB revised Storm Drainage Design, including drainage area map, storm drainage calculations, storm drain and paving plan, and storm drain profile. Michael designed a three stage erosion and sediment control plan. During construction, Michael is performing construction administration including materials and equipment submittal reviews, reviews of Shop Drawings, addressing RFI's, attending progress and other onsite meetings, creating meeting minutes, performing Quality Assurance of contractor's work for compliance with contract plans, specifications and details, maintains red-line drawings, prepares running punch-lists to ensure all deficiencies are corrected prior to final acceptance, and provides technical consultation for addressing unforeseen conditions and issues.				

12. NAME Christopher Deibel	13. ROLE IN THIS CONTRACT CAD Technician	14. YEARS EXPERIENCE Attachment 3 a. TOTAL 29 b. WITH CURRENT FIRM 26	
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15. FIRM NAME AND LOCATION (City and State) KCI Technologies, Inc., Sparks, MD

16. EDUCATION (Degree and Specialization) BS / Geography and Environmental Planning / Towson University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Christopher Deibel is a Designer and Draftsperson / CADD Operator and has experience in site development and environmental restoration projects involving educational facilities, roads and highways, stream and wetland restoration, and stormwater management design. His background on these projects includes preliminary concept and final construction document designs incorporating grading, drainage, utilities, erosion and sediment controls, road and streetscape design, stormwater management, sidewalk improvements, roadway design, permitting, regulatory agency and plan approval. Christopher is proficient in MicroStation and Civil 3D.

19. RELEVANT PROJECTS

	(2) YEAR COMPLETED
(1) TITLE AND LOCATION (City and State) Stormwater & Watershed Management Evaluation/Design/Build Services, Howard County, MD	PROFESSIONAL SERVICES Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. CAD Technician. Chris used both MicroStation and Civil3D to prepare title sheets adhering to county standards, geometry sheets, environmental resource maps with steep slopes and erodible soils identified, grading plans and profiles with structure legends and placement, structure details, cross sections, and as-built plans for various stream restoration projects including: <i>Sunny Field Court; HCC; Heatherland; Woodland Road; Mellen Court; Willow Bend; and others</i> . Chris prepared impact plates for JPA and provided various quantities for the engineers' cost estimate.	CONSTRUCTION (If Applicable) Ongoing x Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements, Aberdeen, MD	PROFESSIONAL SERVICES Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. CAD Technician. Chris reviews as-built plans and topo survey to create base maps for use in field reconnaissance and design plan production. Chris prepared title sheet, geometry sheets, environmental resource maps with steep slopes and erodible soils identified, grading plans and profiles with structure legends and placement, structure details, and impact plates for the Trib to Carsins Run at Summerlin stream restoration project.	CONSTRUCTION (If Applicable) Ongoing x Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) On Call Watershed Stream Restoration Assessment, Design and Monitoring Services, Baltimore County, MD	PROFESSIONAL SERVICES Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. CAD Technician. Chris used both MicroStation and Civil3D to prepare title sheets adhering to county standards, geometry sheets, environmental resource maps with steep slopes and erodible soils identified, grading plans and profiles with structure legends and placement, structure details, cross sections, impact plates, and developed 3D corridors for <i>Pittsfield Road Stream Restoration and Victory Drive Stream Restoration</i> . Chris also prepared as-built plans for <i>Patleigh Road, Chartley II, and West Branch</i> .	CONSTRUCTION (If Applicable) Ongoing x Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) Open-End Engineering Services, Anne Arundel County, MD	PROFESSIONAL SERVICES Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. CAD Technician. Chris recreated valley wide and updated RSC details for the Maritime Boulevard restoration project based on revised guidance and design charettes in Civil3D. He oversees the plan production to ensure standards are met and design intent is clearly communicated.	CONSTRUCTION (If Applicable) Ongoing x Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) Environmental Monitoring, Design, and Assessment / On-call Contracts, Harford County, MD	PROFESSIONAL SERVICES Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. CAD Technician. Chris used both MicroStation and Civil3D to prepare title sheets adhering to county standards, geometry sheets, environmental resource maps with steep slopes and erodible soils identified, grading plans and profiles with structure legends and placement, structure details, cross sections, erosion and sediment control plans, impact plates, for the <i>Upper Farnandis</i> project.	CONSTRUCTION (If Applicable) Ongoing x Check if project performed with current firm

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

RESOLUTION 26-63

12. NAME	13. ROLE IN THIS CONTRACT	14. NPDES EXPERIENCE
Quentin Strickland	Administrative	a. TOTAL 2 b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State)

KCI Technologies, Inc., Raleigh, NC

16. EDUCATION (Degree and Specialization)

BS / Economics / East Carolina University

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

N/A

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Quentin is a Project Analyst in KCI's Water & Environment Service line. With a background in economics and project accounting, he is responsible for project budget setup and analysis, revenue tracking, assisting with accounts receivable, and developing accurate project invoices. Quentin uses Microsoft Dynamics 365 to generate and track invoicing across several KCI regions and for several of KCI's open-end NPDES support contracts for Phase I MS4s in Maryland.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Accountant. Quentin is responsible for billing, filing, and development of project progress reports, financial statements, and ISO compliance paperwork to provide NPDES MS4 planning and permit support for Charles County Planning and Growth Management. He is responsible for maintaining billing files, ensuring subconsultant agreements were in place, and reviewing extra work orders against the contract to ensure compliance with the terms and conditions. The financial data for the project is managed in Dynamics 365 and exported into MS Excel for invoice preparation. Progress reports are created in MS Word, and Adobe is used to create a PDF in order to submit the invoice and progress report electronically to the client.		
b.	NPDES/MS4 Consulting Services, Montgomery County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Accountant. KCI was contracted by Montgomery County to assist in compliance with its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. KCI provided assistance in three areas of compliance: Illicit Discharge Detection and Elimination, Assessment of Controls, and Annual Reporting. Quentin used Microsoft Dynamics to generate draft invoices and coordinate overall billing on the project. He was responsible for tracking expenditures, ensuring consistency in invoice formatting, and ensure the project was billed on a regular basis.		
c.	Stormwater & Watershed Management Evaluation/Design/Build Services, Howard County, MD	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Accountant. KCI provides on-call stream restoration design, monitoring, stormwater retrofit, drainage, and NPDES support work under a series of contracts. Quentin is responsible for task order proposal compliance, ensuring compliance with KCI's ISO 9001:2015 certification, and maintaining project billing files. He is also responsible for maintaining MBE expenditure records for use in ensuring MBE goals are met under the contract. Quentin oversaw several subordinate project accountants that have assisted on these contracts. MS Office and Adobe Acrobat are used to maintain project files, generate invoices, prepare proposals, and for all other administrative files.		

21. TITLE AND LOCATION (City and State)

**NPDES Municipal Stormwater Permit Consulting Services,
Charles County, MD**

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (if applicable)

N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Charles County Planning and Growth
Management

b. POINT OF CONTACT NAME

Karen Wigen

c. POINT OF CONTACT TELEPHONE NUMBER

301.645.0683

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

For this multi-year contract KCI provided services to help Charles County meet the requirements of its NPDES MS4 permit. KCI has been assisting the County with NPDES compliance beginning with its first five-year permit in 2000. KCI is continuing support under a current contract issued in 2020. KCI supports specific elements of the annual report and watershed management program, including identifying pollutant sources, characterizing discharges, supporting stormwater management programs including illicit discharge detection and elimination, assessing watersheds for restoration and TMDL compliance, and evaluating effectiveness of controls. Under the current contract, KCI has also begun working with the Resilience Authority and Infrastructure Management to improve drainage conditions throughout a variety of neighborhoods and safeguard these communities against anticipated increases in rainfall and more intense storms. Specific elements of the services KCI provides are described below.

Project Management. KCI meets with the County regularly to ensure that project schedules, goals and budgets are being met. When required during busy workload periods. For a time, the County was holding quarterly consultant coordination meetings with KCI and the County's other consultants to facilitate communication and ensure the County's overall goals are well coordinated. KCI was an active participant in these meetings, including preparing presentations for watershed evaluations and restoration plans, and coordinating reporting of completed restoration work and resulting credits. KCI's schedule efforts have been quite effective. All annual reports have been submitted to MDE on-time and separate MDE deliverables such as Restoration Plans were submitted on time. The County's watershed assessments were completed two years before the end of the permit term as required by the schedule.

Management Programs

Illicit Discharge, Detection and Elimination. KCI provided illicit discharge monitoring services for the County from 2000 through 2025, under several contracts, including every year during the duration of this contract. Field crews from KCI and our sub-consultant Coastal Resources, Inc. visited 100 commercial and industrial outfalls annually and tested dry-weather discharges when flow was observed. The discharges were tested for presence of chlorine, detergents, copper, phenols, fluoride, ammonia, and abnormal readings of pH. If a contaminant was found, the field crew investigated the storm drain system to locate the contaminant source. Illicit connections were reported immediately to the County for correction. Crews inspected the outfalls for signs of physical deterioration of the channel and structures including erosion of the channel, trash and debris in the discharge, structural problems with the outfall, odor, color, clarity, and others. KCI developed an investigation and reporting program for conducting IDDE and commercial/industrial watershed inspections.

KCI conducted a review and revision of the County's IDDE program. This included reviewing enforcement programs and developing Standard Operating Procedures for field investigations and follow up enforcement action. KCI provided education and outreach to County staff on the program, including developing field materials and conducting training sessions with County inspectors. The outreach and training were designed to help inspectors identify and track potential pollutants. The training was very well received at the County.

Visual Survey. Each year during the contract, KCI mobilized a field team and conducted commercial/industrial watershed inspections. This was done to determine where sources of pollutants may be able to be corrected, that might not otherwise be apparent downstream at the outfall. The majority of the violations found over the course of the contract were discovered through these upland surveys, rather than a result of chemical testing at outfalls, so the program was very successful.

Property Management and Maintenance

Stormwater Pollution Prevention Plans. KCI completed reviews and developed a deficiency analysis of County-owned sites with Industrial Stormwater General Permits. Existing SWPPPs were reviewed for pollution sources, drainage patterns, and BMPs. KCI incorporated current EPA guidance and the MDE Industrial SWPPP template into the review. KCI developed updated mapping for the County's DPW Maintenance Facility and the landfill.

Restoration Plans and TMDLs

Watershed Assessment. KCI completed detailed watershed assessments for the entire County by completing groups of two to three watersheds each year from 2015-2018. Watersheds include Port Tobacco, Mattawoman Creek, Lower Patuxent River, Zekiah Swamp, Gilbert Run, Wicomico River, Potomac River and Nanjemoy Creek.

Water quality and watershed conditions were developed from desktop analysis and field assessment. Desktop evaluations identified prioritized areas to conduct Stream Corridor Assessments (SCA), baseflow synoptic water quality sampling (60-100 sites per year), hot spot investigations, and neighborhood source investigations. Using this information, water quality problems were identified, ranked, and structural and nonstructural water quality improvement projects were proposed. Projects included tree planting, stream restoration, BMP

retrofit, street sweeping, and septic system upgrades. Finally, each assessment identified pollutant load reduction milestones in order to show progress in meeting TMDL stormwater waste load allocations (SW-WLA) with schedules and cost estimates of plan implementation.

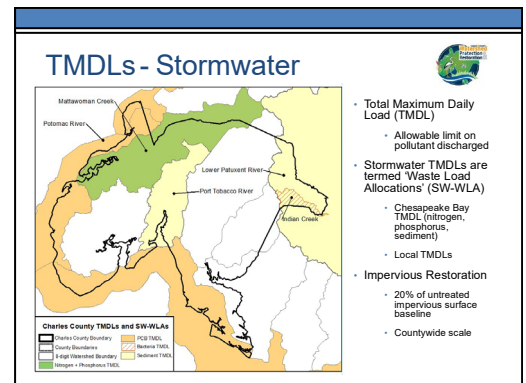
Restoration Plans. KCI used data from the watershed assessments and from other County planning and project identification efforts to develop the permit required TMDL SW-WLA Restoration Plan to address Bay and local TMDLs and to address impervious surface treatment. The plan included the following major elements:

- Pollutant loading modeling was completed to determine the disaggregated and calibrated baseline pollutant load and SW-WLA and impervious surface reduction goals per watershed are derived;
- A suite of structural and non-structural projects, program strategies, and alternative BMPs that will reduce pollutant loads from existing conditions to the level of the SW-WLA were recommended;
- Cost estimates for each project, program, or other type of control measure were derived;
- Implementation schedules for the improvements, with milestone dates to estimate a date of completion were included;
- Programs for evaluating implementation progress, with current/planned monitoring and tracking programs were prepared, and;
- Public involvement recommendations outreach, and education efforts during plan implementation were included.

A public meeting was held to introduce the assessments and restoration plan. KCI developed posters and gave presentations on the assessment and planning efforts. A public comment period was conducted, and the reports were updated based on public input.

TMDL Compliance. KCI supports Charles County's Chesapeake Bay TMDL and local TMDL compliance efforts through development of Baseline, Progress, and Planned milestone scenario modeling using CAST and MDE's TIPP model. The results of these scenarios were needed to determine if planned and implemented activities were adequate to meet overall reduction goals and targets out to the planning horizon dates and for annual progress reporting.

KCI assists Charles County with stand-alone local TMDL Plans. Currently KCI is engaged with the Lower Patuxent sediment TMDL and future preparation of a TMDL Attainment Plan to document the conditions of the watershed and the measures to maintain the watershed conditions. KCI developed a restoration plan for the Port Tobacco River sediment TMDL in 2021 following current guidance from MDE. Development of the plan included data from KCI's watershed assessment and input from local watershed groups including the Port Tobacco Conservancy and presentation to the County Planning Commission.

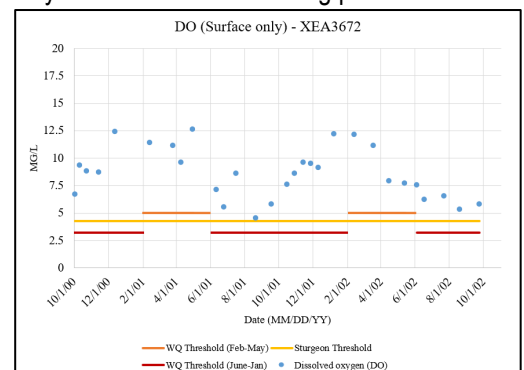


KCI prepared a bacteria TMDL implementation plan for the Lower Patuxent in 2024 following MDE's guidance. The plan focuses on desktop source assessments followed by monitoring to identify new sources, confirm existing sources, and track changes in bacteria levels over time as remediation occurs. The plan was approved by MDE and KCI is currently implementing bacteria sampling at three locations in the watershed to identify and confirm sources and meet bacteria TMDL monitoring requirements of the County's MS4 permit.

KCI annually prepares the Countywide TMDL Stormwater Implementation Plan to document progress and identify any adaptations to the County plans to meet local and Bay SW-WLAs.

De-listing Monitoring. During preparation of a Lower Patuxent Sediment TMDL Plan, KCI identified that Charles County's portion of the Lower Patuxent watershed included Tier II stream segments and had 'good' MBSS results for benthic macroinvertebrates and fish at sites previously sampled in the watershed. KCI communicated with the County and MDE and determined that an attainment plan was the best course of action for the County versus a restoration focused plan. To support a current understanding of the stream conditions, KCI completed spring and summer index biological monitoring following MBSS protocols in 2019 that confirmed the 'good' stream conditions persisted and high quality subwatersheds remained intact. As the attainment plan evolved, KCI along with MDE and County determined that the streams could potentially be delisted. KCI developed a monitoring plan and Initial Request for Delisting, which were reviewed and approved by MDE. The plan included additions of several sites to obtain full spatial coverage where gaps existed previously. KCI recently completed the monitoring plan that in 2022-2024 included spring and summer index elements with benthic macroinvertebrates, collection of fish community data, summer index physical habitat assessment, and supplemental inventory of crayfish, freshwater mussels, and herpetofauna. KCI continues to coordinate with the County and MDE on the delisting process and will submit a final delisting request in late 2025.

Mattawoman Data Analysis. Charles County has responsibility for a nutrient (total nitrogen – TN and total phosphorus - TP) TMDL stormwater wasteload allocation (SW-WLA) in the Mattawoman Creek watershed with reduction targets of 54% and 47% respectively. Based on the County's *Countywide Municipal Stormwater Restoration Plan* prepared in 2023, it is estimated that the cost of meeting the TMDL, specifically for the TN reduction, could be greater than \$250 million. In addition, meeting the TMDL is potentially infeasible due to available space and limits in BMP reduction efficiencies for TN, with some BMP types achieving less than 50% reduction. With these elements in mind, KCI is assisting the County with analysis of the data used to initially list the TMDL, and data collected since the baseline year to determine the legitimacy of the



Assessment of Controls

Watershed Assessment Monitoring. KCI prepared comprehensive plans for each of the three major items included in the County's current permit related to biological monitoring, bacteria monitoring, and chloride monitoring. A program design document was prepared for the County's new Biological Monitoring and Assessment Program, a bacteria monitoring plan was included in the Lower Patuxent Bacteria TMDL Implementation Plan, and a MS4 Chloride Monitoring Plan was prepared. All plans were developed according to MDE's 2021 MS4 Monitoring Guidance and were submitted to and approved by MDE. Quality Assurance Project Plans are developed for each monitoring program to document methods and data quality objectives

KCI and Coastal Resources implemented all three plans in 2025. *Bacteria Monitoring* - KCI is completing monthly bacteria sampling in the Indian Creek watershed at three locations in the watershed in 2025-2026 to identify and confirm sources and meet bacteria TMDL monitoring requirements of the County's MS4 permit. *Countywide Biological Monitoring* – Field assessment was completed in the spring and summer of 2025 following property owner coordination for each sampled site. *Chloride Monitoring* - Several sites were reviewed and assessed, and recommendations made for selection of a target site. Coastal Resources and KCI staff established the monitoring station in the Pinefield neighborhood and installed a conductivity logger, and have been monitoring the site since March 2025. Data analysis and reporting will be prepared with completion of the initial monitoring periods and included in the MS4 annual report.

Watershed Restoration Assessment. *Chemical Monitoring* – KCI conducted wet-weather sampling at the Acton-Hamilton site in a small watershed where the County has focused restoration measures. Two stations were located in the watershed to track changes in water quality over time as restoration proceeds. Event mean concentrations were used from the eight storms sampled each year to analyze trends in water quality for the receiving stream channel. KCI installed and maintained flow gauges at the site in order to evaluate pollutant loads. *Biological and Physical Monitoring* – Annually from 2005-2022, KCI and our sub-consultant, Coastal Resources, Inc. performed biological and physical stream monitoring to determine the effects of upland restoration on the receiving channel, including water quality improvements in the Acton-Hamilton study area on a Tributary to Mattawoman Creek. Monitoring included biological sampling following MBSS procedures, physical habitat assessment, and geomorphological monitoring.

Stormwater Management Assessment. KCI and Coastal Resources conduct annual monitoring at the Tributary to Piney Branch site using geomorphological techniques evaluating channel stability. The site was developed using the 2000 Maryland Stormwater Design manual for several residential developments. The goal of the monitoring is to determine the effectiveness of stormwater sizing criteria for channel protection volume (Cpv) on channel stability. KCI and Coastal Resources monitored the cross-sections and longitudinal profiles annually from 2003-2022. This permit condition was discontinued in the County's most recent permit.

Annual Reporting

Annual Report. KCI has supported Charles County for the past 20+ years on the preparation of the NPDES Annual Report. KCI coordinated and prepared the full report during the first permit term and since 2005 prepares sections, summaries, and individual monitoring and restoration reports.

Geodatabase Submittals. KCI has supported preparation of the various database and GIS deliverables for the work performed, including IDDE, monitoring, pollutant load modeling, and TMDL progress according to MDE database schema requirements.

Climate Resiliency / Drainage Improvements

Waldorf Urban Redevelopment Corridor. KCI developed a comprehensive flood mitigation study for a large portion of Waldorf targeted for redevelopment. An existing CSX railroad embankment with an undersized culvert was creating a large backup throughout the area, and adequate conveyance of large storm events could not be achieved. KCI developed hydrology for the corridor and areas downstream of the railroad embankment. Using the developed hydrographs, KCI created a two-dimensional hydraulic model for the area upstream of the railroad and down to the confluence with a much larger channel. Using the model, KCI was able to determine the floodplain interaction between riparian wetlands and the main channel and determine appropriate culvert sizing for drainage through the embankment while maintaining wetland hydrology. KCI developed conceptual design plans and a feasibility report for the culvert improvements. The report included a construction cost estimate and a cost/benefit analysis.

Neighborhood Drainage Improvement Projects. KCI was tasked with six neighborhoods that were experiencing significant flooding to investigate and develop solutions. These neighborhoods included Homeland, Mariellen, Mount Carmel, Cobb Island, Greenmont, and Swan Point. Drainage improvements considered existing conditions, as well as future rainfall and land use conditions to improve long-term resiliency to climate change. Improvements included storm drain upgrades, additional drainage swales, improving roadway crowns, and an outfall restoration using a regenerative step pool storm conveyance approach. Cobb Island and Swan Point were located adjacent to the tidal Potomac River, so storm surge elevations for existing and future conditions were considered. Critical Area requirements and permitting were included for these. The initial investigation of Swan Point is described in more detail as a project example.

Swan Point Neighborhood Drainage Investigation. KCI provided a detailed assets inspection and evaluation of all storm drain systems, roadway culverts, and stormwater management facilities, a cost estimate to repair and bring these components up to current standards and improve long-term climate resiliency, and a feasibility study to address any deficiencies encountered in the Swan Point Community of Charles County, MD, a large residential development with 320 homes, a golf course, and currently undeveloped properties

directly adjacent to the Potomac Estuary. Factors considered in the feasibility study when recommending options or strategies to alleviate current deficiencies include sea level rise, tidal impacts, critical area concerns, anticipated increases in rainfall, and climate resiliency.

The Charles County Resilience Authority was mandated to address existing and long-term flooding issues throughout the County. Long standing issues related to drainage and flooding were present within the Swan Point Community.

Many challenges existed for this project. Many of the pipes needing inspection were submerged, requiring innovative ways to perform the confined space inspection. Further, being tidally influenced, the hydraulic modeling for the systems needed to address both storm tidal surges as well as inland flooding, and consider the effects of simultaneous impacts from both sides.

The project was the first large-scale resilience project for the Authority. Many stakeholders in the community were involved, as well as County officials and Council. The detailed cost estimates and recommendations provided by KCI were used to obtain grant funding for the projects. Recently, the County asked KCI to continue the project and provide full design services for all recommended improvements.

Inspection/Survey. KCI performed identification and inspection of drainage assets, including 145 drainage structures, 108 conveyance pipes, and 5 stormwater management facilities at Swan Point. Most of the roads in Swan Point are open section and use grass swales and driveway culverts to convey stormwater to closed storm drain systems. KCI inspectors used field GPS to capture inflow and outflow locations for each driveway culvert structure and used a pole-mounted high-definition camera to assess culvert condition. Grass swales were visually observed for any deficiencies. Each stormwater best management practice (BMPs) in the community was inspected, and field inspection forms generated for each. The inspection forms were consistent with the Natural Resource Conservation Service Dam Inspection Checklist for small ponds, and Maryland Department of the Environment guidance for other facilities. To facilitate the hydrologic and hydraulic modeling, KCI delineated drainage areas to each basin. KCI also performed a topographic field-run survey of the drainage structures, conveyance pipes, and roadway culverts to assist in development of a detailed hydraulic model of the entirety of the system. Grade control was established to accurately tie the drainage system elevations to the mean tide elevations when analyzing the system. This information was used to accurately calculate hydraulic capacities and the hydraulic gradient of the existing storm drain infrastructure.

To obtain full inspection of the pipe interior, KCI's subcontractor, AB Consultants, Inc. performed video inspection of closed storm drain pipes and culverts under roadways within the community. AB Consultants, Inc. coordinated with KCI's field team and assessed the potential for CCTV inspection for each pipe, as a portion of the conveyance pipes contained obstacles, including standing water/submersion, drop offs, and limited access. Using AB Consultants, Inc. equipment and NASSCO certified staff, video inspections of pipe interiors were conducted. AB Consultants, Inc. provided KCI with video recording files and assessment reports outlining the findings.

Engineering Analysis. Using the data collected from the inspection and survey of Swan Point Community, KCI developed hydrologic and hydraulic computations for the closed storm drain systems. KCI prepared design storm discharges using Rational Method to each inflow point of the storm drain system, including cross-culverts below the roadway. Rainfall data were taken from and adjusted using Projected Intensity-Duration-Frequency (IDF) Curve Data from NOAA Mid-Atlantic RISA Team (MARISA). Using the design discharges, KCI analyzed the hydraulic capacity of the storm drain systems considering FEMA storm surges as well as the 100-year interior drainage. KCI reviewed the hydraulic gradient of the system to determine any surcharge points within the system and using this analysis to determine where pipe size upgrades were warranted to alleviate potential flooding locations at Swan Point. EPA's SWMM Climate Adjustment Tool (SWMM-CAT) was reviewed to analyze the resiliency of the storm drain systems by modeling future climate change projections, primarily through impacts to precipitation intensity and changing sea levels.

There was potential for the existing open section drainage swales within Swan Point to meet grass swale requirements from MDE (M-8 Best Management Practice). KCI referenced the Existing Water Quality Grass Swale Identification Protocol established by MDOT SHA and approved by MDE on May 18, 2016. Using this guidance, KCI analyzed the existing swales to determine how much of the swales were providing water quality treatment and was thereby able to reduce the County's NPDES permit impervious restoration requirement.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME KCI Technologies, Inc.	(2) FIRM LOCATION (City and State) Sparks, MD	(3) ROLE Prime Contractor, NPDES Support, TMDL Implementation Plans, Biological and Water Quality Monitoring, IDDE, Public Outreach, Climate Resiliency, Restoration Design and Permitting
b.	(1) FIRM NAME Coastal Resources, Inc.	(2) FIRM LOCATION (City and State) Annapolis, MD	(3) ROLE Subconsultant, Watershed Assessment, Stream, Biological and Water Quality Monitoring, IDDE, TMDL Plans

21. TITLE AND LOCATION (City and State) NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements, Howard County, MD	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION a. PROJECT OWNER Howard County Department of Public Works b. POINT OF CONTACT NAME Mark Richmond c. POINT OF CONTACT TELEPHONE NUMBER 410.313.6413	

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

KCI has worked with Howard County on watershed management on four NPDES contracts between 1995 and the present. KCI's current contract is the NPDES Watershed Management Program CA-01-2021 contract under which KCI has provided full service NPDES support.

Management Programs

Illicit Discharge Detection and Elimination. KCI performs routine IDDE investigations under previous contracts from 1995-2000 and from 2006-2009, and on our current contracts from 2015 to the present. Dry-weather field testing is conducted to determine the presence of illicit connections at 100 County storm drain outfalls annually. KCI selects sites, prepares field mapping, conducts site visits with field test kits, and performs repeat visits when required. KCI reports violations to the County immediately for quick follow up, remediation, and potential enforcement actions. Final deliverables include site sketch and field forms, photos, and the populated IDDE database. KCI developed and piloted an enhanced IDDE program to identify illicit nutrient inputs via chemical water quality sampling and estimates of loading rates. Documenting loads before and after IDDE clean-up can result in load reduction credit for TMDL compliance.

Public Education/Outreach

IDDE Automotive Industry Outreach. KCI developed an informational poster for the automotive industry focused on IDDE type items and good housekeeping methods. The poster was sent to dealerships, repair shops, and car washing facilities with practical ways to avoid stormwater contamination.

Public Meetings. KCI assisted the County with presentation of watershed conditions, potential management strategies, and results of the County's Watershed Assessments and Countywide Implementation Strategy (CIS) at public meetings. KCI planned for and executed a series of eight public meetings to present the County's watershed assessment program including results of the stream and upland assessments. The meetings included sessions to introduce the scope of the proposed assessments and garner input on known problem areas or general concerns. KCI developed large scale detailed mapping of the watershed conditions and assessment findings. Meeting venues were organized by watershed.

Public Comments. KCI works with the County to put out watershed assessments and TMDL plans for public review and comment. KCI compiles and addresses the comments received and edits the documents as needed.

Watershed Management

Watershed Assessments. Under two separate tasks, KCI completed a watershed assessment for the Northern Little Patuxent Watershed and then served in a Program Manager role for the County to complete assessments in the Patapsco and Patuxent watersheds. KCI managed the work of three consultants, who with KCI working in the Upper Patapsco, completed the assessments. The goal was to identify impacted, untreated, and degraded areas in need of treatment and restoration. The evaluation included land use, previous stream assessment results, impervious surface data, stormdrain network mapping, existing citizen erosion and/or drainage complaints, and location and type of existing BMPs.

Feasibility Studies. Project Selection: Potential projects resulting from the watershed assessments were prioritized based on cost, benefit and feasibility. The large list of possible projects generated, as well as the multiple goals the watershed assessment aimed to address (e.g., impervious surface treatment, pollutant reductions, etc.), makes it challenging to select the best projects for implementation. To address this challenge, a standardized method was developed for comparing, ranking, and prioritizing projects. The method relies on a combination of field data, the known costs and benefits of various BMP types, and GIS analyses.

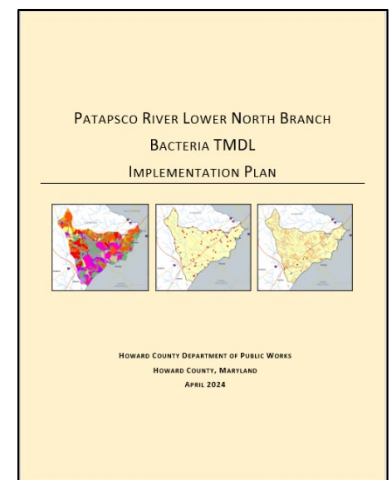
Concept Plans. The Team prepared 145 concept plans for the Patapsco River watershed, and 35 concept plans for the Patuxent for the selected and prioritized sites including narrative descriptions of the project site conditions, benefits, and feasibility constraints. Project types included stream restoration, new and retrofit stormwater facilities, tree planting, and outfall stabilization. Calculation of individual project impervious treatment and pollutant load reduction were developed and planning level cost estimates were prepared.



Restoration Plans. KCI annually prepares the Countywide Stormwater TMDL Implementation Plan. The plan serves as a progress report detailing implementation and TMDL load reductions achieved through the end of each fiscal year and sets new planning milestones and benchmarks to meet TMDL requirements. The plan builds upon the Countywide Implementation Strategy (CIS) completed previously by KCI to meet MS4 requirements for Restoration Plans. The CIS demonstrated strategies to meet the County's nine TMDL Stormwater Wasteload Allocations (SW-WLAs), and presented strategies to provide additional stormwater runoff management on impervious acres equal to 20% of the untreated impervious area. KCI initially used BayFAST and MAST modeling along with spreadsheet models to model baseline, current progress, permit loads, and future scenarios for the County's Bay and Local TMDL goals. Current TMDL plans use CAST and MDE's TIPP model for the same analysis. The CIS and TMDL plan provide an adaptive management process for developing actions to be taken if permit requirements are not met, and identifies the funding needed to implement.

PCB TMDL Plan. A TMDL Plan for the Patuxent River PCB TMDL was first developed by the KCI Team in 2018. The plan included a detailed desktop source assessment, PCB modeling, and strategies for PCB load reductions including outreach and education elements. A major focus of the plan is on source tracking using advanced monitoring techniques with deployment of passive integrative samplers, a bi-furcated sampling design, and laboratory analysis. An updated version of the plan was developed in 2023-2024 based on MDE's August 2022 PCB Implementation Plan guidance. The updated plan includes additional desktop source identification elements and a subwatershed risk assessment. KCI developed a PCB Phase I source trackdown plan that includes a Sampling and Analysis Plan (SAP) and a Quality Assurance Project Plan. The plan describes the sampling framework including stations in select subwatersheds and describes reference sites to establish background PCB concentrations. The plan includes the field methods including passive sampler deployment and details of the lab analysis to be completed and cost estimates for each phase over current and future permit terms. MDE approved KCI's PCB TMDL Plan and KCI is now supporting the County with implementation of the monitoring strategy.

Bacteria TMDL Plan. KCI prepared a TMDL Implementation Plan for the Patapsco River bacteria TMDL in the PAT0148 subwatershed straddling Howard, Anne Arundel and Baltimore Counties and MDOT-SHA right of way. The plan aligns with MDE's Bacteria Implementation Plan Guidance published in February 2022 and focuses on identifying sources (spatially and by source type) through desktop analysis and monitoring. Once potential sources are identified and confirmed, they will be addressed, and monitoring will continue so that trends and reductions are detected. The plan includes KCI's monitoring strategy in potential bacteria source areas identified in the desktop analysis. Monitoring goals include identifying new sources, confirming existing sources, assessing trends (long term approach, before and after implementation of remediation strategies), and evaluating impairment status (assess attainment). Monitoring is in addition to the minimum one site per bacteria TMDL watershed that is required of the County's current MS4 permit. Specific methods follow those in MDE's latest MS4 Monitoring Guidelines published in October 2021. The monitoring methods recommended are focused on monthly grab samples and include recommendations for microbial source tracking (MST). MDE reviewed and approved KCI's TMDL Plan for bacteria and KCI is currently implementing the monitoring strategy.



Assessment of Controls

Watershed Restoration Assessment. The Red Hill Subwatershed was selected as a County priority for restoration and monitoring. With Chesapeake and Atlantic Coastal Bays Trust Fund support, several stream restoration and stormwater retrofit projects were implemented. KCI developed a comprehensive monitoring program to quantify improvements in channel stability and pollutant flux (TN, TP, TSS, sediment) that has become a model for trust fund projects. Project sites included Wilde Lake, the Red Hill Branch subwatershed (Bramhope stream restoration, Salterforth pond, Meadowbrook Park), Dorsey Hall (Columbia Road and Plumtree), and Turf Valley.

Monitoring included chemical water quality and sediment monitoring at eight storm sampling sites, intensive geomorphological monitoring in multiple stream reaches, and biological monitoring using MBSS protocols at fourteen sites. On average, 56 separate storm samples were collected annually among all of the various projects. KCI designed the sampling plan and installed, maintained, and operated the ISCO storm sampling equipment.

Countywide Biological Monitoring Program. KCI completes the County's comprehensive biological monitoring program which is designed to establish baseline ecological stream conditions for all of the County's watersheds and track changes over time. The program was initiated in 2001 and KCI recently completed Round 4 in 2022. KCI initiated Round 5 in 2023 and 2024 with changes to the program to align with MDE's 2021 Monitoring Guidelines and strict adherence to MBSS procedures.

Monitoring in each round involves sampling instream water quality, collection and analysis of the biological community (benthic macroinvertebrates), and assessment of physical habitat using MBSS protocols. Previous rounds also

included cross section analysis, particle size distribution, and assessment of the physical habitat using the United States Environmental Protection Agency's (EPA) Rapid Bioassessment Protocols (RBP). Data management, analysis, and summary reports are prepared annually and include methods, results, analysis of stressors, and documentation of QA/QC efforts. The monitoring program follows a Quality Assurance Project Plan (QAPP) and rigorous QA/QC measures are followed for all phases of sample collection, identification,

and reporting. KCI prepares Landowner Summary Reports for each site sampled. The reports summarize the results of the biomonitoring activities in a simple, user-friendly format for outreach to property owners.

Maple Dell Farm Stream Restoration Monitoring. KCI completes biological monitoring and water quality sampling to document pre and post-restoration stream conditions for the Maple Dell Farm stream and wetland restoration project. The active dairy cattle farm is located on a tributary to Cattail Creek. Restoration includes 4,923 linear feet of stream restoration, stream buffer planting, livestock exclusion fencing on all stream segments, stabilized stream crossings, and livestock water stations. Construction was completed in late 2018. Biological data collection follows MBSS protocols and assesses benthic macroinvertebrate and fish communities, and habitat quality. Water quality sampling is conducted using automated samplers upstream and downstream of the restoration area with ISCO instruments using continuous flow paced sampling under baseflow and stormflow conditions. Pre-restoration monitoring was conducted in 2017 and 2018. The first year of post-restoration monitoring was conducted in 2019 and has continued annually through 2024.

Stormwater Management Facilities Inspection

KCI performs stormwater BMP inspections to assist the County in meeting its NPDES permit requirements. KCI, working with AB Consultants, Inc. (AB) inspected a total of 1,645 BMPs over a five-year period in various locations throughout Howard County. On average, KCI inspects 72 BMP's every other month. AB provides inspection teams, and provides closed circuit televised inspection (CCTV).

KCI reviewed Howard County's SOPs and worked with County staff to ensure inspectors were following proper protocols for each BMP type inspected. KCI created internal SOPs for inspectors to use during pre-field, field, and post-field inspection activities as well as instructions for accessing and entering BMP inspection data into the County CRM database. Before field inspections occur, KCI reviews and prints relevant design plan sheets that are needed for inspection. Our inspectors review previous inspection results and photos within the CRM database and record on the printed design plans. The location of each BMP is reviewed for access, safety, and maintenance of traffic and to group inspections by geography to increase efficiency.



Green Roof-Extensive	4
Micro-Bioretenention	273
Bioretention	114
Rain Garden	1
Dry Well	30
Filterra	38
Rainwater Harvesting	15
Sandfilter	51
Permeable Pavement	142
Replaceable Filter System (Jellyfish, Bay)	24
Grass Swale	10
Dry Swale	35
Infiltration Trench - Partial Exfiltration	50
Infiltration Trench - Complete Exfiltration	25
Oil and Grit Separator	64
Baysaver	47
Stormceptor	181
Underground Storage	113
Underground Sandfilter	48
Infiltration Basin	14
Submerged Gravel Wetland	11
Shallow Marsh	7
Detention Structure, Dry Pond	107
Extended Detention Structure, Dry Pond	77
Extended Detention Structure, Wet Pond	85
Retention Structure, Wet Pond	35
Other, ESD	44
Total	1645

The inspection teams are highly experienced in maintenance and inspection requirements for each BMP type including MD-378 regulated small ponds. All components of each BMP are inspected using observation, measurement, CCTV, pole-mounted high-resolution camera, or confined space entry as needed. The pole-mounted camera equipment is used to inspect the condition of storm drain pipes or structures without confined space entry. Confined space entry is required for underground storage and sand filters, replaceable filter systems, and hydrodynamic structures such as stormceptors and oil and grit separators. Inspectors routinely inspect Environmental Site Design BMP types including green roofs, micro-bioretenentions, and permeable pavement. Post-field inspection includes renaming inspection photos, entering inspections in the county CRM database, and producing red-line markups of plan sheets for BMP owners to maintain or make corrections based on KCI's recommendations.

GIS / Database Services / Asset Management Support

NPDES MS4 Geodatabase. The KCI Team assisted the County with development of a comprehensive MS4 geodatabase to house and manage stormwater infrastructure assets including BMPs and related data, inspections, impervious areas, and monitoring information. The database was developed to be compliant with the MDE MS4 NPDES Geodatabase Schema used for annual reporting. The geodatabase links to existing County's databases and datasets to ensure accurate data views and streamline annual reporting processes. The KCI Team was instrumental in migrating the NPDES geodatabase to use ESRI technologies, which has significantly improved data management and reporting processes. This technology shift opened up additional possibilities for process improvements, including using Collector for field data collection and implementing web maps to allow non-GIS users in other divisions to view and edit data in real-time.

Annual Reporting

KCI completes stand-alone monitoring reports and monitoring sections for Assessment of Controls (Watershed Restoration and Stormwater Management Assessment). KCI completes the analysis and authors the TMDL compliance and impervious restoration planning and progress sections of the annual report demonstrating progress made, costs incurred, and any program adaptations needed. KCI develops, manages, QC's, and populates the County's NPDES Geodatabase following the most current MDE Geodatabase schema.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	KCI Technologies, Inc.	Sparks, MD	Prime Contractor, Full NPDES Services, TMDL and Impervious Restoration Planning, Monitoring, GIS, Application Development, IDDE, Annual Report, Asset Management
b.	AB Consultants, Inc.	Lanham, MD	Subcontractor, SWM BMP Inspections, CCTV

21. TITLE AND LOCATION (City and State) Stormwater & Watershed Management Evaluation/Design/Build Services, Howard County, MD	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) N/A
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23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Howard County Department of Public Works	b. POINT OF CONTACT NAME Mark Richmond	c. POINT OF CONTACT TELEPHONE NUMBER 410.313.6413
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

KCI Technologies, Inc. (KCI) has supported Howard County in planning, surveying, design, permitting, and construction services for various Howard County Department of Public Works, Stormwater and Watershed Management Division, Bureau of Environmental Services countywide project assignments focusing on all aspects (assessment, design, permitting, construction, and post construction monitoring) of urban channel restoration, stormwater management retrofit design, surveys, hydrology and hydraulics analysis, geotechnical studies, drainage and conveyance improvements, and structural design. KCI has completed over 250 task assignments with Howard County for over twenty years; with contract values of \$10M (5 years) and \$11M (5 years), respectively over the past decade. Due to the design/build nature of the projects under these contracts, KCI's expertise in all facets of stormwater management infrastructure inspection, repairs, restoration, and monitoring from initial problem identification; project assessment, project cost/benefit and prioritization analysis; implementation, design, permitting, and construction have been successfully delivered to Howard County for the projects described below. All projects are designed to be cost effective and sustainable. Design elements have included, but are not limited to:

- 34 Ecological Assessments, Stream Restoration Design and Wetland Creation Assignments;
- 46 Stormwater Management Design and Retrofits, Watershed Assessments, and Drainage Improvements;
- 60 Construction Phase Inspection/Management, As-built Certification;
- 51 Post-Construction Monitoring Services;
- 34 Miscellaneous Projects such as GIS Support, Geotechnical Slope Assessment and Stabilization Design, On-site staffing, and Structural Enhancements/Repairs.



Typical services provided to Howard County include:

- Problem identification/site assessment/site constraints analysis
- Watershed evaluation, project identification and prioritization
- Fluvial geomorphological evaluations
- Wetland and forest assessments/delineations
- Hydrology and hydraulics (H&H) analysis
- Regulatory agency coordination/permit acquisition
- Conceptual plans/alternative analysis
- Landscape design/bioengineering
- Post-construction monitoring/analysis/credit verification
- Bid support, construction management, inspection
- Construction contract document preparation (plans, specifications, estimates)
- Ecological and functional uplift opportunity assessments
- TMDL and EIA Credit Computations and reporting

Typical design challenges for these projects include: utility avoidance; resident coordination, temporary and permanent access and easement acquisition; natural and structural materials availability; utility relocation coordination, regulatory agency coordination, and permit acquisition.

KCI performs hydrology and hydraulics (H&H) evaluations, design of new stormwater management/ESD micro-practices, open channel design, closed storm drain system design and analysis, outfall stabilization, regenerative step pool conveyances, stream and ecological restoration, and erosion and sediment control design services in accordance with MD Stormwater Design Manual, Volumes I and II (October 2000, revised May 2009) and MDE Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated (December 2021), MDOT SHA Highway Drainage Manual (2023), MDE WMA Guidelines to Waterway Construction (2000), MD SWM and E&SC Guidelines for State and Federal Projects (February 2015), USDA NRCS Part 654 Stream Restoration Design (August 2007) and Rosgen Fluvial Geomorphology methods, and 2011 MD Standards and Specifications for E&SC (December 2011), respectively. KCI also evaluates existing stormwater management ponds for water quality credit potential, compliance with NRCS safety requirements, dam hazard classification, and maintenance and repair needs in support of Howard County's MS4 permit and asset management program.

In the wake of disastrous flooding in 2016 watershed planning and flood mitigation efforts began for the Ellicott City area. On May 27, 2018, approximately nine inches of rain fell in a span of two hours causing approximately eight feet of water to flow down Main Street from east of Rogers Avenue to Old Ellicott City. In response, the County developed the Ellicott City Safe & Sound Initiative, which involved multiple County stakeholders, resident groups, commercial businesses, consultants, and contractor teams. KCI and our subconsultant AB Consultants, Inc. were asked to participate in the initiative.

The KCI Team's involvement in this project touched on several areas: post-storm asset inspection and assessment, drainage improvements for localized areas, and long-term regional flood mitigation.

Post-Storm Asset Inspection and Assessment. Immediately after each of the storms, KCI mobilized teams to assist in determining the extent of damage to drainage infrastructure throughout the watershed. Specifically, KCI conducted detailed inspections on eleven stormwater management ponds to determine if overtopping had occurred, debris had clogged the facilities, or damage had occurred. Maintenance recommendations were developed for each facility, and KCI coordinated with Howard County DPW to get the repairs completed. KCI also performed inspections and developed recommendations for twelve recently constructed and active construction stream restoration projects.

Several slope failures had occurred within the flooded areas. KCI was asked to evaluate several miles of stream which included some of these failures. The slope behind 8717 Frederick Road was significant, over 30-feet high, and posed a hazard to the adjacent property owner as well as a potential for blocking the stream along the toe of the slope. KCI performed a survey of the slope failure area, conducted a geotechnical investigation, and prepared recommendations.

The river through Ellicott City runs directly adjacent to roadways and buildings, many of which are located directly above retaining walls built on the riverbank to contain the flows and protect the City. Following the flooding, many of these retaining walls appeared to be in disrepair and at risk of failing, putting the infrastructure and buildings above in jeopardy. KCI performed geotechnical and structural inspections of several of these retaining walls and provided repair recommendations.

Flood Study and Drainage Improvements. Based on the results of the drainage asset inspections, KCI prepared designs for improvements.



Retaining Wall 17B, located within Ellicott City, was undermined.

KCI developed a design for the emergency repair of this retaining wall and provided construction inspection and support for the repairs. This involved structural design, geotechnical considerations for the slope behind the retaining wall, and drainage assessments for the channel below the wall. Minor stabilization of the channel bank was also required.

Flooding along Michael's Way and Longview Drive in Ellicott City was significant, with flood depths at the intersection of these roadways reaching three feet during the 2018 flood. KCI performed a flood study for this area and developed designs for improvements. The improvements included redirecting a portion of two storm drain systems, as well as two additional inlets, into a proposed new outfall downstream

of a culvert that had flooded, thereby reducing flows to the culvert. Several existing inlets were replaced, and new infrastructure added as part of the project. AB provided survey for the project, conducted subsurface utility mapping, and performed geotechnical investigations. KCI developed construction drawings and bid documents, obtained permits, and worked closely with AB to provide construction oversight.

Long-Term Regional Flood Mitigation. The "Ellicott City Hydrology/Hydraulics Study and Concept Mitigation Analysis" (H&H Report) was prepared in June 2017 (by others) at the request of Howard County Department of Public Works (DPW) to evaluate the hydraulic conditions within the watershed. The recommendations in the report were updated.

One of the recommendations identified in the H&H Report was culvert and drainage improvements located at the West End Service Shop. KCI developed a design for drainage and culvert enhancements, proposed structures, geotechnical slope stabilization, utility relocations, roadway improvements, stream stabilization, and landscaping. The proposed project allows for a large portion of the flood flow to Hudson Branch to bypass the City; thereby improving the flood-carrying capacity of the Hudson Branch crossing at Main Street.

The largest stormwater management recommendation in the H&H Report was the Flood Risk Reduction Facility along Tiber Branch (T1 FRRF). KCI is developing the flood mitigation design for the 70 acre-ft high-hazard T1 facility under a separate contract.

Stormwater Management New Facility and Retrofit Design

Example stormwater management projects include North Ridge, Shadow Lane, Red Cravat Court, Stevens Forest Elementary School, Long Meadow, Cardinal Forest, Kings Meade, and Lyndwood Manor pond retrofits (described in more detail as an applicable example).

Lyndwood Manor Stormwater Pond Retrofit. KCI provided engineering, design, and permitting services for retrofitting Lyndwood Manor Stormwater Pond #2 located behind the residential properties on the southwest side of Avalon Drive. The stormwater pond was designed in 1994 as a dry detention pond for stormwater attenuation and limited infiltration for water quality treatment for the approximate 13.65-acre tributary watershed. KCI prepared a retrofit design to convert the failed dry pond/infiltration basin into a wet pond to improve water quality treatment in support of the County's MS4 impervious area restoration requirements. Improvements included raising the existing concrete principal spillway riser overflow weirs to utilize available pond storage volume, replacing the low flow orifice with a smaller diameter orifice at a higher elevation to generate wet storage, re-constructing the outlet apron, and re-grading and shaping the emergency spillway over the pond dam. The outlet facilities were configured to maintain discharge to the downstream area through the adjacent golf course, and eventually into Stream DR-4, a FEMA-regulated stream. To facilitate the higher pond wet pool, the inlet pipe was re-designed and raised. A plunge pool and forebay were designed below the outlet of the pond inlet pipe to provide pretreatment and water quality enhancement. This task included services to design and permit the project, including field survey, field reconnaissance, geotechnical investigations, environmental permitting, structural design of the principal spillway riser and outlets, H&H engineering analysis and design, preparation of design drawings and documents, and securing permits and regulatory approvals to repair the pond and enhance water quality. KCI provided engineering services during construction, site stake-out, construction monitoring/inspection, materials testing/approvals, post construction surveys, and as-built certification for the pond retrofit.

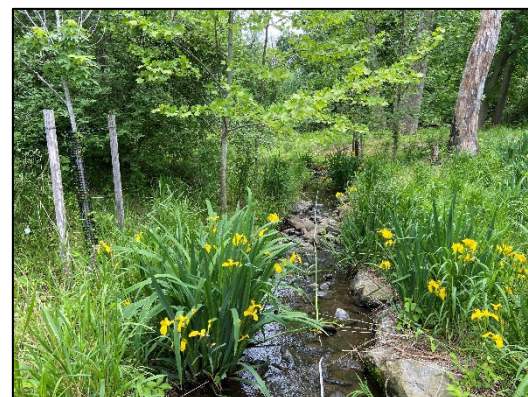


Stream Restoration and Ecological Design

KCI performs assessments, concept designs and alternatives analyses, engineering, final design and permitting services to develop construction documents for proposed restoration and stabilization projects throughout the County. Following construction, KCI provides monitoring services to verify project stability and fulfill permit obligations. To verify stream restoration practices to maintain TMDL credits, KCI also provides inspections following the Expert Panel Recommended Methods. Examples of recent stream restoration projects implemented under this contract include Stone Trail, Ducketts Lane, Heatherland, Howard Community College, Mellen Court, Willow Bend, North Laurel, Glenmont, and Sunny Field Court (see representative projects described in more detail below).

Sunny Field Court Stream Restoration. KCI completed topographic survey, design, permitting, and bid document preparation for a 3,500 LF channel restoration in an urbanized watershed to restore zero and first order headwater channels. KCI performed geomorphic survey and assessment, including BANCS evaluations, sediment sampling and all computations for impervious acre credit and TMDL credits based on Expert Panel Protocols 1, 2, 3, 4, and 5. The design employs natural channel design and bioengineering techniques utilizing salvaged material to the extent possible. KCI prepared the ES&C design and obtained Soil Conservation District and Grading permit approval, H&H analysis and floodplain evaluation, RTE coordination, natural resource assessments (waters and wetland and forest stand delineations and reports), preparation of the forest conservation plan, and the JPA. KCI coordinated with regulatory agencies to obtain all necessary permits. KCI participated in a community meeting with the residents and local stakeholders and prepared bid documents (plans, estimate, and special provisions). By reconnecting the incised channel to the floodplain, the project provides resilience to drought and large flood events.

Mellen Court Stream Restoration. KCI completed assessment, design, permitting, bid and construction phase services, and post construction monitoring for the 2,200 LF restoration project in Columbia, Maryland. The stream restoration used natural channel design techniques that included bed treatments (step-pools, riffle grade controls, embedded logs), bank treatments (grading for floodplain access, coir logs, woody toe, and stone toe), regenerative stormwater conveyance techniques, and a comprehensive riparian planting of native grasses, trees, and shrubs. To support the County's MS4 annual reporting and fulfill a new MDE requirement, KCI prepared an asbuilt credit memo to document the pre- and post-restoration condition, design, and credit computations. KCI performs annual monitoring and reporting to fulfill permit requirements including photo documentation, vegetative assessments, geomorphic survey, and habitat assessments.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	KCI Technologies, Inc.	Sparks / Frederick, MD	Prime Contractor, Stream Restoration, Stormwater Retrofit, Permitting, Modeling, Construction Phase Services, Public Involvement
b.	AB Consultants, Inc.	Lanham, MD	Subconsultant, Survey, Geotechnical, Construction Inspection

21. TITLE AND LOCATION (City and State) Civil Engineering, Environmental Engineering, and Construction Management Services, Prince George's County, MD	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) N/A
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23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Prince George's County, MD	b. POINT OF CONTACT NAME George Nicol, PE	c. POINT OF CONTACT TELEPHONE NUMBER 301.883.5976

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)
Prince George's County, MD requires the services of multi-disciplined engineering firms to perform services relative to the planning, design development, construction management, and implementation of environmental projects and programs.

MS4 Inspection Program. The purpose of this project was to provide the County with inspection and reporting services required to comply with the County's National Pollutant Discharge Elimination System (NPDES) permit for Municipal Separate Storm Sewer Systems (MS4) issued by the Maryland Department of the Environment (MDE). As part of the permit conditions, there are requirements for inspections of stormwater Best Management Practices (BMPs), Illicit Discharge Detection and Elimination (IDDE) screening, follow up of drainage complaints and the development and quarterly inspections of Stormwater Pollution Prevention Plans (SWPPPs).

The objective of this project was to perform a variety of inspections required by the permit, using an automated tool to manage the inspections and keep accurate records. The results give the County a solid foundation to demonstrate compliance, by mapping and documenting information that can be reported to show that NPDES permit requirements and pollutant reductions are being met.

BMP Enforcement Inspections. KCI developed County-specific Standard Operating Procedures (SOP's) that identified the protocols for the data collection, processing, inspections, and enforcement. As part of the pre-inspection process, KCI identified each BMP location, research and record ownership using the State Department of Assessments and Taxation (SDAT) online tool, and obtained maintenance agreements, as-builts, and previous inspection data for the sites from the County. Using the field data collection components of the automated tool noted below, the crews inspected 158 BMPs in 2015, 400 BMP's in 2016, 220 BMP's in 2017, 700 BMP's in 2018 and then 650 BMP's in 2019.

Stormwater Pollution Prevention Plans. The County is required to assure that public facilities covered by the NPDES General Industrial Stormwater Discharge Permit meet the permit conditions. There are two elements to permit compliance: preparation of a SWPPP and ongoing inspections. KCI provided assistance by conducting a deficiency analysis and providing updated SWPPPs for nine municipal maintenance facilities. KCI reviewed existing data and conducted field investigations for nine facilities without updated SWPPPs. KCI then prepared field maps and mobilized to tour each facility with the site operator and confirm drainage patterns and sources of pollutants. Then, since 2015 KCI has provided quarterly and annual compliance inspections for ten county and the nine municipal facilities covered



by the NPDES General Industrial Stormwater Discharge Permit to include development of inspection checklists. These facilities included one active landfill, one closed landfill, a recycling facility, a composting facility, vehicle maintenance shops, and several roadway maintenance facilities. The FY22 inspections are now underway.

Specific components of the assessments are as follows:

- **Routine SWPPP Inspection:** These are quarterly inspections of site to review the effectiveness of the management measures. One inspection during the calendar year is performed during wet weather when a stormwater discharge is occurring; however, no samples are collected. The inspections are documented on a checklist that includes a certification that the site is in compliance or will provide a record of the deficiencies and necessary follow up actions. Checklists are updated to reflect the current SWPPPs.
- **Comprehensive Site Compliance Evaluation:** KCI conducts an annual inspection to evaluate all areas where industrial materials or activities are exposed to stormwater, including industrial materials, leaks, spills, offsite tracking at vehicle entrances, and evidence of pollutants entering or discharging from the drainage system. The evaluation includes review of training, inspections, maintenance, and monitoring activities. The results are reported on site specific Comprehensive Annual Reporting Forms.
- **Monitoring Reports:** The County/Municipal facilities is responsible for conduction, reporting, and MDE submittals for Quarterly Visual Assessments of discharges at outfalls and for sector specific benchmark monitoring. In support of County/Municipal efforts, KCI reviews the monitoring records according to 12-SW Appendix B: Quarterly Visual Monitoring Form and according to the 12-SW guidelines for submitting benchmark discharge monitoring reports in 12-SW.B.4. KCI reviews the forms and provides any recommendations for conducting, recording, and submitting the monitoring requirements as specified in 12-SW.

Illicit Discharge Detection and Elimination. MS4 IDDE/Outfall Sampling Enforcement: Using the automated field tool, crews inspected 150 outfalls annually from 2015 thru 2022, recording the results in the tool, and identifying deficiencies. In 2021, the field tool was replaced with ESRI Field Maps and Microsoft Quick Capture applications. For both setups, dry weather flows are tested for pH, temperature, color, dissolved oxygen, turbidity, ammonia, detergents, chlorine, and fluoride, and others that may indicate common pollutants. If contaminants are found, the field crew will revisit between 4 and 24 hours, and if confirmed, a sample is collected for additional laboratory analysis. The field crews also attempt to trace the contamination upstream. If the source is determined, KCI records the data, prepares enforcement documentation, and conducts follow-up visits to confirm corrections as needed. Prior to the start of each year's inspections KCI recommends to the County which outfalls should be sampled such that the 150 selected is the most beneficial to the County. KCI considers items such as newer commercial/industrial outfalls that have never been inspected, outfalls with the longest duration since the last inspections and other outfalls within various Countywide municipalities to maintain their 3-year inspection cycle. All IDDE inspections are scheduled and conducted to allow for delays due to wet weather and to also allow adequate time for the County to insert all results into the Annual Reports.

Automated Tool Development. To assist with this project KCI developed a field inspection application for managing the BMP Inventory, BMP Inspections and IDDE / Outfall Inspections. The field inspection solution was based on proven processes and workflows, as well as ESRI enterprise GIS technologies. The field inspection tool supported the mobilized inventory and inspection workflows for KCI field staff, and all post-processing and data access outside of the field inspection toolkit by KCI staff was through desktop ArcGIS software. KCI prepared a series of user interface screen designs to simulate the end user experience performing key field inspection tasks. The design included a data management process for inventory and inspections supported by disconnected editing wherein check-in and out versions are handled on premises at KCI. The technologies included ArcGIS Desktop / Server 10.2.2, ArcGIS Runtime SDK, MS SQLServer 2012 and Android 10.2.3+ Operating System. The automated tool was used for inspections from 2015 through 2022.

Water Quality Credit Determination for Existing BMPs. In support of assisting the County in meeting its MS4 permit requirements, KCI evaluated existing documentation of 361 Best Management Practices (BMPs) that had incomplete or non-existent as-built or construction completion documentation. Sixteen types of BMP's were included such as wet ponds, bioretention facilities, dry wells, infiltration trenches, oil grit separators and underground filters. KCI conducted field research to gather missing information necessary to determine water quality credit provided by each facility in accordance with MDE's May 2, 2018 memorandum titled Stormwater Best Management Practices (BMPs) and Completion Dates for MS4 Permitting Purposes. Using a combination of information gathered from field research and existing documentation, including available design plans, facility drainage areas, and the County-wide impervious layer, KCI analyzed and determined water quality treatment for the BMPs. KCI developed documentation to include in the Annual Report submitted by Prince George's County to MDE, as well as updating the County's BMP geodatabase.

Commercial & Industrial Polygon Layer. The Clean Water Act requires industries with specific standard industrial classifications (SIC codes) to obtain a stormwater NPDES discharge permit. MDE issued a general permit to cover most industries in the state. Permittees are required to file a Notice of Intent to obtain coverage under the permit. MDE requested the County's assistance identifying industrial properties that meet the permit requirements so that they could file, receive a permit, and develop a Stormwater Pollution Prevention Plan (SWPPP) to reduce or eliminate polluted stormwater discharges from their sites. KCI created a commercial and industrial polygon layer that could be used as a reference to identify potential industrial discharge permittees. The County can use this data to track permit number, owner, and inspection information at the parcel level. The final polygon layer was loaded into the COM_IND_POLY layer in the stormwater database that was developed under the MS4 Inspection Program.

Vista Way Drainage Improvements. KCI is providing engineering services for the design of drainage improvements near Vista Way in Fort Washington, MD. The improvements are currently being designed to alleviate drainage concerns while providing for improved water quality treatment. In support of the 30% preliminary design, natural resources inventory, forest stand delineation, tree survey, site survey, and requests for rare, threatened, and endangered species within the vicinity of this project were performed. KCI investigated two design alternatives that meet the County's design objectives and presented the options in 30% design drawings, a report, and cost estimate. The selected option was taken to final design, which includes a SPSC and storm drain improvements, landscape plan and permitting. The permits include the County DPIE approval, Green Stamp for erosion and sediment control, Joint Federal/State Application Permit (JPA) and the Tree Conservation Plan. The project is currently under construction.

Bladensburg South Park Pond Assessment. This pond is maintained by the County and in March 2022 the pond was discolored and odorous, leading to complaints from the public. While the County was striving to determine the source of the impairment, interim measures including aeration were implemented to improve the water quality and reduce odors. The County then commissioned KCI to perform water quality and sediment evaluations during aeration activities to evaluate water quality and document water quality improvements at the pond.

During the span from March through 2022, KCI mobilized a pair of environmental scientists to the pond site once a week for five consecutive weeks. KCI collected water quality samples and evaluated surface and sub-surface (approximately mid-depth) water conditions. Sediment samples were collected twice throughout the project. Water quality samples were collected using a peristaltic pump and disposable tubing. Fresh tubing was deployed for each sample. A plastic rod was used to place the sample tubing at approximately ten feet from the bank, for sample collection. The sample tubing was purged, and water was directed through a calibrated YSI Horiba U-52 field water quality meter for field analysis of dissolved oxygen, temperature, pH, ORP and turbidity. Field water quality data were collected multiple times at intervals of 1-3 minutes, to a maximum of 30 minutes. Three water quality samples were taken weekly; one

sample was collected from the surface in the forebay, and two samples were from the distal northern portion of the pond, one surface (pond north 1) and one subsurface (pond north 2). In general, subsurface water quality samples were withdrawn at approximately $\frac{1}{2}$ the pond depth at the selected locations. The water quality samples were analyzed for Enterococci, Escherichia coli, Color, Biochemical Oxygen Demand – 5 Day, Total Suspended Solids, Oil and Grease and Total Petroleum Hydrocarbons.

Sediment samples were collected after the collection of water quality field data and samples, using a hand-auger tool. One sample was collected in the forebay, and one was collected in the distal northern portion of the pond (pond north 3). The hand-auger was driven into the sediment in the same location as the corresponding water quality samples. Field data collected during sediment sampling include location; depth of water at the sample location; depth of sample collection; type of subgrade (e.g., rocky, soft, vegetation, etc.); and other observations such as algal growth, debris, odors. Sediment samples collected as part of this project were analyzed for Enterococci and Escherichia coli.

Laboratory samples were collected directly into laboratory-provided bottles, labeled, and stored on ice for delivery to the lab.

Final data indicated that water temperature, pH, dissolved oxygen, and color largely met MDE Criteria for Class I waters. Dissolved oxygen levels increased during the monitoring period due to aeration. BOD-5 and TSS levels oscillated but were largely lower at the end of the monitoring period. Turbidity was slightly lower at the end of the monitoring period than at the beginning. However, bacteria levels as indicated by E.coli and Enterococci reached their highest levels at the end of the monitoring period. Aeration had beneficial impacts on water quality, but it appears the aeration alone was not enough to ensure water quality.

Bacteria levels in sediment were at least 95% lower at the end of the monitoring period than at the beginning. Bacteria levels in sediment appeared to have no correlation to bacteria levels in the water. The sediment did not appear to be a sink for or a source of bacteria. No further action was recommended for sediment. KCI then recommended possible follow up actions such as source investigation and Illicit discharge investigations to try to identify the upstream source of bacteria and organic matter and quell it.

Good Housekeeping Plans. KCI is assisting Prince George's County in complying with an MS4 permit requirement mandating the creation of Good Housekeeping Plans (GHPs) for qualifying County-owned properties. KCI's scope of work includes County stakeholder coordination, field assessment of over 600 properties, development of GHPs for facilities that meet qualifying criteria, assistance in developing data and narratives to include in the County's annual MS4 report, and development of GIS architecture to facilitate data management including Survey123 forms and field applications.

Assessment of Classified Dams Operations & Maintenance Program. KCI is conducting an Assessment of Classified Dams Operations and Maintenance (O&M) Program for Prince George's County. The County is responsible for the maintenance of nearly 900 publicly-owned stormwater management facilities, and over the decades, significant development has occurred in the areas downstream of existing ponds. As new development continues to occur, the potential consequences of downstream impacts due to failing ponds also increase. KCI is conducting interviews with six large Maryland local governments to collect data and gather information regarding how they maintain and operate low, significant, and high hazard classified dams. We are then using the collected information to prepare a comparative analysis that includes determining trends; identifying gaps, risks, needs; and identifying fiscal budget allocations and expenditures to fund the O&M programs. KCI is summarizing key findings; providing recommendations for improvements; and developing an implementation plan that lays out the stakeholders, steps, timelines, and resources needed to establish an effective and sustainable Classified Dams Operations and Maintenance Program that is consistent with State standards and regulations.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME KCI Technologies, Inc.	(2) FIRM LOCATION (City and State) Sparks, MD	(3) ROLE Prime Contractor, MS4 Inspections, Civil and Environmental Engineering
a.	(1) FIRM NAME AB Consultants, Inc.	(2) FIRM LOCATION (City and State) Lanham, MD	(3) ROLE MS4 Inspections, Topographic Surveys

21. TITLE AND LOCATION (City and State) NPDES Permit Compliance, Aberdeen, MD	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION	
a. PROJECT OWNER City of Aberdeen Department of Public Works	b. POINT OF CONTACT NAME Costa Maistros c. POINT OF CONTACT TELEPHONE NUMBER 410.272.1600

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Since 2016, KCI has supported the City of Aberdeen providing NPDES Permit compliance services for their Phase II MS4 Permit and the General Industrial Permit at the City's including developing Public Outreach materials, an IDDE standard operating procedure, a Good Housekeeping Program, salt management, trash and litter programs, the City's impervious area restoration requirements, a SWPPP at the City's Maintenance Facility and preparing their MDE Annual Reports. To meet the Chesapeake Bay Restoration requirement, KCI prepared a watershed assessment, prioritized restoration opportunities, and prepared conceptual designs. KCI completed detailed design, permitting, construction document preparation, and secured grant funding for construction of a stream restoration project with flood mitigation, environmental justice, and climate resilience co-benefits.



Source Identification

Illicit Discharge, Detection and Elimination. KCI performs routine IDDE investigations from 2016 to the present. Using the City's IDDE Program SOP, KCI's two-person IDDE Field Team field screens for illicit discharges during a 48-hour dry period to conduct an IDDE investigation for at least 20 percent (%) of the City's stormwater outfalls, approximately 57 outfalls. In addition, KCI screens approximately 15 MS4 structures located in priority areas near commercial and industrial properties where illicit discharges are more likely to be found, and field visits areas where previous illicit discharges were discovered. KCI also conducts Detailed Potential Illicit Discharge Investigations (PID) as a result of Dry Weather Outfall Screening, as

well as any reports of illicit discharge and/or dumping into the City's MS4. KCI has performed dye testing, used KCI's pole mounted camera and/or conducted in-situ sampling and testing of the PID. KCI completes the applicable documentation, including field procedures, observations, photographs, tracking forms, memorandums, and laboratory analyses/chain of custody, etc., as applicable.

Public Education/Outreach

KCI assists the City with Public Education and Outreach requirements of their Phase II MS4 Permit. KCI identifies target audiences within the City and develops specific educational materials to distribute to these audiences. KCI formats the educational materials to integrate into the City's newsletters and/or City's website. Educational materials have focused on minimizing contaminated stormwater runoff due to pet waste; lawn fertilizer and chemical application; automotive cleaning; and household waste.

KCI works with the City to publicize watershed assessments and TMDL plans for public review and comment. KCI compiles and addresses the comments received and edits the documents as needed.

For the Trib to Carsins Run at Summerlin Restoration (SR2) project, KCI prepared and distributed door hangers explaining in layperson's terms, the construction and benefits of the project. KCI also is coordinating outreach efforts including storm drain stenciling and signage to bring attention to the restoration project.

Management Programs

Pollution Prevention and Good Housekeeping. KCI provides annual training utilizing in-person, online, toolbox talks, on-the-job, or other formats. Topics covered include: spill prevention and response; proper waste disposal; and periodic visual inspections to detect and correct potential discharges at properties owned and/or operated by the City. KCI also developed a Salt Management Plan Standard Operating Procedure and manages and reports on the City's Trash and Litter Programs.

Stormwater Pollution Prevention Plan (SWPPP) Inspections (20-SW Industrial Permit). KCI developed and maintains a SWPPP for the City's Maintenance Facility and provides comprehensive inspection noting corrective measures, and updated mapping.

NPDES MS4 Geodatabase. KCI assists the City in updating their BMP Database, including filling in missing information and entering applicable data in the City's BMP Database spreadsheet based upon BMP inspection information provided from the City.

Watershed Assessments and Management Plans

Impervious Area Baseline. KCI delineated drainage areas and determined the 20% impervious area restoration requirement.

Watershed Assessment. The watershed assessment included a desktop screening, a stream corridor assessment (SCA), and an upland assessment. KCI completed the SCA walking approximately 31.3 miles throughout the City in February and March 2020. The assessments required permission to access streams on private property. Target stream sites were identified, and the property owners were sent property access permission letters. The general physical habitat condition was assessed at representative sites using a modified version of the EPA's Rapid Bioassessment Protocols.



Field crews assessed 26 neighborhoods and 20 hotspots areas to identify opportunities for restoration projects, conducted according to the Unified Subwatershed and Site Reconnaissance (USSR) Manual. The upland assessment included two major components, Neighborhood Source Assessment (NSA) and the Hotspot Site Investigation (HSI).

Watershed Management and TMDL Restoration Plan. Results of the desktop and field watershed assessments were compiled and analyzed to determine specific areas of impairment most in need of restoration. Restoration measures were then developed according to the type and source of impact. KCI identified 29 potential BMPs including rain garden, tree planting, wetland creation, wet pond retrofit, impervious surface removal, and SPSC outfall stabilization; and eleven (11) stream restoration projects with a total length of approximately 11,545 linear feet. Reforestation, homeowner practices, and conservation landscaping opportunities were also identified.

Sites were prioritized based on severity, correctability, and accessibility. Cost estimates, impervious credit, and nutrient and sediment load reductions were calculated for each restoration site. KCI developed a restoration schedule and annual budget for the City to meet their Phase II MS4 Chesapeake Bay Restoration requirement.

Feasibility Studies to Prioritize Restoration Projects. KCI performed field reconnaissance of the prioritized sites (SR-1, SR-2, SR-4, SR-8, SR-9, and SR-10) to determine feasibility. Three of the sites were prioritized for wetland delineations, natural resources inventories and forest stand delineations, invasive species assessments, Rare, Threatened and Endangered Species and Historic Resources Correspondence, and function based stream assessments.



KCI developed conceptual designs for the three prioritized stream sites. For SR-1 KCI completed topographic survey, geomorphic survey, and conceptual design incorporating a bio-retention cell and SPSC system. KCI property owner outreach and coordination including the owner of the townhomes and the Harford County Board of Education.

Restoration Credit Calculations. KCI collected sediment samples following the most recent Chesapeake Bay Protocols for the stream restoration projects, and performed BANCS analysis and identified headcuts. The results of the bulk density, TN concentration, and TP concentration were used to determine local and Bay TMDL pollutant load reductions and impervious restoration credits.

KCI facilitated a meeting with the City and MDE which resulted in the City being allowed to use prior planning rates versus site specific rates for their credit reporting. KCI also identified, computed, and documented credits for street sweeping, urban tree planting, and impervious removal.

Stream Restoration Projects Design and Permitting. KCI performed full design development, permitting, and construction document preparation for the SR-2 Summerlin project. The project restores 700 LF of degraded headwater streams and surrounding forested riparian corridor back to connected low gradient, inundated floodplain wetlands to provide hydraulic, geomorphic, and water quality uplift, while minimizing impacts to existing forest and non-tidal wetlands. Climate resilience and floodplain improvements are realized by realigning the channel and the 100 yr floodplain off private property and creating wetlands. Additionally, an upstream riparian area is reforested. KCI prepared the H&H analysis including assessment of the Carsins Run FEMA floodplain impacts, design report, design plans, Joint Permit Application, coordinated with MDE Wetlands and Waterways and Dam Safety, and USACE. A forest conservation plan and erosion and sediment control plan were prepared and approved by Harford County and the Soil Conservation District. KCI prepared a submitted the NOI and prepared a SWPPP to adhere to the 20-CP requirements.

Bid and Construction Phase Services. KCI prepared construction documentation including full bid package with front end and special provisions, cost estimates, and full plan set. KCI reviewed bids and recommended award. KCI provided guidance to the contractor for turbidity monitoring and reporting. KCI provided construction oversight and documentation. KCI developed a redline plan revision and coordinated the JPA modification and SCD approvals.



Funding Support (Grants). KCI worked with the City to determine an annual budget and schedule to meet the restoration requirements. KCI submitted grant applications to complete the design and permitting for SR-1 and SR-2 through the Chesapeake Bay Trust's Watershed Assistance Grant in 2021. Grant applications included letters of support from stakeholders, climate resilience and environmental justice co-benefits, credit computations, conceptual designs, and qualifications.

KCI successfully secured \$866,000 through the Chesapeake and Coastal Service Department of Natural Resources grant to fund the construction implementation of SR-2. The grant application included letters of support, environmental justice screening, climate resilience, and metrics for success including community outreach and engagement, and quantified restoration metrics. KCI performs grant administration including quarterly reporting, modification requests to include a stabilized crossing and update the schedule.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME KCI Technologies, Inc.	(2) FIRM LOCATION (City and State) Sparks, MD	Prime Contractor, Data Management, TMDL Action Plan, Innovative Credits, BMP Implementation, Alt Project Delivery
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21. TITLE AND LOCATION (City and State)

Open-End Engineering Services, Anne Arundel County, MD

22. YEAR COMPLETED

PROFESSIONAL SERVICES
Ongoing

CONSTRUCTION (if applicable)
N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Anne Arundel County Department of Public Works

b. POINT OF CONTACT NAME

Kim Lee

c. POINT OF CONTACT TELEPHONE NUMBER

410.222.4142

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

KCI is providing environmental, engineering design, and construction management services for drainage, stormwater management, and environmental planning projects under two consecutive open-end contracts (Agreement 8565 and Agreement 10499). Relevant tasks are described here:

TMDL Restoration Plans and Annual Progress Reports. KCI completes TMDL Restoration Plans for Anne Arundel County DPW meeting goals of the County's NPDES MS4 permit and providing the loading targets, recommended management measures, load reduction estimates, schedule, milestones, cost estimates and funding sources, and the tracking and monitoring approaches to meet the stormwater goals. Calibrated and disaggregated baseline loads, progress reductions, and planned pollutant load modeling was conducted using Bay Model 5.3.2 compliant methods such as MDE's 2014 Accounting Guidance, Expert Panel Reports, Stream Protocol Calculations, and Bay Program Models. KCI transitioned the County's modeling to Bay Model Phase 6 methods in CAST and uses the current 2021 MDE Accounting Guidance. KCI is currently assisting the County with updates to all 8 of its sediment TMDLs using MDE's Spreadsheet Model for local TMDLs the TMDL Implementation Progress and Planning Tool (TIPP).

KCI's plans have been reviewed and approved by MDE. KCI completes detailed annual progress reports for each TMDL for submittal with the County's annual report. The reports compare planned implementation goals, load reductions expected, and costs incurred to actual progress and make recommendations for changes in strategy where needed. KCI has completed plans and annual progress assessments for the following impairments and watersheds:

Sediment

- Little Patuxent River
- Patapsco River Lower North Branch
- Patuxent River Upper
- Other West Chesapeake

Nutrients

- Baltimore Harbor

PCBs

- Patuxent River

Targeted Biological Monitoring. KCI completed biological monitoring at 14 sampling locations in the Severn River, Patapsco River and Magothy River watersheds in the summer of 2016, 2018, and 2020. Data was collected at paired sampling sites located upstream and downstream of restoration sites, in addition to one reference reach site, which included sampling for fish and herpetofauna, and assessment of physical habitat. Methods followed MBSS protocols and detailed site reports were completed with a description of the site, methods, results, and documentation of the QA/QC measures in place during the sampling and data analysis.

Cowhide Branch Monitoring. KCI monitored an impoundment removal and restoration project on Cowhide Branch including benthic macroinvertebrates and fish, habitat and in-situ chemical monitoring, invasive species mapping, and an invasive species control and management plan. Monitoring was performed annually from 2012-2016 and from 2018-2020 at five sites. For each monitoring year, a technical report was prepared to summarize the results.



Buena Vista Outfall Restoration. DPW received complaints regarding significant erosion along the upper portion of a small tributary to the Magothy River. This was later deemed an emergency condition. In an effort to stabilize the immediate erosion problems, the County contracted with KCI for the design of stabilization measures for approximately 550 feet of the channel. The design consisted of a regenerative step pool storm conveyance system to address both stability concerns and provide water quality treatment in support of the County's NPDES restoration requirements. KCI designed the first phase of the project under an aggressive schedule due to the emergency condition. The total project duration for both design and construction was three months. The second phase of design was completed under a regular schedule and extended the project to 850 feet.

Bay Green Drive Culvert Repair. KCI performed an emergency inspection of the Bay Green Drive culvert located adjacent to Bay Hills Country Club in Arnold, MD. The existing culvert was a 54-inch diameter corrugated metal pipe (CMP), approximately 450 feet in length, under approximately 15 feet of fill, with a CMP riser structure at the inlet end. A sinkhole was developing and KCI performed a confined-space structural inspection to determine the pipe integrity. KCI developed a Schematic Design Report that included an alternatives analysis for correcting the stability issues and addressing MDE Dam Safety Division (DSD) concerns since the roadway embankment was acting as a dam. KCI designed the selected alternative, which included construction of a weir wall upstream of the roadway



embankment to bring the pond into compliance with MD-378 requirements. Using MDE DSD guidance for roadway embankments, KCI determined the weir wall could provide adequate attenuation within the existing upstream wetland to reduce headwater and decommission the embankment as a MD-378 dam. ASTM C361 pipe was used to provide protection for pressure flow. A filter diaphragm was designed to address the potential for seepage along the pipe. KCI participated in a value engineering review of the project and addressed comments from the Contractor and Construction Manager. The proposed pipe was shortened, and a regenerative storm conveyance (RSC) constructed at the outfall. The upstream wetland enhancement accomplished by the weir wall design and RSC provided credit for impervious area restoration and TMDL compliance. KCI provided public outreach to the community as the culvert passed through and existing community park. KCI presented to the community, addressed concerns, discussed maintenance of traffic and roadway closure impacts and resulting detour, and included in the design the construction of new basketball courts for community use. KCI developed plans, specifications, and construction estimate (PS&E) and supported advertisement. KCI provided bid and construction phase services.



Olde Severna Park West Stormdrain Outfall Repair. The County identified a failing stormdrain outfall in need of repair. The proposed work included removal of a portion of the existing 36-inch pipe and creation of a SPSC system down to the tidal floodplain boundary. This project was designed to provide both increased stability for the channel and meet the County's TMDL restoration goals for the reduction of nitrogen, phosphorus, and suspended sediment. The project included documentation of pollutant removal credits for compliance with TMDL requirements, securing of environmental permits, and a sustainable planting design using low-maintenance native materials.



Old Bay Ridge Road. Anne Arundel County Department of Public Works identified a failing culvert under an existing decommissioned railroad embankment which spans an unnamed tributary to Lake Ogleton, from Old Bay Ridge Road to the area adjacent to Mainsail Drive. Several sinkholes had developed within the alignment of the culvert, and stream flow appeared to be running through voids rather than within the confined spillway pipe. KCI provided engineering and environmental services to support the breach of the embankment and removal of the culvert, and to prepare a Natural Resource Inventory to support the embankment work as well as the upstream restoration. The railroad embankment was built on timbers laid in an existing wetland; during the excavation, KCI was able to have the timbers removed and re-establish the historic wetland.

Race Road Slope Failure. KCI developed a design for emergency repairs required to prevent further slope failure and reopen a portion of Deep Run, adjacent to Race Road in Hanover, MD. The County had previously identified channel bank erosion along the road which was contributing to slope failure that undermined the roadway and resulted in a temporary closure. Project was completed in approximately three months, and included stream stabilization, slope stabilization, a sheet pile wall, and reconstruction of the shoulder.

Bodkin Creek Watershed Stormwater Management Retrofits. The County is required to improve water quality treatment as part of its Chesapeake Bay Total Maximum Daily Load (TMDL) requirements. KCI assisted the County with a retrofit assessment of twelve existing dry ponds and infiltration basins, and developed concept plans for water quality improvements. Proposed concepts included decommissioning facilities and constructing SPSCs, converting dry ponds to wet ponds and shallow marshes, and increasing infiltration within infiltration basins. Reductions in total suspended solids, total nitrogen, and total phosphorus were documented to support the TMDL implementation. Following approval of the concepts, KCI provided full design services for the conversion of a dry pond to an infiltration basin.

Hospital Drive Subdivision. Two stormwater management ponds experienced embankment instability. The county wanted to pursue embankment declassification as a low-hazard structure under MD 378 pond criteria. This required an embankment breach and removal of the outlet structures (riser, spillway, and outfall) and was replaced with a Step Pool Conveyance System. The retrofit goal was to meet water quality requirements under MDE's 2000 Stormwater Design Manual. The project included preparation of final design, specifications, regulatory permits, and cost estimates.



Spriggs Farm Shoreline Restoration. Anne Arundel County Recreation and Parks identified a stretch of shoreline within the Spriggs Farm Park on the Magothy that was eroded and in need of stabilization. The park is located in Arnold, and consists of a two-acre tidal pond, forty-three acres of mature woodland, a two-acre historic homestead, seven acres of open meadow, and approximately 650 linear feet of shoreline. KCI provided emergency design services to stabilize the shoreline immediately adjacent to a residence. The stabilization included geocells to hold the slope and toe protection to protect against wave action. KCI provided design services for the

requested solution, including breakwaters, a living shoreline, and an enhanced beach. The design also included improvements to the access path to the new beach and supported small watercraft access to the river.

Thomas Point Construction Management and Inspection. Anne Arundel County Recreation and Parks identified a stretch of shoreline within the Spriggs Farm Park on the Magothy that was eroded and in need of stabilization. The park is located in Arnold, and consists of a two-acre tidal pond, forty-three acres of mature woodland, a two-acre historic homestead, seven acres of open meadow, and approximately 650 linear feet of shoreline. KCI provided emergency design services to stabilize the shoreline immediately adjacent to a

residence. The stabilization included geocells to hold the slope and toe protection to protect against wave action. KCI provided design services for the requested solution, including breakwaters, a living shoreline, and an enhanced beach. The design also included improvements to the access path to the new beach and supported small watercraft access to the river.

Valentine Creek Water Access Study. Anne Arundel County Recreation and Parks was looking to improve water access at a property adjacent to tidal Valentine Creek, a tributary to the Severn River, in Crownsville, MD. KCI reviewed the project and identified alternatives for access road alignment, and parking layouts at the tidal area. The alternatives considered several access options, including a boat ramp, a soft launch for small craft with a pier, and an alternative that provided both. KCI evaluated near and offshore morphology, fetch, and potential sea level rise, and used these data to identify potential shoreline stabilization techniques. For the boat ramp access to meet minimum depth requirements, it was determined that a 20-foot-wide channel would need to be dredged for a length of approximately 400 feet. KCI developed conceptual design plans, including site renderings, to support public engagement on the project. KCI developed materials for and led a public meeting to discuss the concepts and the proposed improvements. Detailed construction cost estimates were developed for each of the alternatives.

Harness Creek Gully Repair. Within Quiet Waters Park, an eroding gully was threatening and existing culvert under a walking trail and causing the loss of sizeable trees. KCI was asked to investigate the erosion and provide a design for the stabilization of the channel from the culvert down to the tidal interface with Harness Creek. KCI developed the design of the project using a regenerative step pool conveyance (SPSC) approach for the proposed channel. KCI developed the design and obtained all permits, including Joint State/Federal permits required for the disturbance of the channel and adjacent wetlands. The design was developed to enhance tidal wetlands at the confluence with tidal Harness Creek. KCI provided construction services support including attendance at meetings, review of materials, and inspection. KCI reviewed and approved as-builts for the project.

Beachwood Park Water Access Study. The County was interested in determining the feasibility and potential costs associated with developing an existing parcel adjacent to the Magothy River, and to determine the amenities that could be provided for the surrounding community, focusing on water access improvements. KCI reviewed the project site, identified several opportunities for improvements and developed conceptual designs, including site renderings, for several options. The options included a boat ramp with pier, and a soft launch without pier, for small car-top watercraft. Parking for each alternative was laid out to minimize clearing required and provide the required spaces, including ADA-access spaces. KCI investigated near- and off-shore morphology to determine wave energy, tidal depths, and potential sea level rise. Stabilization measures for the shoreline were identified. It was determined that dredging would not be required to support the boat ramp. KCI developed construction cost estimates and presentation materials, and facilitated public engagement for the project.

Broadwater & Carrs Creek. KCI completed submerged aquatic vegetation (SAV) surveys and the associated data analysis, mapping, and reporting for Broadwater and Carrs Creeks, in the spring and summer of 2016. The SAV survey was completed by boat using an SAV rake at randomly selected points along transects covering the entire creek. Data collected at each point included SAV presence, type and density, bottom substrate, water depth, presence of algae and measures of water quality including dissolved oxygen, pH and water clarity using secchi disk depth. A shoreline survey was performed in which the shoreline conditions were characterized and mapped. Limits of erosion, bulkhead, rip-rap, and natural shorelines were mapped during the spring surveys. In addition, locations of docks and number of boats were field verified and counted.

Cockey & Cattail Creeks. KCI completed submerged aquatic vegetation (SAV) surveys and the associated data analysis, mapping, and reporting for Cockey Creek and Cattail Creek, tributaries to the Magothy River in the spring and summer of 2014 and 2015. The SAV survey was completed by boat using an SAV rake at randomly selected points along transects covering the entire creek. Data collected at each point included SAV presence, type and density, bottom substrate, water depth, presence of algae and measures of water quality including dissolved oxygen, pH and water clarity using secchi disk depth. A shoreline survey was performed in Cattail and Cockey Creeks in which the shoreline conditions were characterized and mapped. Limits of erosion, bulkhead, rip-rap, and natural shorelines were mapped during the spring surveys. In addition, locations of docks and number of boats were field verified and counted. The 2015 report compared the 2015 SAV and shoreline condition data to the surveys performed in 2014.

Maritime Boulevard. The Maritime Boulevard Restoration project restores over 47 acres of riparian corridor and 10,000 linear feet of incised channel in a highly impervious urban environment in the Coastal Plain physiographic province. The design decommissions a high hazard stormwater pond and utilizes valley wide structures and RSCs to significantly raise the water table, activate the floodplain, and create a low-shear, wetland complex system that will provide water quality and habitat benefits over a range of flows. KCI performed assessments, design and permitting, survey, easement preparation, and documentation (PS&E). KCI modeled the existing and proposed hydraulic conditions using 2D HEC-RAS to refine and validate the design and determine needs for proposed 100-yr floodplain easements. KCI incorporated lessons learned to include specifications for material mixing on site, elimination of wedge boulders, and incorporation of significant amounts of buried large woody debris. The design refined pool depths to meet requirements of the Maryland Aviation Administration (MAA).

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	KCI Technologies, Inc.	Sparks, MD	Prime Contractor, TMDL Planning, Monitoring, Stormwater Mapping, NPDES Compliance, Restoration Design, Construction Phase Services

21. TITLE AND LOCATION (City and State) Environmental Monitoring, Design, and Assessment / On-call Contracts, Harford County, MD		22. YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER Harford County Dept. of Public Works		b. POINT OF CONTACT NAME Danielle Hankins	c. POINT OF CONTACT TELEPHONE NUMBER 410.638.3217 ext. 1176

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

KCI has been providing engineering design and related services, as well as monitoring services on an as-needed basis in connection with water and natural resources projects, under three contracts. Projects include database support, watershed assessments, TMDL planning, pollutant load modeling, NPDES services, stormwater management facility design and retrofit, stream restoration, and restoration monitoring. KCI also assists the County with on-site personnel.

Source Identification

On-Site Staffing SWM Facility Inspections Support

KCI provides staff augmentation for SWM facility inspection services. Stormwater management inspections are conducted in the field, countywide. This is a full-time effort with approximately eight facility inspections per day, with associated property owner coordination, follow-up, reinspections, and reporting. Inspections are performed using customized forms loaded in Survey123 on County-owned tablets. Photographs are taken with the tablets and embedded directly into the reports. Following inspections, reports are exported from the tablets onto the servers, reviewed, and sent to the property owner. Facility inspections include all manner of BMPs, both structural and nonstructural ESD facilities.

KCI staff manage the database to determine which facilities require inspection, and schedule staff assignments. KCI's Stormwater BMP Inspector provides training for County and consultant staff on how to conduct the inspections.

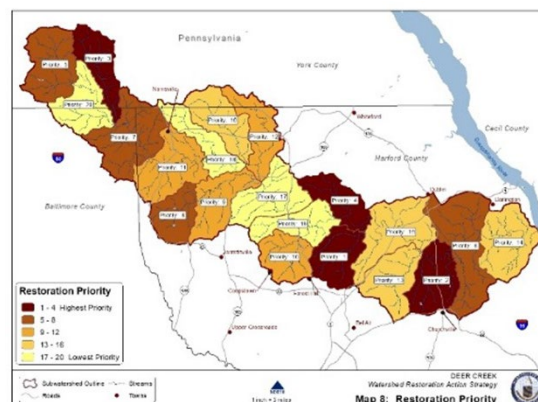
Some construction management is completed as part of this task. KCI's Stormwater BMP Inspectors conduct field inspection of pond barrel replacement projects, to confirm clay core and spillway works are installed correctly.

Deer Creek Watershed Assessment

KCI completed an assessment of the Deer Creek watershed in 2017-2018 to update the previously completed WRAS developed by KCI in 2007. Both efforts included elements to satisfy NPDES MS4 permit goals for watershed assessment and restoration including watershed characterization and identification of water quality problems using desktop GIS screening methods and field assessment of stream corridors, forest resources, and upland pollutant sources. The recent effort had a new focus on TMDL compliance and pollutant load reduction modeling for prioritized restoration sites using methods compliant with Phase 5.3.2 of the Bay Model including Bay Program Expert Panel Reports, and MDE's 2014 Accounting Guidance. KCI focused on planned impervious surface restoration and accounting with calculations of impervious area treatment and crediting for candidate projects that included stream restoration, outfall stabilization, tree planting, wetland restoration, new and retrofit stormwater BMPs, and homeowner scale practices such as rain gardens. The plan included life cycle costs along with costs per lb of TN/TP/TSS reduced and per impervious acre restored to normalize the costs and allow for a comparison across projects of varying sizes. A cost-benefit-constraint analysis ranked the planned strategies. Benefits included a mix of permit driven elements including impervious acres treated as well as secondary benefits for biological and functional uplift, stream temperature, fish passage, riparian habitat, and groundwater recharge. Projects that could also improve public safety, protect infrastructure, and provide educational and outreach opportunities for residents were rated highly. KCI added a 'feasibility and constraints' matrix with elements related to utility conflicts, access, permitting, property ownership, and adjacent land use so that highly ranked project sites resulting from the analysis would be feasible to implement. A final Tier ranking of potential projects was prepared for use in the County's capital improvement project (CIP) resource planning efforts.

TMDL Compliance

KCI conducted a program level and technical plan level review of the County's TMDL compliance efforts including review of previously completed plans, modeling methods, support data, geodatabase elements, and TMDL progress milestones. KCI identified areas of improvement and is working with the County to implement them. KCI is assisting with the County with completion of the FY25 Countywide TMDL Stormwater Implementation Plan. KCI is revising and updating progress modeling results and planned scenarios to generate new schedules, milestones, and program cost estimates.



Plumtree and Foster Branch Restoration Monitoring

KCI developed watershed-based monitoring plans for Plumtree Run and Foster Branch watersheds in Harford County to satisfy USACE permit requirements. KCI selected sites using a GIS screening process to assess watershed ecological condition, functional lift, and to monitor previously constructed and planned SWM retrofits and stream restoration projects. Monitoring included use of MBSS methods for benthic macroinvertebrate sampling, fish community analysis, and instream and riparian habitat evaluation using EPA's Rapid Bioassessment Protocol and the MBSS Physical Habitat Index. At the conclusion of the sixth year of monitoring, a rigorous data analysis was performed comparing sites as well as overall watershed condition in each watershed with state-wide data from MBSS.



Pre and Post Restoration Monitoring Services

KCI conducted pre and post restoration monitoring using a variety of water quality, biological (fish, macroinvertebrates, and herpetofauna), physical habitat, and geomorphological techniques. Monitoring satisfied County NPDES MS4, MDE, and USACE permitting requirements for documenting project stability, success, and functional lift for TMDL and impervious restoration projects and is being conducted at both the project and the watershed scale. Analysis included BIBI and FIBI results and temporal changes in channel cross-section, profile, facet slope, bank angle, vegetation, invasive species, and wetland establishment. Annual reports were submitted for the County's NPDES MS4 Annual Report. Projects included Woodbridge Stream Restoration, Wheel Creek Watershed Monitoring (streams and stormwater BMPs), and both the Barrington and Dembytown Stream and Wetland Restoration Monitoring projects.

Existing Grass Swale Credit Assessment

KCI provided a desktop GIS assessment of ~3,000 existing grass channels to determine acceptability of these for providing impervious area baseline credit for NPDES MS4 permit restoration requirements. The goal of the desktop analysis was to calculate the grass swale criteria for each parameter outlined in the operating procedures developed for MSHA and assign a category based on the parameter values. KCI used ArcGIS tools and the digital elevation model layer to generate potential flowlines for each index grid. The GIS analysis removed flowlines that were outside the County ROW and those that are not ditch / swales based on aerial imagery and StreetView. KCI auto-calculated, using GIS tools, and populated the flowline feature class with longitudinal and side slopes for each swale segment. Swale segments were categorized to refine the engineer review of credit. Using Survey123 and Collector for ArcGIS, KCI recorded field measurements of targeted swales in the field. Locations were verified, cross sections measured, and photographs taken. Drainage areas were delineated to swales meeting criteria for WQ credit. Final analysis included updates to impervious area baseline calculations to support the MS4 Annual Report.

On-Site Staffing SWM Review Support

KCI provided staff augmentation at the County offices for review of development projects for compliance with SWM regulations. KCI reviewed computations and design plans to verify Environmental Site Design (ESD) and SWM water quality and attenuation requirements were met. Environmental impacts were reviewed against County zoning code.

Willoughby Beach Road Stream Restoration & Stormwater Retrofits

Under its NPDES MS4 permit, the County must implement restoration projects to provide impervious area treatment, meet local TMDLs, and reduce TN, TP, and TSS to the Chesapeake Bay. To assist in meeting restoration targets, KCI provided conceptual design, design development, permitting, bid phase services, and construction inspection for 2,500 feet of stream restoration, restoration of two outfalls using regenerative step pool storm conveyances (SPSCs), retrofit of a dry pond to convert it to a retention pond, retrofit of a dry pond to convert it to an infiltration basin, and design of a large headwater wetland.

KCI performed a forest stand delineation (FSD) and delineation of wetlands and Waters of the U.S. using the guidance provided in the 1987 USACE Wetland Delineation Manual. Letter requests were submitted for information regarding RTE species, and historic resources. As-builts were reviewed and utility research conducted to determine presence of utility constraints. A topographic survey was conducted for the project limits.



KCI conducted a hydrologic and hydraulic analysis to support the design and credit calculations. Pollutant load estimates were calculated, and reductions assessed in accordance with 2014 MDE Accounting for Stormwater guidance and protocols included in the stream restoration expert panel report. WinTR-55 / Win-TR20 was used for the analysis. Drainage areas were delineated to each of the outfalls, the ponds, and the main stem. A stage-storage-discharge relationship was developed for each of the ponds. KCI investigated MD-378 pond design criteria to determine if the ponds required upgrading to meet current code. Dam breach analyses were conducted to ensure the proposed facilities would meet MDE Dam Safety requirements. KCI inspected each pond to identify impairments.

Water balance calculations were prepared for wetland design in the upper portion of the project, where invasive species were eradicated. A low flow channel was designed with low and high marsh areas fully landscaped to produce maximum nutrient uptake and provide habitat for native macroinvertebrates, amphibians, and reptiles.

SPSCs were designed for two outfalls to maximize nutrient removal and reduce instream erosion. The mainstem design was performed using natural channel design with bioengineering techniques. The design resulted in migration of fish species approximately 2,000 ft upstream of where they had previously been able to survive.

KCI prepared construction drawings for the project, including ESC, profiles, details, grading and landscaping plans, geometry / stakeout plans, and SWM plans. Design and H&H reports were prepared. Specifications, including front-end documents, were prepared to support bidding, and a detailed construction cost estimate. Final permitting, including MDE construction activity permits, a grading permit, and MDE and USACE permits for nontidal wetland and waterway (WUS) impacts (JPA) were obtained. KCI assisted with advertisement, prepared responses to requests for information (RFIs), attended the bid conference, and prepared the recommendation for award.

RFIs, and material and shop drawings submittals were reviewed prior to construction, and materials delivered to the site were reviewed for acceptability. Plants were inspected upon delivery to the site and KCI assisted in preparing the layout for the landscaping. Following construction, it was determined that an invasive borer beetle infested some of the trees. KCI coordinated eradication efforts. Redlines were kept to inform as-built preparation.

Public outreach is an important component of the County's MS4 program. The location of the project, in close proximity to a school, provided an opportunity to incorporate some educational outreach within the project. KCI staff sponsored a stream clean-up for a local Cub Scout Pack to provide opportunities for support of their STEM program and discuss the proposed project. Harford County supported this, providing a dumpster and coordinating pickup of items removed.

Upper Farnandis Stream Restoration

KCI's full service team is providing comprehensive design engineering and permitting services to restore 5,000 LF of Use III zero and first order reaches of Farnandis Branch, located within the Bynum Run (02130704) watershed. Objectives include reducing erosion and associated sediment and nutrient loads to address Bay and local TMDLs, protect infrastructure, prevent additional property loss, enhance and/or create wetlands, enhance riparian corridor with native plantings, and address failed stormwater infrastructure near the proposed stream improvements.



KCI's engineers and scientists performed a Stability Assessment and Evaluation of Baseline Conditions to understand independent variables and constraints including geology and valley characterization, historic and current land use, existing utilities identification, soils, and storm infrastructure assessment. KCI's environmental scientists evaluated the project area including wetland delineation, forest characterization, and invasive species density survey. Biologist performed habitat and biological assessment following MBSS methods. The results are compared to data collected by KCI in 2007 and 2008. The survey team completed topographic survey. Geomorphologist completed a channel assessment discussing overall channel evolution, reach descriptions, existing H&H analysis, geomorphic assessment, and BANCS analysis.

Concept Design Development involved determination of project constraints and limiting factors. Design discharges were determined based on a combination of regional regression equations, TR-20 output, and field geomorphic surveys. KCI explored various restoration approaches including RSC, natural channel design and 'no action' and made recommendations for each reach. KCI prepared sections and descriptions for private property owners to illustrate proposed work to assist the County with public outreach. KCI developed a detailed design with vertical and horizontal alignments, typical sections, and proposed surface. A 2D HEC-RAS model was used to evaluate shear stresses and velocities and propose in-stream and floodplain structures to ensure stability and improve habitat. These treatments include log vanes, woody toe, floodplain log sills, live fences (dense plantings of long live stakes to disrupt floodplain flows), riffle grade control, step pools, toe boulder, and log and boulder sills. KCI estimated scour and specified footer depths.

Bid document preparation including plans, specifications, and cost estimate were prepared. Plans include title, geometry, details and typical sections, grading sheets, profiles, erosion and sediment control plan, notes, and details, and a robust native planting plan. KCI computed TMDL and EIA credits including for Protocols 1, 2, and 5. KCI prepared a scope and fee to complete a CLOMR for water surface increases in the regulated FEMA floodplain.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	KCI Technologies, Inc.	Sparks / Frederick, MD	Prime Contractor, NPDES Compliance, Restoration Monitoring, Watershed Assessment, TMDLs, Restoration Design, Permitting BMP

21. TITLE AND LOCATION (City and State) NPDES MS4 Consulting Services, Montgomery County, MD	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) N/A

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Montgomery County Department of Environmental Protection	b. POINT OF CONTACT NAME Ho-Ching Fong	c. POINT OF CONTACT TELEPHONE NUMBER 240.777.7718

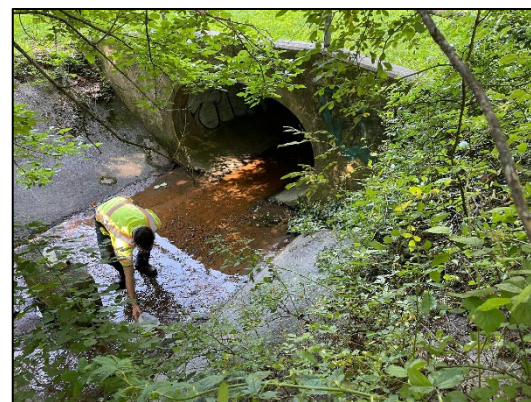
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)
KCI has assisted Montgomery County's Department of Environmental protection (DEP) with NPDES MS4 support tasks since 2021 covering a wide variety MS4 permit requirements and helping the County, specifically the Watershed Restoration Division, meet their program goals and objectives. Services range from TMDL planning and NPDES geodatabase development, to stream restoration inspection, IDDE outfall investigations, and watershed assessment.

NPDES MS4 Geodatabase and Stormwater Asset Management

KCI assisted Montgomery County with reformatting the annual reporting process and database to meet the current MDE requirements for the NPDES MS4 annual reporting database. KCI reviewed the current internal workflows to complete the annual reporting through a series of discovery sessions with County stakeholders; reviewed the source data reported for stormwater treatment practices including BMP, IDDE, monitoring programs, tree programs, stream restoration, capital improvement projects, and inlet and street sweeping programs; developed a GAP analysis that outlined the MDE database gaps; provided recommendations on filling gaps; and developed a source-to-target process to load the source data into the MDE schema. KCI identified the requirements for a Stormwater Tracking and Reporting System (STARS) geodatabase that has become the central repository of data related to the County's NPDES compliance program; developed the STARS data dictionary and geodatabase schema; developed ETL scripts in Python to load the data into STARS; developed the process to export and load data into the MDE required schema; created a data migration quality control plan; and continues to support the County's NPDES MS4 data reporting program.

IDDE

IDDE Inspections. KCI conducted IDDE inspections at 150 outfalls annually in 2022, 2023, and 2024 in compliance with the County's MS4 permit requirements. KCI worked with the County to identify outfalls for sampling each year making sure to exclude cross culverts and duplication of outfalls at stormwater BMPs. Outfalls were inspected for signs of physical deterioration; verification of outfall configuration, dimensions, and position; and any evidence of dry-weather discharge. For outfalls with discharge present, the team filled out Survey 123 forms, collected a water sample, and tested the sample using a Hach Storm Water Test Kit for chlorine, detergents, copper, phenols and ammonia-nitrogen. Outfalls with a concentration above the threshold limit for chlorine, phenols, copper, detergents, or ammonia, were revisited and retested after four hours, but within 24 hours, to verify the result. Large volumes of pollutant that do not fall under a chemical pollutant, such as oil and grease or large volumes of trash were reported as a violation and follow the same reporting requirement for chemical violations. When a suspected illicit dry-weather discharge was discovered, the field team followed the stormdrain system upstream to attempt to identify the source of the pollutant. If a source was identified, then the name and/or address of the responsible business or residence was recorded and County staff were notified within 24 hours. Following field inspections, an IDDE summary report was prepared each year to summarize and document field activities, screening results, and enforcement actions. The reports include a collection of individual illicit discharge reports and an overall map of outfall screening locations. KCI populates the IDDE geodatabase feature classes and tables compliant with MDEs current NPDES MS4 schema for annual reporting.



IDDE Inspection Program Review. The County was issued a new MS4 permit on November 5, 2021. With the new permit in place, it was an ideal time to conduct a thorough program review of the County's Industrial and Commercial Survey and IDDE Inspection program. KCI reviewed the program and recommended changes to ensure compliance with the MS4 Permit. Further, the program review identified efficiencies in workflow and/or methods to better meet the program goals of identifying and eliminating illicit discharges. Documents and data reviewed include SOPs, methods and approaches, field forms and worksheets, County codes, mapping, GIS outfall files, targeted hotspots, and the areas used to organize and schedule the related inspections. Following the review, KCI developed a summary report documenting the County's procedures for IDDE source identification, tracking, enforcement, and reporting. The report addressed spill and dumping response, and includes activities for public outreach, responding to citizen complaints, and enforcement of non-IDDE-related illegal discharges.

Program Recommendation Report. After coordinating with the County, KCI developed a Program Recommendations Report including findings and recommendations for various components of the County's protocols. Recommendations developed are related to: outfall screening prioritization, outfall field screening parameters, IDDE data management (field data to MS4 geodatabase), revision of data

sheets for dry weather screening, revision of commercial and industrial prioritization and hotspot investigations. Specific to the new permit conditions, KCI made recommendations for reviewing all County outfalls to prioritize field screening efforts in areas with greatest potential for polluted discharge.

Good Housekeeping Plans. KCI is assisting Montgomery County in complying with an MS4 permit requirement mandating the creation of Good Housekeeping Plans (GHPs) for qualifying County-owned properties. KCI's scope of work includes the assessment of over 700 properties, development of GHPs for facilities that meet qualifying criteria, assistance in developing data and narratives to include in the County's annual MS4 report, and development of GIS architecture to facilitate data management.

Watershed Assessments

Watershed Assessment. Montgomery County requested KCI's assistance in completing Year 1 of a multi-year watershed assessment program. The intent was to first confirm and/or refine its goals, objectives, and priorities for watershed restoration, and consider those of partner departments and agencies to determine how watershed assessments can best be used to help achieve these goals. An associated task is taking inventory of existing data and establishing a strong framework for managing watershed data. Then, within this context, DEP, in collaboration with partner agencies and departments, intends to understand changes to watersheds within the County over time, select priority watersheds for further assessment, and set a foundation for making watershed management decisions.

Stakeholder Involvement. KCI coordinated and participated in stakeholder meetings to gather input from County departments (Environmental Protection, Transportation, Racial Equity and Social Justice) as well as regional and state agencies (WSSC, M-NCPPC, MDE, MDNR) to gather their input and incorporate related priorities. KCI incorporated input and feedback from stakeholder groups into the final Goals, Objectives, and Strategies for the program.

Watershed Trend Assessment: Currently KCI is assisting with the second phase of the watershed assessments, completing a watershed trend assessment. The scope includes an analysis of watershed conditions over the past 20+ years to characterize watersheds and changes over time in major subject areas including biological condition, water quality, stream channel geomorphology, land use, and changes in climate. KCI has compiled data from many sources and is currently conducting statistical data and spatial analysis. Within the stream geomorphology task, KCI is completing a LiDAR based comparison between 2017 and 2020 DEMs utilizing GIS Spatial Analysis tools and is performing a Topographic Openness investigation. The comparisons highlights areas of active erosion as well as aggregation to isolate areas of concern or potential stabilization. Deliverables for the project will include a summary report, a suite of maps, and an ArcGIS based WebMap.

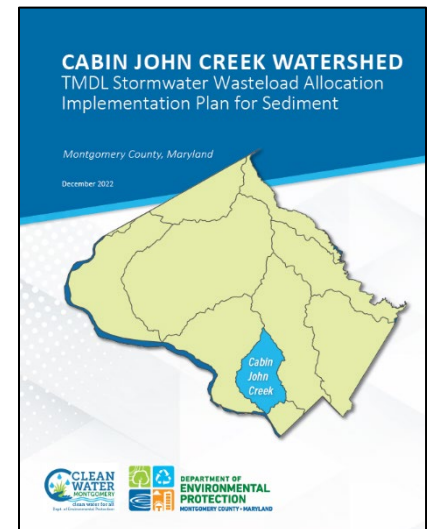
TMDL Implementation Plans

The County requested KCI's assistance in developing updated implementation plans for 23 TMDL stormwater wasteload allocations (SW-WLA) across 10 watersheds for the County's urban stormwater sector. Pollutants addressed included total nitrogen (TN), total phosphorus (TP), sediment using total suspended solids (TSS), polychlorinated biphenyls (PCBs), bacteria (Enterococci, E. Coli), and trash.

Modeling. The project team developed a pollutant load modeling system based on MDEs TMDL Implementation Progress and Planning (TIPP) tool that links to the County's geodatabase and streamlines the planning scenario process reducing manual inputs of baseline and proposed BMP records. KCI also added a planning module to the TIPP to link suites of proposed strategies to defined planning tiers related to project execution timelines and to milestone periods that serve as benchmarks between current progress and the final TMDL completion year. A trash load reduction model was added to the TIPP by KCI to estimate reductions from County programs including outreach and education, trash traps, bag / straw/ and polystyrene bans, and direct clean up through County and volunteer efforts.

TMDL Plans. Plans include the following major elements:

- Pollutant impacts within the watershed, water quality, biological impairment, pollution sources including land use/land cover.
- BMPs types implemented and planned in the watershed with project development status and planning tiers.
- Modeling approach with current and planned BMP implementation and associated load reductions.
- Financial resources needed to implement the plan and summarized funding sources.
- Schedule with target loads and activities required to achieve those targets based on milestone implementation targets.
- System for tracking implementation of management measures and adaptive management process is described.
- Policies and procedures in place for stormwater management facility inspection, maintenance, and enforcement.
- Monitoring programs including Countywide biomonitoring, restoration / water quality monitoring, and watershed assessments.
- Public outreach and education programs.





Bacteria and PCBs. Following guidance from MDE on PCB and bacteria TMDLs, KCI is developing Implementation Plans for both pollutants. For PCBs, KCI developed the plan based on a desktop source assessment that will be followed by field investigations. PCB data sources for example include human water contact areas, recreational and subsistence fishing, land cover, stormwater networks, EPA PCB Transformer Registry Database, PCB Activities Database, CERCLA Superfund Sites, and the Toxic Release Inventory. Compiled data is used to prioritize subwatersheds with higher potential for loading that will be most beneficial to apply monitoring and mitigation efforts. KCI prepared the Implementation Plan and a Sampling and Analysis Plan (SAP) that details the specific study design, monitoring locations, frequency, field and laboratory methods. MDE has reviewed and approved the PCB plan. KCI is currently completing a bacteria Implementation Plan for four County watersheds. The desktop source assessment and monitoring plan are complete and KCI is compiling the full plan.

Bacteria Source Tracking. KCI investigated elevated bacteria levels in the Little Falls watershed in North Bethesda. KCI used bacteria source tracking methods including IDDE investigations, e. coli and enterococcus sampling, and potential indicators of sanitary inputs such as ammonia and fluoride to

identify hot spots. Follow up microbial source tracking inspections with full metagenomic analysis identified the types of sources. The method was critical to identifying a cross-connection between sanitary and stormwater systems in a hotel renovation that was remediated to stop the bacteria source.

Countywide TMDL Stormwater Implementation Plan. KCI prepared the Countywide Plan in 2023 and 2024. The Plan documents restoration progress for all the County's TMDLs using MDE's TIPP model with inclusion of practices and programs implemented through the end of FY24. Updates to future strategies, schedules, milestones, and costs are included to ensure the County is adapting the plan based on progress and any changes in regulation or available BMP types.

Stream Restoration Inspection and Accounting Program

KCI completed stream restoration inspection and maintenance recommendations for almost 100,000 LF of restored streams constructed under the County's 2001 and 2010 MS4 permits. KCI provides annual field inspections, credit verification, and maintenance recommendations for a subset of completed restoration projects with a goal of having all inspections complete and up to date by 2025.

KCI developed an inspection tool hosted on KCI's ArcGIS Online (AGOL) portal. KCI coordinated closely with the County to develop the geodatabase and cloud-based AGOL application. The project used a GDB schema consistent with the MDE's MS4 Geodatabase schema with additional fields to meet the County's specific needs. KCI customized an ArcGIS Collector application for field data collection. KCI customized a survey form in the ArcGIS Survey123 application for data input and reporting. KCI prepared a standard operating procedure (SOP) to document the inspection and data management procedures and trained a subconsultant on use of the inspection tool.

KCI performed the inspections between 2021 and 2025 following a function-based rapid stream assessment method to document: location, length and severity of active erosion; location of dead and downed trees, bare vegetation, and tree cages requiring removal; location and condition of failing structures; and location of exposed utilities. KCI collects geotagged, digital photos of key restoration structures, areas of active erosion, and representative conditions. KCI performs follow-up in-depth forensic inspections for sites that were determined to have significant issues during the initial site inspections to determine the root cause of the failure or instability to inform recommendations for repairs. KCI prepares narrative inspection reports for each project. Reports document functional stability of structures, length and severity of active erosion, areas of bare vegetation, and other observed issues requiring attention. The reports propose maintenance recommendations and associated design and construction costs for potential corrective actions. KCI prepares a technical memorandum providing recommended maintenance actions that are prioritized for County implementation.

Restoration Credit Calculations. KCI completed an evaluation of potential stream and outfall restoration credit for several sites in the County. KCI, with subconsultant CRI, determined Protocol 1 and Protocol 5 TMDL and equivalent impervious acre credits for three proposed stream restoration projects (Bel-Pre, Sligo Creek, and Lamberton Trib) totaling approximately 23,000 LF. KCI and CRI performed BANCS analysis and identified headcuts. Sediment samples were collected using an AMS Soil Core Sampler: 2 in x 6 in, to result in undisturbed core samples with lab analysis to determine bulk density and nutrient concentrations. Deliverables included a credit memo with photographs and documentation for credit computations, and a GIS map package.

With CRI, KCI performed desktop analysis, field work, computations, and reporting, to determine and document four projects' efficiency factor based on post-restoration field conditions relative to the pre-restoration conditions; and resulting pollutant load reduction and EIA credits potentially available to the County in accordance with the regulations and guidelines.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	KCI Technologies, Inc.	Sparks, MD	Prime Contractor, Watershed Assessment, TMDL Planning, Stream Restoration Inspection, Pollutant Load Modeling, IDDE, Good Housekeeping Plans, GIS Database Management
b.	Coastal Resources, Inc.	Annapolis, MD	Subconsultant, Water Quality Monitoring, IDDE, TMDL Plan Support, Watershed Assessment, Data Analysis, GIS

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)

RESOLUTION 26-63
KEY
Attachment 3
NUMBER

21. TITLE AND LOCATION (City and State) Environmental and Landscape Design & Program Support Services / Environmental Engineering, Compliance and Remediation Services Open-Ends (BCS 2020-05A, 2022-10C) – Multiple Contracts, Statewide, MD	22. YEAR COMPLETED <table> <tr> <td>PROFESSIONAL SERVICES Ongoing</td><td>CONSTRUCTION (if applicable) N/A</td></tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) N/A
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) N/A		

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER MDOT State Highway Administration	b. POINT OF CONTACT NAME Ryan Cole	c. POINT OF CONTACT TELEPHONE NUMBER 410.545.8567
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Over the past 25 years, KCI has been supporting key elements of MDOT SHA's environmental and landscape program. We have assisted MDOT SHA with compliance with various regulations pertaining to federal, State, and local government pollution and sediment reduction efforts; natural resources protection and mitigation efforts; and landscape design & operations services. Specific tasks include:

ICC Closeout Coordinator Services. KCI manages the site closeout for all Compensatory Mitigation (CM), Environmental Stewardship (ES) and Community Stewardship (CS) sites associated with the Maryland 200 Intercounty Connector (ICC) Project in coordination with MDTA to finalize the mitigation package with regulatory agencies. The inventory of 50 sites includes stream restoration, reforestation, wetlands and other stewardship projects that are in various stages of monitoring, remediation, closeout, and closed. We are responsible for tracking progress and project documentation in the project master tracking spreadsheet ensuring completeness and accuracy. We develop and update schedules and budgets for the implementation plan for site closeout and monitor the schedule and budget to support monthly updates to MDTA. We coordinate with stakeholders to ensure CM, ES and CS sites meet all requirements outlined in permits and agreements with landowners. We manage the project development phase of remediation contracts from planning to design through PS&E, Advertisement, and NTP, which includes stream restoration, vegetation management, invasive species control, and reforestation, to ensure design meets the established schedule.

On-Site Landscape Inspection Services. KCI provides full time, on-site landscape construction and landscape maintenance inspection staff for SHA's Landscape Program Division. Our landscape inspectors manage landscape installation and maintenance projects to ensure the work is performed in compliance with the contract requirements and specifications. We provide oversight to landscape contractors regarding proper tree installation techniques, appropriate integrated pest management practices (in compliance with all MDA and environmental laws for pesticide use), and vegetation management practices. KCI inspects plant materials, following ANSI standards, to verify the proper type and size and to verify plants are disease free prior to and during installation, and assist contractors with layout and establishment. We provide daily management of projects including set up of traffic control measures and erosion & sediment controls and overseeing invasive species identification and removal to create corridor management zones. Our inspectors document construction activities; monitor progress, schedule, and budget; and process estimates into SHA's MCMS system for contractor payments. We assist with preparing landscape contracts for both new construction and maintenance contracts by writing specifications and assembling contract documents (IFB Book) for advertisement. After the proposed landscaping is installed, KCI utilizes Google Earth Pro, ARC GIS, and Survey 123 to collect data for ongoing establishment monitoring of planting sites. Our landscape inspectors have managed a variety of TMDL projects including Tree Planting, Stream Restoration, Outfall Stabilization, and Stormwater BMPs.

Full Delivery Stream Restoration Services Management. KCI provided technical support for the development of advertisement and contract documents for SHA's first Full Delivery Stream Restoration Services program to deliver restoration credits. We developed the required qualifications for prospective Offerors and technical and price proposal documents for inclusion in the Request for Proposal RFP. We developed the RFP structure and contract provisions, which required extensive coordination with multiple SHA offices including Real Estate, Legal, Environmental, and Construction. KCI provided support during the advertisement and bidding process by addressing Offeror questions and generating addenda as needed. As contracts are awarded, KCI is managing the Full Delivery program which is restoring over 150,000 linear feet of degraded streams on private land under 19 separate contracts. We are implementing an electronic tool to track contract requirements, deliverables, invoicing/payments, and construction progress. KCI is coordinating with multiple SHA offices to obtain NEPA clearance and ROW certification; develop conservation easement and plat templates; and review property acquisition documentation for compliance with FHWA Uniform Act. We are supporting Contractors by responding to RFIs, providing direction regarding contract requirements, and facilitating meetings with SHA offices to resolve issues and conflicts. KCI is performing field inspections of projects during construction to document progress and post-construction to validate final credits and to collect the restored stream baseline data for import into the TMDL geodatabase.

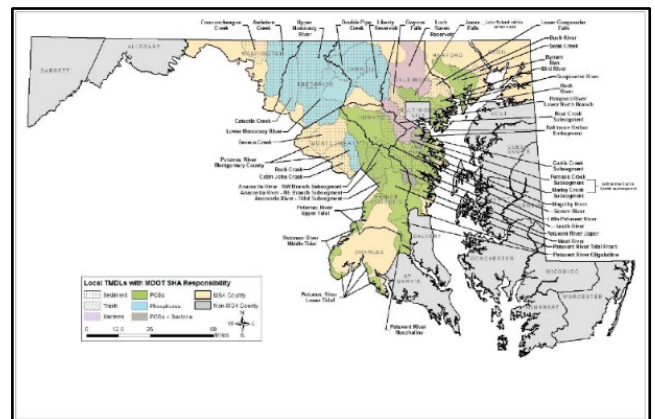
Geodatabase and Asset Management Support. KCI developed a GIS enterprise versioned geodatabase to track the location and attributes of TMDL/MS4 restoration projects such as stormwater BMPs, stream restoration, outfall stabilization, and planting assets for managing restoration credit. We included the ability to track project delivery milestones with links to contract documents. We coordinate maintenance and remediation activities, including BMP inspection, engineer review, work order development and prioritization, remediation portfolio development, and MDE annual reporting of remediation activities. KCI provides annual reporting technical GIS support to translate source GIS data into the MDE geodatabase framework for reporting, including the restoration credit, erosion and sediment control, illicit discharge and elimination (IDDE), local TMDL compliance, and inspection information. We developed a GIS-

centric pollutant load modeling solution leveraging base data from MAST/CAST aligned to MDE 2014 MS4 Accounting Guidance, expert panel reports, and stream protocols to generate dynamic pollutant load modeling and load reductions to assess progress towards Baywide and Local TMDLs. We developed a database to track and manage permits from application, reviews, issuance, and monitoring for restoration projects, including MDE Wetland/Waterway, Forest Conservation, Roadside Tree Permit, and Critical Area. KCI provides program management support for compliance with NPDES MS4 permit and Clean Water Act, including tracking impervious restoration credit, schedule, and budget for restoration projects, as well as permitting, design, construction, inspection, and maintenance for projects. KCI developed a field tool and dashboard to support the inspection of SWM BMP assets throughout the MDOT right of way.

MDE Expedited Permit Review Staff Support. KCI provides Consultant Review Services on behalf of MDE Waterways Construction, Nontidal, and Tidal Wetlands Divisions. We make recommendations on issuance of final MDE authorizations and draft permit authorization documents. We review and coordinate services with SHA, MDE, USACE, DNR (RTEs), and other agency and consultant staff to attain permits in a timely manner. KCI provides real time updates to SHA EPD project managers and MDE chiefs regarding status of assignments with the aid of the project tracking database (OED's MDE Toolkit). We identify and present methods/strategies for expediting SHA permit issuance to OED project managers. KCI attends pre-application field and office meetings and SHA interagency review meetings. We are responsible for participating in jurisdictional determinations representing the interest of SHA and MDE. We review natural resource assessments and wetland delineation reports for conformance with the 1987 Corp Manual; hydrologic and hydraulic (H&H) reports for structures carrying Waters of the US and State for floodplain impacts; Joint Permit Applications (JPAs) for compliance with COMAR; plans to ensure avoidance and minimization (A&M) measures; alternatives analyses; stream restoration plans and associated natural channel, landscaping/planting, and riparian designs; and compensatory mitigation plans for unavoidable impacts to regulated resources. Our responsibilities also include preparing public notices, organizing and attending public hearings, and developing Summary Basis of Decision, Notice of Decision, and full permits as needed.

Stormwater Implementation Management. KCI provided on-site management of the TMDL/MS4 Restoration Stormwater Program that constructed over 550 BMPs using over 20 construction contracts and 70 consultant tasks. We managed the planning, design, and construction of all stormwater BMPs implemented to help satisfy SHA's Chesapeake Bay TMDL and NPDES MS4 restoration requirements. We formulated the overall approach for stormwater implementation, which included retrofits to existing stormwater BMPs, new stormwater BMPs to treat unmanaged highway runoff, and existing impervious area removal. KCI developed strategies for the planning of watershed improvements and the design of stormwater projects that maximize water quality treatment, minimize project engineering/construction cost and time, streamline permit acquisition, and minimize future maintenance needs. KCI developed project schedules in MS Project tracking PI, SFR, FR, PS&E, AD, Bid Opening, NTP, CO Closeout milestones; determined construction contract packaging of design projects; and developed program budgets, spending projections, and reports for senior management. We administered contracts by developing scopes, staff-hour estimates, and RFP/NTP documents for new tasks, preparing Form 30s and 42s, and reviewing invoices. We coordinated with SHA divisions and offices throughout project development regarding geotechnical and utility investigations; securing ROW certification, NEPA clearance, and FHWA funding; and obtaining environmental permits for projects. KCI developed partnerships with stakeholders, other State agencies, and local jurisdictions for sharing of data, project sites, and funding. We served as the stormwater technical expert in the development of MS4 program documents and training materials that included site selection, planning, and design protocols; water quality modeling approaches; geodatabase structure to track restoration progress; standardized plans and details drafted in CAD, specifications, construction cost estimates, and design reports; and quality control checklists and processes. During the construction phase of projects, KCI attended pre-construction meetings and field visits with SHA construction inspectors, Environmental Compliance personnel, and contractors to ensure that construction issues were addressed quickly. We oversaw development of green/red line plan revisions and permit modifications and evaluated error and omissions claims from contractors for validity. KCI conducted meetings with OOC after project closeout to review lessons learned during construction to be incorporated into the design of future projects. We submitted SWM As-Built Certification Packages to PRD for approval and reported final credits to the SHA geodatabase after project closeout. We selected the site to conduct physical stream monitoring for SWM Assessment of Controls and prepared the monitoring sections for MDE annual reporting. KCI reviewed District Permit Applications to determine impacts to planned or constructed BMPs and performed Excess Land Reviews to determine if the land had potential for restoration BMPs.

TMDL Requirements Analysis and Pollutant Load Reduction Modeling. KCI provides modeling, technical support, and quality control for the Automated Modeling Tool (AMT) to determine compliance with local TMDLs and Chesapeake Bay TMDLs. We assist in prioritizing TMDL projects based on TMDL goals/reduction requirements, restoration progress, Target Years, planning costs and timelines, and fiscal year budgets. We provide modeling support for MDE annual reporting including exhibits describing restoration treatment and pollutant removal progress. KCI assists with developing restoration plans to address approved stormwater wasteload allocations (WLAs) and impervious area restoration requirements with schedules, cost estimates, tracking, and adaptive management elements. We review and comment on draft TMDLs issued by MDE for public comment and SHA draft TMDL implementation plans. In



addition to nutrient and sediment TMDL, KCI is developing TMDL implementation plans for SHA's responsibility for bacteria and PCB TMDLs.

RESOLUTION 26-63

Attachment 3

Annual Report. KCI provides support for SHA's annual report each year, compiling data and preparing narrative report sections and appendices summarizing compliance with permit elements including Source Identification, Restoration Plans, TMDL Compliance, IDDE, and Assessment of Controls.

Permit Negotiations. KCI supported SHA with multiple aspects of their permit renewal leading up to issuance of the current permit issued in August of 2025. KCI reviewed permit language and requirements to determine impacts to SHA's programs and feasibility for meeting the requirements and goals. KCI participated in negotiation meetings with SHA and MDE. KCI assisted with preparation of SHA's MEP (Maximum Extent Practicable) analysis that included summaries of previously accomplished restoration, adaptive management approach and analysis of achievable restoration considering factors such as schedule, cost, available land, and partnership opportunities.

NPDES Industrial Stormwater Permit Support. KCI provides support for SHA's regulatory compliance with industrial point source discharges at maintenance shops and other industrial facilities. We prepare and update Stormwater Pollution Prevention Plan mapping showing potential sources of pollution, drainage patterns, stormwater conveyance systems and BMPs, and quarterly visual monitoring (QVA) site locations. We perform BMP inspections and IDDE desktop site selection, field outfall screening, test kit use, and follow-up inspections at industrial sites for both Industrial and MS4 tri-annual inspection compliance requirements.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	KCI Technologies, Inc.	Sparks, MD	Prime Contractor, Watershed Assessment, Geodatabase, Data Management, TMDL Planning, Geodatabase Development, Stream Restoration Inspection, Pollutant Load Modeling, IDDE, Asset Management, Construction Administration and Inspection, Project Management

21. TITLE AND LOCATION (City and State)

On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services, Baltimore County, MD

22. YEAR COMPLETED

PROFESSIONAL SERVICES
Ongoing

CONSTRUCTION (if applicable)
N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Dept. of Environmental Protection and Sustainability

b. POINT OF CONTACT NAME

Heather McGee

c. POINT OF CONTACT TELEPHONE NUMBER

410.887.2904

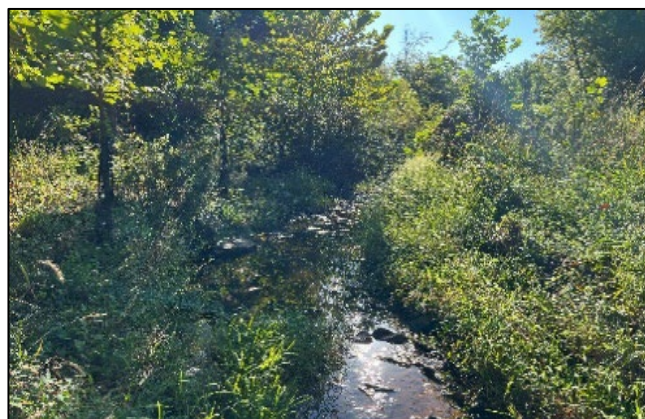
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Since 2004, under four consecutive open-end contracts, (2022-02, 2014-04, 2010-08, and 2004-04) KCI provides ecological and habitat restoration services including assessment, restoration design, permitting, construction, and monitoring throughout Baltimore County's stream corridors to support their MS4 permit requirements. Since 2009, KCI has restored over 35,000 linear feet (LF) of degraded streams and outfalls. Projects typically include assessments, wetland and floodplain delineations, forest stand delineations, grading and design, stabilization of vulnerable water and sanitary sewer utilities, H&H modeling, stream and outfall stabilization using various techniques, ESC plans, local, state, and federal permitting, restoration credit computations and documentation, construction document preparation, construction oversight, as-built documentation and certification, and monitoring. Through this contract KCI also supports the County in addressing emergency repair and storm damage assessments. AB and CRI are subconsultants on this contract. AB completes topographic surveys and any needed geotechnical support. CRI performs NRI/FSD, wetland delineations, habitat assessments, permitting support and can provide design support if needed. The stream and outfall restoration projects improve climate resilience and flood management by reconnecting the degraded stream systems to the floodplain where flows are attenuated to reduce downstream flooding and improve water quality through denitrification. Robust native landscaping improves biodiversity.

Representative Ecological and Habitat Restoration Projects

West Branch of North Fork at Garland Ave Stream Restoration

Project. KCI provided design of 17,000 LF of stream restoration on the North Fork of White Marsh Run. The design incorporated six tributaries and five outfall channels from storm drains and SWM ponds. Where possible, the channel was raised and reconnected directly to the floodplain. HEC-RAS was used to analyze existing and proposed conditions to determine water surface elevations and shear stresses. The design incorporated innovative bioengineering such as woody toe, woody debris plugs, coir logs, live stakes/poles, brush mattress, and alternating roughness. KCI completed PS&E, bid and construction phase services, and post-construction monitoring.



Chartley II Stream Restoration Project. KCI designed 2,800 LF of restoration along an Unnamed Tributary to Gwynn's Falls and its tributaries located in a stormflow dominated, urban watershed. This project included wetland creation through the corridor to satisfy Nationwide 27 permit requirement of no net loss of wetlands. The restoration utilizes bioengineering techniques, such as woody toe protection, embedded logs, coir logs, and live stakes. AB performed as-built survey. KCI certified as-built plans and performed post construction monitoring



Upper Roland Run at Greenspring Drive Stream Restoration.

KCI designed restoration for 4,000 LF of Roland Run and 2,000 LF of tributary. Much of the site was constrained by the MTA light rail system and residential properties. KCI developed PS&E and provided bid phase and construction phase services including pre-bid meeting and response to contractor questions, response to RFI, material inspections, on-site reviews, landscape installation, and oversight during implementation of repairs following storm damage.



Victory Drive Stream Restoration. KCI along with subconsultants AB and CRI performed assessment, design, permitting, and will be performing bid phase services to restore 5,000 linear feet of urban stream and outfalls in Landsdowne. KCI performed a visual and detailed geomorphic survey and BANCS, sediment sampling and lab coordination, identified constraints, coordinated survey, computed TMDL and Impervious Acre Credits, and prepared a design to meet project objectives. KCI held a pre-application meeting, identified property owners with floodplain increases. CRI completed NRI/FSD, wetland delineations, invasive species inventory and management plan, baseline wildlife habitat and fauna inventory and key wildlife habitat assessments and proposed habitat restoration components.

Unnamed Tributary to Gwynns Falls at Pittsfield Rd. KCI researched and located utilities and AB performed topographic survey. KCI prepared the H&H analysis and report, assessed impacts to the 100-yr floodplain, prepared impact plates and the joint permit application and coordinated a pre-application meeting with USACE and MDE. The proposed design creates wetlands and stabilizes the stream using a variety of natural channel design and bioengineering techniques as well as stabilizing 11 eroding outfalls where gabion baskets have failed. Outfall stabilizations include riprap channels, step pools, and step drop features.

KCI attended meetings with landowners to explain the project and obtain permission to do the work. KCI also organized a community stream cleanup with residents and KCI employees.



Upton Road Stream Restoration. KCI completed site assessments, design, permitting, PS&E, and construction support for approximately 2,500 LF of stream channel. AB completed the topographic and as-built surveys. The deeply incised, narrow urban channel was restored with combinations of bankfull Rosgen 'B and C' channels, step pools, cascades, bioengineering, and a robust native planting plan. Three years following construction, the channel is stable, vegetation is thriving, and wetlands have been created.



Stanbury Park Pond Repair. This existing nine-acre excavated pond in in Dundalk, Maryland has a clogged outfall pipe causing water levels in the pond to rise. KCI reviewed available as-built plans and developing H&H computations to assess existing conditions. KCI developed design plans to replace the outfall pipe with a reinforced concrete pipe provide water level control for the tidal pond. KCI provided geotechnical investigations to determine allowable bearing capacity of the underlying soil, and has developed a design for the repairs.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	KCI Technologies, Inc.	Sparks, MD	Prime Contractor, Stream Restoration, Outfall Stabilization, Permitting, Modeling, Construction Phase Services, Public Involvement

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION E (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Sonal Ram, PE	Principal / Director	◆			◆	◆	◆	◆		◆	
James Tomlinson, PE	Project Manager	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Michael Pieper, CSE	Senior Environmental Scientist	◆	◆	◆			◆	◆	◆	◆	◆
Nathan Drescher	Senior Environmental Scientist	◆	◆	◆	◆		◆	◆	◆	◆	
Megan Crunkleton	Senior Environmental Scientist	◆	◆				◆	◆	◆	◆	
Shannon Lucas, PE	Project Manager			◆		◆	◆	◆	◆	◆	◆
Andy Becker	Senior Environmental Scientist	◆	◆	◆		◆	◆	◆	◆		◆
Colin Hill, CE	Senior Environmental Scientist	◆	◆	◆			◆	◆	◆	◆	◆
James Kester, PE	Project Manager	◆		◆		◆				◆	◆
Yinting Hou, PE	Project Manager	◆	◆	◆	◆		◆	◆		◆	◆
Matthew Snyder, PE	Project Manager	◆	◆	◆	◆		◆			◆	
Nuan Sun, PE, CFM	Civil Engineer	◆	◆	◆							
Hannah Hearn, PE	Civil Engineer		◆	◆		◆	◆	◆	◆	◆	◆
Michelle Floam, PLA	Landscape Architect	◆			◆				◆	◆	
Jennifer Bird, QP	Senior Environmental Scientist	◆		◆		◆	◆	◆		◆	◆
Katherine Scott, PE	Project Manager	◆									
Katherine Myers-Buckler, QP, ENV SP	Junior Environmental Scientist		◆	◆		◆	◆	◆	◆		◆
Susanna Brellis, QP	Junior Environmental Scientist	◆	◆	◆		◆	◆	◆	◆	◆	◆
Megan Niehaus, PWS, CA	Certified Arborist										
Fu Guo, PE	Geotechnical Engineer / Soils Scientist			◆							
Wisa Kompayak, RLA, LEED AP	Landscape Architect / Graphic Designer						◆				
Jacob Deaner, Prof. LS	Licensed Surveyor			◆							
Alan Foster, GISP	GPS/GIS & Asset Management Technician				◆				◆	◆	
Morgan Jones	GIS Specialist	◆			◆		◆		◆	◆	
Brent Reeves	GIS Specialist	◆	◆		◆				◆	◆	

Amrish D Patel	Project Inspector			◆							
Andinet Tolla, PE	Geotechnical Engineer			◆							
Michael Freer, PE	Construction Administrator										
Christopher Diebel	CAD Technician		◆	◆		◆	◆	◆			◆
Quentin Strickland	Administrative	◆	◆	◆				◆	◆		

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD	6	Open-End Engineering Services, Anne Arundel County, MD
2	NPDES Watershed Management Program / NPDES Municipal Permit Annual Requirements, Howard County, MD	7	Environmental Monitoring, Design, and Assessment / On-Call Contracts, Harford County, MD
3	Stormwater & Watershed Management Evaluation/Design/Build Services, Howard County, MD	8	NPDES/MS4 Consulting Services, Montgomery County, MD
4	Civil Engineering, Environmental Engineering, and Construction Management Services, Prince George's County, MD	9	Environmental and Landscape Design & Program Support Services / Environmental Engineering, Compliance and Remediation Services Open-Ends, Statewide, MD
5	NPDES Permit Compliance, Aberdeen, MD	10	On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services, Baltimore County, MD



The **KCI Technologies, Inc. (KCI)** Team has been structured to provide the best possible support and guidance to Charles County in the implementation of its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. We have carefully selected Key Staff and teaming partners that are leaders in providing support for all aspects of NPDES MS4 permit compliance, including planning, monitoring, inspection, modeling, and restoration design, and construction. Our Team's experience includes work for clients throughout the mid-Atlantic Region, enabling us to leverage lessons learned to provide the most efficient compliance programs for Charles County. The KCI Team will provide a single, integrated team of engineers, scientists, inspectors, surveyors, and asset management professionals with vast experience in all areas of the potential scope of services, supplemented with a balance of small businesses to provide the cost-competitive capacity to provide timely and efficient compliance with the County's permit.

KCI is a 100% employee owned, multi-disciplinary civil engineering firm with over 2,400 employees, largely housed in the Mid-Atlantic Region. Specific to this opportunity, KCI can offer significant experience including well over 100 personnel specializing in NPDES services, watershed science, water resources, restoration, and geospatial technologies. KCI also brings a host of specialized support services that can be called upon if needed during the life of the contract including environmental permitting, CADD, utility coordination, geotechnical engineers, and graphic design professionals. With revenues of approximately \$512 million in 2024, the *Engineering News-Record* has consistently placed KCI among the top 100 consulting engineering firms in the country. While KCI possesses the diverse expertise and depth of resources needed to self-perform all anticipated services under this contract, we are further bolstered by our highly-experienced teaming partners, Coastal Resources, Inc. and AB Consultants, Inc.



Coastal Resources, Inc. (CRI) is a certified woman-owned small business with over 35 years of experience working with a wide variety of natural resources management issues. Their staff has significant experience and extensive training and includes biologists, environmental scientists, hydrologists, wildlife biologists, environmental specialists, landscape architects, environmental and water resources engineers with training in the latest federal, state and local regulations and assessment methodologies. CRI provides Environmental Assessments, Planning, Impact Analyses, and Documentation; Wetland Delineation and Functional Assessment; Wetland Mitigation and Monitoring; Watershed Assessments; Water Quality and Biological Monitoring; Stream Restoration Design, Geomorphic Assessments, Rosgen Level II & III Assessments; SWM Retrofit Design; Permitting and Agency Coordination; Environmental Construction Inspection & Management; Forest Delineations, Reforestation and Conservation Plans; and Rare, Threatened and Endangered Species Surveys.

CRI is a current subconsultant to KCI and has provided relevant services for Charles County. They have extensive experience on a wide array of TMDL/MS4 tasks for the Maryland State Highway Administration throughout 11 counties to locate, map, provide data on existing conditions for design, and verify project implementation for activities such as: Alternative BMPs inspections for stream restoration and reforestation projects; Tree Planting Planning and Implementation; Grass Swale Inventory; SWM BMP Design; Stream Restoration Project Management, Assessment, and Design; Wetland, Waterway, and Forest Permitting; Monitoring; TMDL Implementation Plans; Tidal Nutrient TMDL Plan; PCB TMDL Implementation Plan; and Construction Inspections. In addition, CRI is currently providing TMDL/MS4/NPDES services to Montgomery County, Frederick County, Anne Arundel County, and Charles County, as part of KCI's Team. Tasks include TMDL Bacteria Monitoring, Biomonitoring, IDDE inspections, stream inspections/ monitoring, watershed assessments, TMDL implementation plans, stream TMDL crediting, and watershed trend assessments.



AB Consultants, Inc. (AB) is a small business, multi-disciplinary engineering firm offering specialized services in land planning, residential and commercial site designs, landscape architecture, surveying, civil engineering, storm drainage design, stormwater management new design and retrofits, NPDES solutions, floodplain analyses, environmental engineering, geotechnical engineering, utility designating, utility locating, utility test pits with air-vacuum excavation, construction inspection, material testing, pipeline flushing and assessment / CCTV, wetland delineations and mitigation, forest stand delineations, forest conservation, afforestation, and reforestation plans as well as Environmental Site Assessments (ESA). Since its inception in 1993, AB has developed an extraordinarily successful history for providing their services to both the public and private sectors. AB maintains an in-house material testing laboratory, accredited by the National Institute of Standards and Technology's AASHTO Laboratory Accreditation Program for concrete, soil, asphalt, and aggregate.

AB is providing similar services to KCI on other contracts, including stormwater best management practice (BMP) inspection services as part of our Prince George's and Howard County contracts; providing survey, geotechnical, and drainage design services for our Prince George's, Howard, and Baltimore County on-call contracts; and providing illicit discharge, good housekeeping plan implementation, and Stormwater Pollution Prevention Plan (SWPPP) compliance inspections for KCI in Prince George's County.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

August 27, 2025

33. NAME AND TITLE

Sonal Ram, PE // Vice President

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If applicable)

26-009

PART II – GENERAL QUALIFICATIONS (If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME KCI Technologies, Inc.			3. YEAR ESTABLISHED 1988	4. UNIQUE ENTITY IDENTIFIER PEVANTR72KU1
2b. STREET 936 Ridgebrook Road			5. OWNERSHIP	
2c. CITY Sparks			a. TYPE Corporation	
2d. STATE MD			b. SMALL BUSINESS STATUS No	
2e. ZIP CODE 21152			7. NAME OF FIRM (If block 2a is a branch office)	
6a. POINT OF CONTACT NAME AND TITLE Christopher Griffith Chief Executive Officer and President				
6b. TELEPHONE NUMBER 410.316.7800			6c. E-MAIL ADDRESS Christopher.Griffith@kci.com	
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH	
02	Administrative	136	63
08	CADD Technician	25	3
12	Civil Engineer	90	10
14	Computer Programmer	10	7
15 / 16	Construction Inspector / Manager	516	49
21 / 42	Electrical Engineer / Mechanical Engineer	50	12
23 / 24	Environmental Engineer / Scientist	141	54
27 / 30	Foundation/Geotechnical Engineer / Geologist	6	3
29	Geographic Information Specialist	34	25
36	Industrial Hygienist	2	2
38	Land Surveyor	142	17
39	Landscape Architect	18	4
47	Planner: Urban / Regional	20	6
57	Structural Engineer	127	10
64	Subsurface Utility Engineer / Technician	87	6
58	Technician / Analyst	57	22
66	Telecommunications Specialist	218	7
60	Transportation Engineer	190	22
68	Utilities Engineer	286	32
62	Water Resources Engineer	40	12
	Other Employees	170	22
	Total	2,365	388

10. PROFILE OF FIRM'S EXPERIENCE

AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number (see below)
B02	Bridges	8
C07	Coastal Engineering	5
C10	Commercial Buildings; Shopping Centers	5
C12	Communications Systems; TV; Microwave	8
C15	Construction Management	10
E09	EIS, Assessments or Statements	6
E13	Environmental Testing and Analysis	5
F05	Forensics Engineering	5
G04	GIS; Development, Analysis, Data Collection	7
H07	Highways; Streets; Airfield Paving; Parking Lots	9
H11	Housing; Residential, Condos	6
L02	Land Surveying	8
L03	Landscape Architecture	6
P05	Planning (Community; Regional; Areawide)	4
P12	Power Generation, Transmission, Distribution	9
R03	Railroad; Rapid Transit	5
S09	Structural Design; Special Structures	6
S13	Stormwater Handling & Facilities	5
T03	Traffic & Transportation Engineering	8
U03	Utilities (Gas & Steam)	8
W02	Water Resources; Hydrology; Ground Water	5
W03	Water Supply; Treatment and Distribution	8

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
(Insert revenue index number shown at right)

a. Federal Work	6
b. Non-Federal Work	10
c. Total Work	10

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 8/20/2025
c. NAME AND TITLE Sonal Ram, PE // Vice President	

1. SOLICITATION NUMBER (If any): **26-009**

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
KCI Technologies, Inc.			1988	PEVANTR72KU1
2b. STREET			5. OWNERSHIP	
11830 West Market Place, Suite F			a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	Corporation	
Fulton	MD	20759	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			No	
Gustaf Truedson Office Manager			7. NAME OF FIRM (If block 2a is a branch office)	
6b. TELEPHONE NUMBER	6c. E-MAIL ADDRESS		KCI Technologies, Inc.	
301.882.9507	gus.truedson@kci.com			
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

[illegible]

a. Profile Code	b. Experience	c. Revenue Index Number (see below)
B02	Bridges	8
C07	Coastal Engineering	5
C10	Commercial Buildings; Shopping Centers	5
C12	Communications Systems; TV; Microwave	8
C15	Construction Management	10
E09	EIS, Assessments or Statements	6
E13	Environmental Testing and Analysis	5
F05	Forensics Engineering	5
G04	GIS; Development, Analysis, Data Collection	7
H07	Highways; Streets; Airfield Paving; Parking Lots	9
H11	Housing; Residential, Condos	6
L02	Land Surveying	8
L03	Landscape Architecture	6
P05	Planning (Community; Regional; Areawide)	4
P12	Power Generation, Transmission, Distribution	9
R03	Railroad; Rapid Transit	5
S09	Structural Design; Special Structures	6
S13	Stormwater Handling & Facilities	5
T03	Traffic & Transportation Engineering	8
U03	Utilities (Gas & Steam)	8
W02	Water Resources; Hydrology; Ground Water	5
W03	Water Supply; Treatment and Distribution	8

a. Federal Work	6
b. Non-Federal Work	10
c. Total Work	10

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

a. SIGNATURE 	b. DATE 8/20/2025
c. NAME AND TITLE Sonal Ram, PE // Vice President	

1. SOLICITATION NUMBER (If any): **26-009**

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
KCI Technologies, Inc.			1988	PEVANTR72KU1
2b. STREET			5. OWNERSHIP	
10 North Jefferson Street, Suite 308			a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	Corporation	
Frederick	MD	21701	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			No	
Michael J. Ebner Office Manager			7. NAME OF FIRM (If block 2a is a branch office)	
6b. TELEPHONE NUMBER	6c. E-MAIL ADDRESS		KCI Technologies, Inc.	
301.882.8720	mike.ebner@kci.com			
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH	
08	CADD Technician	25	1
15	Construction Inspector	390	6
24	Environmental Scientist	53	1
66	Telecommunications Specialist	218	4
	Other Employees	1,679	
	Total	2,365	12

a. Profile Code	b. Experience	c. Revenue Index Number (see below)
B02	Bridges	8
C07	Coastal Engineering	5
C10	Commercial Buildings; Shopping Centers	5
C12	Communications Systems; TV; Microwave	8
C15	Construction Management	10
E09	EIS, Assessments or Statements	6
E13	Environmental Testing and Analysis	5
F05	Forensics Engineering	5
G04	GIS; Development, Analysis, Data Collection	7
H07	Highways; Streets; Airfield Paving; Parking Lots	9
H11	Housing; Residential, Condos	6
L02	Land Surveying	8
L03	Landscape Architecture	6
P05	Planning (Community; Regional; Areawide)	4
P12	Power Generation, Transmission, Distribution	9
R03	Railroad; Rapid Transit	5
S09	Structural Design; Special Structures	6
S13	Stormwater Handling & Facilities	5
T03	Traffic & Transportation Engineering	8
U03	Utilities (Gas & Steam)	8
W02	Water Resources; Hydrology; Ground Water	5
W03	Water Supply; Treatment and Distribution	8

a. Federal Work	6
b. Non-Federal Work	10
c. Total Work	10

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

a. SIGNATURE 	b. DATE 8/20/2025
c. NAME AND TITLE Sonal Ram, PE // Vice President	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)
26-009

RESOLUTION 26-63
Attachment 3

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME AB CONSULTANTS, INC. (Baltimore Branch)			3. YEAR ESTABLISHED 1993	4. UNIQUE ENTITY IDENTIFIER KMXZLM4QWWS9
2b. STREET 7020 Tudsbury Road			5. OWNERSHIP	
2c. CITY Baltimore	2d. STATE MD	2e. ZIP CODE 21244	a. TYPE S Corporation	
6a. POINT OF CONTACT NAME AND TITLE Steven D. Foster, Senior Vice President			b. SMALL BUSINESS STATUS U.S. Small Business	
6b. TELEPHONE NUMBER 443-729-2705		6c. E-MAIL ADDRESS steve.foster@abconsultantsinc.com		7. NAME OF FIRM (If block 2a is a branch office) AB Consultants, Inc.
8a. FORMER FIRM NAME (S) (If any)			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	ADMINISTRATIVE	8	2	B02	BRIDGES	3
08	CADD TECHNICIAN	1	0	C15	CONSTRUCTION MANAGEMENT	3
12	CIVIL ENGINEER	14	1	C16	CONSTRUCTION SURVEYING	3
15	CONSTRUCTION INSPECTOR	10	0	D05	DIGITAL ELEVATION & TERRAIN MODEL DEVELOPMENT	3
16	CONSTRUCTION MANAGER	*	0	E09	ENVIRONMENTAL IMPACT STUDIES, ASSESSMENTS OR STATEMENTS	1
18	COST ENGINEER/ESTIMATOR	*	0	H07	HIGHWAYS, STREETS, AIRFIELD PAVING & PARKING LOTS	7
24	ENVIRONMENTAL SCIENTIST	1	0	H13	HYDROGRAPHIC SURVEYING	3
27	FOUNDATION/GEOTECHNICAL ENGINEER	4	0	L02	LAND SURVEYING	5
28	GEODETIC SURVEYOR	*	0	L03	LANDSCAPE ARCHITECTURE	2
29	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	*	*	P05	PLANNING	1
38	LAND SURVEYOR	23	23	R04	RECREATION FACILITIES	3
39	LANDSCAPE ARCHITECT	1	0	R11	RIVERS, CANALS, WATERWAYS, FLOOD CONTROL	2
40	MATERIALS ENGINEER	*	0	S05	SOILS & GEOLOGIC STUDIES; FOUNDATIONS	4
47	PLANNER: URBAN/REGIONAL	*	0	S09	STRUCTURAL DESIGN; SPECIAL STRUCTURES	4
56	SPECIFICATIONS WRITER	*	*	S10	SURVEYING; PLATTING; MAPPING; FLOOD PLAIN STUDIES	7
57	STRUCTURAL ENGINEER	2	0	S13	STORMWATER HANDLING & FACILITIES	5
58	TECHNICIAN / ANALYST (CCTV)	9	0	T02	TESTING & INSPECTION SERVICES	4
58	TECHNICIAN / ANALYST (SUE)	9	9	Z01	ZONING; LAND USE STUDIES	1
58	TECHNICIAN / ANALYST (GEOTECHNICAL)	2	0		SUBSURFACE UTILITY ENGINEERING (SUE)	6
62	WATER RESOURCES ENGINEER	*	0		CCTV PIPELINE INSPECTION / ASSESSMENT	3
Total		84	35			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	3	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	8	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	8	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE: 8/19/2025
NAME AND TITLE: AMRISHA A. PATEL, PRESIDENT	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)
26-009 26-63

Attachment 3

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME AB CONSULTANTS, INC. (Headquarters)			3. YEAR ESTABLISHED 1993	4. UNIQUE ENTITY IDENTIFIER KMXZLM4QWWS9
2b. STREET 9450 Annapolis Road			5. OWNERSHIP	
2c. CITY Lanham			2d. STATE MD	2e. ZIP CODE 20706
6a. POINT OF CONTACT NAME AND TITLE Steven D. Foster, Senior Vice President			a. TYPE S Corporation	
6b. TELEPHONE NUMBER 301-306-3091			b. SMALL BUSINESS STATUS U.S. Small Business	
6c. E-MAIL ADDRESS steve.foster@abconsultantsinc.com			7. NAME OF FIRM (If block 2a is a branch office)	
8a. FORMER FIRM NAME (S) (If any)			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

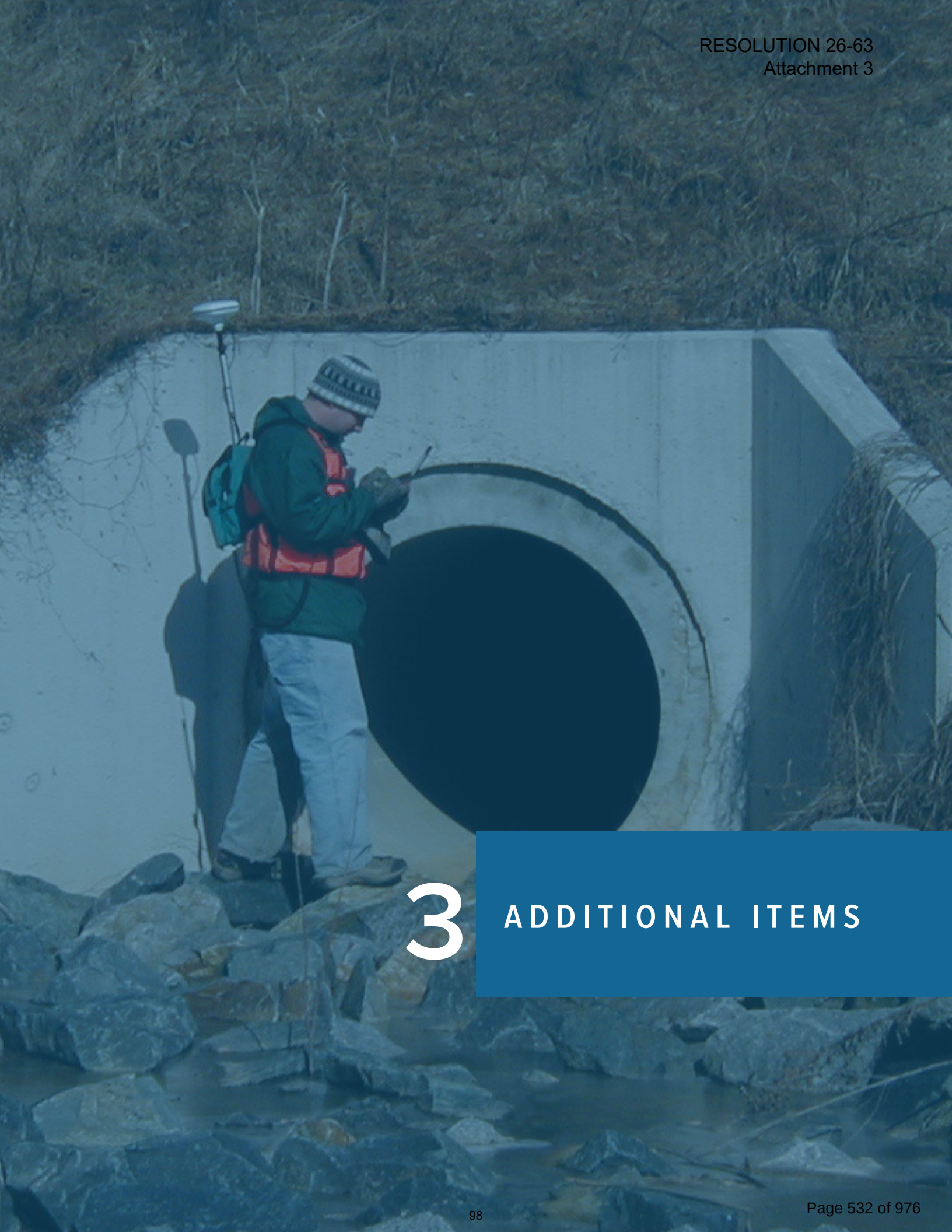
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	ADMINISTRATIVE	8	6	B02	BRIDGES	3
08	CADD TECHNICIAN	1	1	C15	CONSTRUCTION MANAGEMENT	3
12	CIVIL ENGINEER	14	13	C16	CONSTRUCTION SURVEYING	3
15	CONSTRUCTION INSPECTOR	10	10	D05	DIGITAL ELEVATION & TERRAIN MODEL DEVELOPMENT	3
16	CONSTRUCTION MANAGER	*	*	E09	ENVIRONMENTAL IMPACT STUDIES, ASSESSMENTS OR STATEMENTS	1
18	COST ENGINEER/ESTIMATOR	*	*	H07	HIGHWAYS, STREETS, AIRFIELD PAVING & PARKING LOTS	7
24	ENVIRONMENTAL SCIENTIST	1	1	H13	HYDROGRAPHIC SURVEYING	3
27	FOUNDATION/GEOTECHNICAL ENGINEER	4	4	L02	LAND SURVEYING	5
28	GEODETIC SURVEYOR	*	*	L03	LANDSCAPE ARCHITECTURE	2
29	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	*	*	P05	PLANNING	1
38	LAND SURVEYOR	23	0	R04	RECREATION FACILITIES	3
39	LANDSCAPE ARCHITECT	1	1	R11	RIVERS, CANALS, WATERWAYS, FLOOD CONTROL	2
40	MATERIALS ENGINEER	*	*	S05	SOILS & GEOLOGIC STUDIES; FOUNDATIONS	4
47	PLANNER: URBAN/REGIONAL	*	*	S09	STRUCTURAL DESIGN; SPECIAL STRUCTURES	4
56	SPECIFICATIONS WRITER	*	*	S10	SURVEYING; PLATTING; MAPPING; FLOOD PLAIN STUDIES	7
57	STRUCTURAL ENGINEER	2	2	S13	STORMWATER HANDLING & FACILITIES	5
58	TECHNICIAN / ANALYST (CCTV)	9	9	T02	TESTING & INSPECTION SERVICES	4
58	TECHNICIAN / ANALYST (SUE)	9	0	Z01	ZONING; LAND USE STUDIES	1
58	TECHNICIAN / ANALYST (GEOTECHNICAL)	2	2		SUBSURFACE UTILITY ENGINEERING (SUE)	6
62	WATER RESOURCES ENGINEER	*	*		CCTV PIPELINE INSPECTION / ASSESSMENT	3
Total		84	49			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	3	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	8	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	8	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE: 8/19/2025
NAME AND TITLE: AMRISHA A. PATEL, PRESIDENT	



3

ADDITIONAL ITEMS

A. Provide an organizational chart of your proposed team(s). Explain how you have structured your team. Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.

The KCI Team has been created to meet the County's needs and anticipated contract goals. The Team consists of KCI Technologies, Inc. (KCI), Coastal Resources Inc. (CRI), and AB Consultants, Inc. A brief description of each team member and relevant experience is as follows:



KCI Technologies, Inc. (KCI) is a full-service engineering consulting company, with all services anticipated as part of this contract offered out of our Sparks, MD headquarters. Additionally, KCI maintains offices in Fulton and Frederick, MD with staff immediately available to assist in tasks assigned under this contract. KCI has opted to bring on supporting team members to bolster our staff and provide continuity to Charles County in execution of the work.



Coastal Resources, Inc. (CRI) and KCI have a long history of teaming and working collaboratively on projects, most notably on the current Charles County NPDES contract. As discussed in our Executive Summary, Coastal Resources is currently working with KCI on eight contracts, including our current NPDES contract with Charles County. On the Charles County NPDES contract, KCI has relied on CRI for environmental assessments, illicit discharge detection and elimination, and monitoring activities. As discussed in our Executive Summary, KCI's relationship with CRI extends to other clients and projects, with CRI providing NPDES and/or design and permitting services under seven other contracts. Because of this experience, our Team members work together seamlessly on tasks. CRI will continue to be heavily involved in planning and monitoring, and will assist KCI with design projects as well, particularly with environmental investigations, permitting, landscape architecture, and providing design services. CRI is highly qualified and is thus KCI's primary teaming partner.



AB Consultants, Inc. (AB) is currently working with KCI as an MBE Subconsultant on various NPDES and Engineering on-call contracts, including the current Baltimore County On-Call Watershed and Stream Restoration Assessment and Howard County and Prince George's County On-Call contracts. AB has assisted KCI in illicit discharge detection and elimination and stormwater management best management practice inspections; survey, geotechnical, and storm drain design services; utility location, test pitting, and inspection; and hazardous waste management.

Number of Personnel. Our organizational chart, provided on the next page, demonstrates the depth of staff available for each of the anticipated scope of services, as well as additional services we can offer if the need arises.

Availability. KCI, CRI, and AB will be performing the work under this contract. Currently, KCI and CRI are already teamed on the existing contract. The addition of AB will bolster the Team with additional highly qualified staff. Between the three firms, there is redundancy for any anticipated task under this next contract, thereby ensuring we will be able to meet our MWBE goals regardless of the task assigned. Our past performance meeting schedules is evidence of our ability to maintain available staff to meet all of the County's needs.

* Key staff resume included

PE / EIT = Professional Engineer / Engineer in Training
GIT = Geologist in Training
I-IV = Level of Rosgen Training
QP = MDNR Qualified Professional FSD / FCP
PWS = Professional Wetland Scientist
PWD = Professional Wetland Delineator
PLS = Professional Land Surveyor
Design Accredited Professional
LEED GA = Leadership in Energy and Environmental Design Green Associate
GISP = Certified Geographic Information Systems Professional

CE / CSE = Certified Ecologist / Certified Senior Ecologist
CFM = Certified Floodplain Manager
+ = MBSS Stream Monitoring Certification
CA = Certified Arborist
CC-P = Certified Climate Change Professional
RLA = Licensed/Registered Landscape Architect
LEED AP = Leadership in Energy and Environmental



PRINCIPAL-IN-CHARGE, QA/QC

SONAL RAM, PE II *



RESTORATION DESIGN, PERMITTING & BID SUPPORT	SWM CONVEYANCE & BMP RETROFIT DESIGN JAMES TOMLINSON, PE * IV Matthew Snyder, PE * Yinting Hou, PE * Elvis Andino, PE Katherine Scott, PE *	ECOLOGICAL / HABITAT RESTORATION DESIGN SHANNON LUCAS, PE, CC-P * IV Hannah Hearn, PE * III Gabby Myers IV Nieve Beckwith, EIT Sarah Norton, PE IV Jonathan Stewart III	ENVIRONMENTAL INVESTIGATION & PERMITTING JENNIFER BIRD, QP * Katie Myers, QP, ENV SP * + Amanda Wagoner Sean Sipple, PWS, PWD II + Heather Tatone, PWS, QP	WATERWAY IMPROVEMENTS JAMES TOMLINSON, PE * IV Yinting Hou, PE * Nuan Sun, PE, CFM * Sarah Norton, PE IV Sumer Alsatarwah, PE	SOIL SCIENCE FU GUO, PE * Kyle Boston, GIT Jeffrey Gernand, PG, PE Sean Sipple, PWS, PWD II +
CIVIL / WATER RESOURCES ENGINEERING	DRAINAGE DESIGN JAMES KESTER, PE * IV Dennis Santeufemio, PE Nuan Sun, PE, CFM * Nieve Beckwith, EIT Susan Foster, EIT Sanjay Patel, PE Brian Le, EIT		FLOODPLAIN STUDIES & FLOOD CONTROL ASSESSMENTS JAMES KESTER, PE * IV Yinting Hou, PE * William Medina Susan Foster, EIT	GENERAL CIVIL/SITE DESIGN MICHAEL BLANCO, PE, LEED GA Brian Collins, RLA, LEED AP Bryan Aloï, PE David Dee Jr., PE Atm Islam, EIT	
NPDES, MS4, & TMDL PLANNING & MONITORING	WATERSHED & RESTORATION ASSESSMENT, EVALUATION, POLLUTANT LOAD MODELING & PLANNING MICHAEL PIEPER, CSE * III Megan Crunkleton, CE * I Hannah Hearn, PE * III Nikki Wildart III+ Sharon Dorsey + Megan Bolcar	ASSESSMENT OF CONTROLS MICHAEL PIEPER, CSE * III + Nathan Drescher * I Andy Becker * + II Colin Hill, CE * + IV Katie Myers, QP * + Jeff Gring + Matt Hedin +	IDDE & BMP MAINTENANCE INSPECTIONS NATHAN DRESCHER * I Brent Reeves * Megan Anders Meghan Junis Samual Jacobson Katherine Thuman	GPS/GIS & MS4 GEODATABASE REPORTING NATHAN DRESCHER * I Alan Foster, GISP * Morgan Jones * Hannah Hearn, PE * III Brent Reeves * Dustin Henry Rhonda Hughes	ASSET MANAGEMENT ALAN FOSTER, GISP * Morgan Jones * Brent Reeves * Rhonda Hughes Heidi Hammel
SUPPORT SERVICES	LANDSCAPE ARCHITECTURE/ RESTORATION PLANTING MICHELE FLOAM, RLA* Megan Niehaus, PWS, CA * Wisa Kompayak, RLA, LEED AP, ASLA * Susanna Brellis, QP * I + Amanda Wagoner	CONSTRUCTION ADMINISTRATION & INSPECTION MICHAEL FREER, PE * Amrish Patel * Colin Hill, CE * + IV Susanna Brellis, QP * I + Eric Kim I	CADD DESIGN/DRAFTING CHRISTOPHER DIEBEL, QP * Kimberly Stonesifer Ryan Shumaker	GRANT PREPARATION & SUPPORT / CLIMATE RESILIENCY SHANNON LUCAS, PE, CC-P * IV James Tomlinson, PE * IV Michael Pieper, CSE * III Darrel Sacks, CC-P	
	GRAPHIC DESIGN WISA KOMPAYAK, RLA, LEED AP, ASLA * Tiffany Winters Elisa Montgomery Claudia Hardy	GEOTECHNICAL ENGINEERING FU GUO, PE * Andinet Tolla, PE * Kofi Acheampong, Ph.D, PE	SURVEYING & DEED/PLAT PREPARATION JACOB DEANER, PLS * Frank Sturtz, PLS Michael Loskot Michael Singer Matthew Wildberger John Speicher Christopher Sellers	ADMINISTRATIVE QUENTIN STRICKLAND * Joy Roy Cynthia Woods	

Page 524 of 627

Ensuring Continuity of Projects in the Event a Team Member Changes or Departs. KCI has a proven track record handling large open-end contracts and is adequately staffed to handle multiple, simultaneous tasks of the size anticipated on this contract. This is possible due to the size and depth of the combined resources of the KCI Team.

Balancing Workload. KCI manages its workload and project commitments at the practice level (ex. Water Resources Practice, Natural Resources Practice, Technology & Innovation Practice, etc.). Each practice maintains a backlog of projects and staff assignments, which are updated every month. Situations where staff members are temporarily overcommitted or underutilized are resolved by shifting assignments to balance the workload and maintain a steady workload among staff within each practice. This approach is feasible because of our depth of staff and cross-training in two or more areas of specialization for the majority of KCI's personnel. Our strategically located offices share resources and personnel when necessary. It is our customary practice to shift personnel and resources between offices to meet the staffing and scheduling requirements of a particular project. We are ready to commit our expertise and resources to Charles County to provide for the required contract services for this project.

Project Managers. KCI has several qualified team leads that can serve as project managers for an assigned task. Project managers are chosen based on nature of the assignment, their experience and expertise, and their experience with Charles County. We keep these project managers as consistent as possible to ensure Charles County the best customer service we can provide. Assigning a project manager to each task allows the team to complete simultaneous projects while ensuring the timeliness of task completion. This system for managing multiple simultaneous project assignments is possible because of the depth of experienced members on the Team.

The Principal-in-Charge, Sonal Ram, PE, will ensure that regular communication is taking place with all County project managers on the specific task progress and status. Updates will be provided either weekly, bi-weekly or monthly, as required. Ms. Ram will respond to your task order requests quickly, providing Charles County with qualified and experienced personnel to keep projects on schedule. Our available and local personnel allow us to handle any demands placed upon us. We can allocate the necessary level of manpower to perform the requested contract and are committed to assigning experienced staff to meet your technical and scheduling needs.

Redundancy. As mentioned, KCI is a full-service engineering firm, ready to rise to the challenge of any task assignment. Subconsultant team members will support our work. As our organizational chart on the previous page shows, we have highly qualified staff from KCI supporting our team members in each of their areas of expertise, and a depth of staff at KCI for remaining disciplines. This depth of expertise allows the redundancy that will enable seamless transition in the event a member leaves the team. KCI has been serving Charles County for over two decades and has been able to provide uninterrupted, high-quality service. As a case-in-point, during our last contract with the County, one of our subconsultants was having difficulty meeting our survey needs. KCI's field teams stepped in and bridged the gap. This is an example of why we build redundancy into all of our contracts. Examples of current contracts where KCI has worked with our team members include:

Coastal Resources, Inc.

- NPDES Municipal Stormwater Permit Consulting Services, Charles County, MD
- NPDES MS4 Consulting Services, Montgomery County, MD
- BCS 2020-05A Bay Restoration Program & NPDES Services, Civil & Environmental Engineering Open-Ends, MDOT SHA
- Water Quality Monitoring Open-End, Montgomery County, MD
- Engineering Services, Stormwater and Flood Management, Montgomery County, MD
- Round 4 Countywide Biological Monitoring Program, Anne Arundel County, MD
- 1383 - On-Call Stormwater Study and Drainage Improvement Engineering Design Services, Baltimore City, MD
- 1371R - On-Call Environmental and Stormwater Study and Engineering Design Services, Baltimore City, MD

AB Consultants, Inc.

- Engineering Services, Stormwater and Flood Management, Montgomery County, MD
- Stormwater Management Facilities Inspection, Howard County, MD
- Stormwater and Watershed Management Evaluation and Design Services, Howard County, MD
- Civil Engineering, Environmental Engineering and Construction Management Services, Prince George's County, MD
- Storm Drain Design Build Services, Baltimore County, MD
- On-Call Watershed and Stream Restoration Assessment, Baltimore County, MD

B. Provide a detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.

History and Experience Obtaining Permits. The KCI Team has been obtaining wetland and waterways and other natural resource permits and approvals for over four decades and has an intimate understanding of the regulatory requirements surrounding the many resources that could potentially be impacted by a project. Through this long and varied experience, The KCI Team has developed an excellent working relationship with regulatory agency personnel. We strive to facilitate compromise and mutually satisfying solutions that allow for project success as well as resource protection. Our permitting expertise includes the Section 404/401 Joint Permit process, Forest Conservation Act compliance, Chesapeake Bay Critical Areas approval, and others.

The KCI Team most recently provided an Environmental Permitting Coordinator team to manage the MDOT SHA TMDL Program, which included permitting for more than 11 tree planting projects, seven stormwater management retrofits, five new stormwater BMPs, 14 grass swales, and 33 stream restoration projects throughout 11 counties. The KCI Team was selected for this role due to our in-depth knowledge of the permitting process and excellent working relationship with regulatory agencies. The KCI Team prepared/coordinated compliance of environmental permits for all projects. Joint Permit Application (JPA) packages were prepared and/or reviewed prior to submission to MDOT SHA and the agencies. The KCI Team attended pre-application meetings and provided support in addressing agency comments on the JPA packages.

Over the past 20 years, KCI has permitted ecological restoration projects throughout Baltimore, Anne Arundel, Montgomery, Harford, and Howard counties. These projects ranged in size from a few hundred to several thousand linear feet. The majority of these projects were permitted using USACE's Nationwide Permit 27 (NWP 27) and MDE's Letter of Authorization. These authorizations did not require intensive studies of macro-invertebrate and fish populations to establish baseline water quality conditions and minimized costs for our clients. These authorizations typically require no net loss of wetlands; therefore, KCI's designs minimize wetland impact and include wetland creation to offset any unavoidable loss. KCI also has permitted smaller stream stabilization projects through the TMDL General Permit (TMDL GP), including the Sawmill Creek Branch Stream Restoration Project in Baltimore County, which required minimal post construction monitoring. The TMDL GP offered a streamlined USACE review with an expedited approval timeframe. In 2025, the TMDL GP expires, and in 2026 a new Maryland State Programmatic General Permit (GP 7) takes effect, and the recently passed Whole Watershed Act (SB 969/HB 1165) effective as of July 1, 2025, places additional requirements on stream and floodplain restoration projects (ecological restoration projects). To comply with these requirements for stream restoration projects, KCI performs benthic macroinvertebrate sampling, geomorphic survey and assessments, and function-based assessments for perennial streams and rapid bioassessments for intermittent and ephemeral channels. We also adhere to the July 2025 Stream Restoration Authorization Checklist published by MDE, which includes requirements for minimizing tree and native vegetation loss, proving past stream degradation through biological function based parameters and physical parameters, providing a forest stand delineation and discussion of expected functional uplift post-construction, and requiring five years of post-construction monitoring and a public meeting prior to application submittal.

MDE and USACE are also requesting that applicants complete the new Maryland Wetland Assessment Method (MDWAM) data sheets on wetlands impacted by restoration projects. KCI was one of the first firms to attend a field training with USACE to learn and apply this new method. This new methodology assesses the existing quality of the wetlands to determine whether there is need for improving their functions and values as part of the restoration project.



Victory Drive Stream Restoration. KCI, with CRI, performed assessments, design, and permitting for the impaired coastal plain stream in Baltimore County. CRI completed the NRI/FSD, wetland delineations, and invasive species inventory and management plan. CRI also completed the Key Wildlife Habitat and Ecological Integrity Assessment component of MDE's 2023 "Guidance for Stream Restoration Based on Key Wildlife Habitats: Piedmont and Coastal Plain Streams with Associated Wetlands". The Team held a pre-application meeting, documented functional uplift, prepared 1D and 2D existing and proposed HEC RAS models, and identified property owners with floodplain increases.

Southdown Project with Living Shoreline. Many of the Team's projects involve multiple benefits and have multiple stakeholders and review agencies. One example was the Southdown Culvert Replacement and Regenerative Stormwater Conveyance Project with Living Shoreline. KCI organized and led an interagency meeting with Anne Arundel County personnel and representatives from MDE, USACE, USFWS, NMFS, and US Environmental Protection Agency (EPA) to discuss the project. KCI prepared and submitted an Avoidance, Minimization, and Mitigation Report to justify the project, and revised the project plan to minimize impacts from the SPSC design, while

still achieving the required improvements and water quality and ecological uplift goals. KCI developed all materials for the IRT and EPA meeting and the public notice. KCI addressed all agency comments in the 100% PS&E package and obtained a nontidal wetland permit from MDE, a Tidal Wetlands License from the Board of Public Works, and a USACE Nationwide Permit 27. KCI completed the Chesapeake Bay Critical Area (CBCA) coordination and developed a buffer management plan to satisfy mitigation requirements.

As-Built Stream Restoration Credit Memos to MDE. For Howard County, MDE requested as-built drawings, credit calculations, photos, post-construction monitoring, inspection records, maintenance agreements, and relevant data for all protocol to verify credit calculations for the first year a new stream restoration project is reported in the MS4 Geodatabase. KCI prepared an as-built credit memo for the Mellen Court Stream Restoration Project in 2025. Howard County indicated: *"The report looks great! I appreciate all the detailed stepwise explanations of how the credits were calculated. This will serve as a great template for future projects"*.

Perform Stream Restoration Monitoring and Post Installation Monitoring, Annual Reporting, and Close Out. The KCI Team has extensive experience in monitoring to meet permit requirements following construction for habitat and ecological restoration projects in Howard, Harford, Anne Arundel, and Baltimore counties. MDE and USACE permits now require monitoring and success criteria to document a project's functional lift. Both MDE and USACE also require wetland monitoring for areas impacted during construction or for wetlands created in the design. The Team is familiar with the full suite of permit monitoring requirements including : geomorphic, vegetation, photo documentation, biologic, water quality, and wetland monitoring. KCI completes annual monitoring reports during the permit term for every stream restoration project. The reports describe the site, design, permit monitoring conditions, and any additional monitoring requested by the client. Reports document assessment methodology,



data, and results. Site stability conclusions, permit adherence, recommendations for corrective action, additional monitoring, or changes to the maintenance plan are all included in the discussion. The close out procedure is similar to the Annual Monitoring Report procedure and is performed during the final year of required monitoring. KCI provides reports to their clients for review, then upon acceptance forwards the reports to the regulating agencies. Examples of successfully monitored and closed-out restoration projects include: Willoughby for Harford County; Chartley I, II, West Branch, Patleigh for Baltimore County; HCC, Heatherland, Meadowridge, Red Hill, Brampton, Willow Bend, and many more for Howard County.

For MDOT SHA, KCI inventoried 50 sites including stream restoration, reforestation, wetlands and other stewardship projects, coordinated with various consultants, and verified and tracked completeness and accuracy of existing data. KCI validated the closeout documentation was complete and appropriately filed.

Harford County Stream Restoration Monitoring and Reporting. KCI performs pre and post restoration monitoring for Harford County using a variety of water quality, biological (fish, macroinvertebrates, and herpetofauna), physical habitat, and geomorphological techniques. Monitoring satisfies County NPDES MS4, MDE, and USACE permitting requirements for documenting project stability, success, and functional lift for TMDL and impervious restoration projects and is being conducted at both the project and the watershed scale. Analysis includes BIBI and FIBI results, and tracking temporal changes in channel cross-section, profile, facet slope, bank angle, vegetation, invasive species, and wetland establishment. Annual reports are submitted to agencies for review and for the County's NPDES MS4 Annual Report to MDE. Other example projects include Woodbridge Stream Restoration, Wheel Creek Watershed Monitoring (streams and stormwater BMPs), and the Barrington and Dembytown Stream and Wetland Restoration Monitoring projects. For the Plumtree and Foster Branch Restoration monitoring, KCI developed watershed-based monitoring plans for both Plumtree Run and Foster Branch watersheds to satisfy USACE permit requirements. To date, KCI has completed four of the planned six years of monitoring. KCI selected sites using a GIS screening process to assess overall watershed ecological condition, functional lift, and to monitor previously constructed and planned SWM retrofits and stream restoration projects. Monitoring included use of MBSS methods for benthic macroinvertebrate sampling, fish community analysis, and instream and riparian habitat evaluation using EPA's Rapid Bioassessment Protocol (RBP) (Barbour et al. 1999) and the MBSS Physical Habitat Index. At the conclusion of the third year of monitoring, a rigorous data analysis was performed comparing sites as well as overall watershed condition in each watershed with state-wide data from MBSS.

Howard County Stream Restoration Monitoring and Reporting. For all of the stream restoration projects completed on behalf of Howard County, KCI conducts post construction monitoring and reporting scoped specifically to meet the project's permit requirements. A typical example is the Dunloggin Middle School Stream Restoration Project. KCI performed the following monitoring to meet the permit requirements and document the project's functional lift: Representative channel cross-sections to document the channel's hydraulic geometry (width, depth, bank height ratios, and entrenchment ratios) and to support assessment of vertical stability; Longitudinal Profiles (following Harrelson et al. 1994) to document the location, and characteristics of channel bed facets (riffle, run, pool, and glides), observable bankfull/bar/inner berm/floodplain/terrace features, and estimate the channel slope, valley slope, and sinuosity, to support the assessment of vertical stability; Bank Erosion Hazard Index (BEHI) (following Rosgen, 2006) to document lateral stability; RBP, also

a preconstruction monitoring criterion for permit monitoring requirements; and riparian planting inspections included visual inspection within the LOD to identify specific problems (evidence of infestation, disease, browsing, mortality and/or establishment of volunteer species), and data collection and analysis to calculate the percent of vegetative cover and invasive species within the overall project LOD, calculate the invasive species percent cover, and compare it to the preconstruction baseline. While not needed at Dunloggin, KCI develops eradication plans to address invasive species domination. KCI monitored the created wetlands during the growing season of each year including collection of data indicating wetland vegetation dominance and/or wetland hydrology and hydric soils.

Verification for Continued TMDL Credits. The Expert Panel Recommended Methods to Verify Stream Restoration Practices identifies methods for inspection to maintain TMDL credits. KCI staff were part of this panel and have performed these verifications for Howard County MD. Specifically, KCI performed annual visual monitoring and verification using a GIS interface for all stream restoration projects completed for Howard County, including those whose permit terms have been met. The verification allows the County to continue to receive TMDL credits for sediment, nitrogen, and phosphorus reductions for functioning streams.

In 2025, with CRI, KCI evaluated four stream restoration projects for Montgomery County, to determine and document the projects' efficiency factor based on post-restoration field conditions relative to the pre-restoration conditions. The evaluation was based on *The Unified Guide for Crediting Stream and Floodplain Restoration Projects in the Chesapeake Bay Watershed* issued by the Chesapeake Bay Program (Wood 2021). The resulting pollutant load reduction and EIA credits, subject to approval by MDE, nearly doubled from the assumed 50% efficiency to nearly 100%.

Emergency Disaster Support / Stabilization. Post construction monitoring and post storm inspections can identify areas of concern or instability before they become larger and more expensive issues. For example, following the devastating Ellicott City flooding, KCI coordinated with Howard County to visually inspect miles of infrastructure as well as all of the stream restoration and pond retrofit projects that had been implemented by the County. Some projects had been constructed less than a year earlier such that vegetation hadn't fully established, making them more vulnerable. KCI identified areas of concern, recommended a maintenance approach, coordinated with the Contractor, and field directed the stabilization or maintenance. One project used coir fiber rolls to repair a local area of bank erosion. Another project required replanting of vegetation, redistribution of channel bed materials, and local bank stabilization using natural fiber matting. Several of the pond projects required trash rack clearing, but no other significant problems were identified.



C. Provide a detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.

General Approach to Stream and Shoreline Restoration. The KCI Team has been designing stream and shoreline restoration projects for over twenty years. Throughout our history designing ecological restoration projects, the goals and objectives, knowledge, design approaches and techniques have evolved; however, the KCI Team's innovation and attention to habitat improvement has remained consistent. Designs focus on reducing impacts to existing natural resources (e.g. specimen trees, forests, wetlands), creating or enhancing habitat, and establishing floodplain connection using various techniques. Reconnecting rivers to floodplains reduces stress on the stream banks, thereby reducing the need for hardened structures, provides climate change resilience through attenuation of peak flows and groundwater recharge, and increases the amount of available TMDL credits (Protocols 2 and 3). For all projects, KCI aims to minimize the cost of long-term maintenance. This is achieved through sediment transport analysis to ensure the system is self-sustaining, use of natural materials that are regenerative, validation through use of hydraulic modeling, including 2D HEC-RAS, and climate change resilience techniques. The latter is becoming increasingly important, as changes are anticipated to both rainfall amounts and intensity, as well as tidal elevations for coastal projects. Long-term success of projects is dependent on designs that work for present conditions as well as future conditions (the Team typically looks at projected conditions 50 years beyond the construction date for resiliency considerations).

Most stream restoration projects throughout the Country have been based on training and methods developed for non-urban watersheds. The application of this "natural" channel design to urban areas with a flashy, unnatural hydrology has led to many project failures. To avoid this on our projects the KCI Team relies on the validation of site-specific hydrology, hydraulics, and sediment transport information to identify the correct channel designs for the particular site. An important consideration during the design is knowledge of the 100-year

floodplain limit and its proximity to private property. Knowing the existing floodplain extents helps to direct feasible alternatives and select a concept to advance to the next phase.

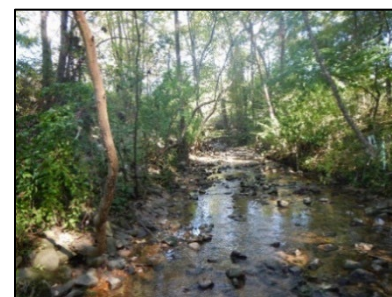
Over the last two decades, KCI has evolved to expand our toolbox to include various design approaches based on innovation, research, and regulatory drivers. Through monitoring and analysis, KCI has learned that applications of woody toe structures in stream restoration have significant resistance to high storm events as evidenced by stable installations during the 2017 and 2018 Ellicott City, MD 500-year + storm events. Using woody material also reduces cost and carbon footprint by reusing material from clearing versus importing rock. Published research and monitoring conclude that most successful stream restoration projects incorporate significant connection to the floodplain. KCI has learned not only to design channels for stormwater and sediment conveyance, but also for attenuation and aggradation where applicable (e.g. headwater systems). Using 2D HEC-RAS allows for shear stress evaluation within the channel and floodplain to ensure non-erosive conditions to meet project objectives.

Additionally, shoreline restoration methods have long been subjective and experimental. Traditional approaches focused on bulkheads, breakwaters, sea walls, and articulated block. The last two decades have seen an increase in the amount of research and scrutiny on shoreline restoration, leading to much better guidance and a wider variety of design measures. KCI has been using research and guidance from DNR, Virginia Institute of Marine Science, and publications from the Delaware Living Shorelines Committee to enhance these methods and provide for better, more ecologically functional restoration projects.

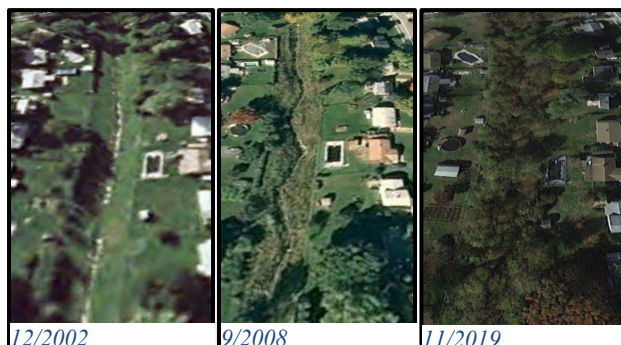
The discussion below provides a chronological view of KCI's design approach to stream and shoreline restoration, longevity of projects completed, and application of protocols and other guidance to optimize benefits to MS4 Clients. While the evolution is continuous, the discussion is divided into three sections primarily delineated by regulatory drivers or guidance.

The Early Days – Before Bay TMDL Protocols (late 1990's through approx. 2013). Before the Bay TMDL, the goals and objectives of stream and shoreline restoration projects focused primarily on stabilization. KCI designed a number of these projects during that time including:

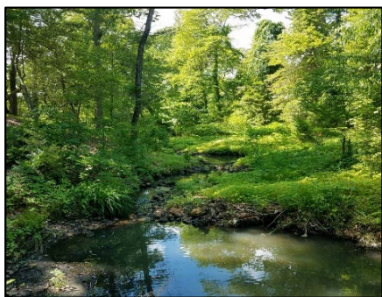
White Marsh Run, Baltimore County. The 10,000 LF project objectives included “storing sediment delivered from upstream on floodplain surfaces, re-coupling the floodplain with the channel, reducing on-site sediment recruitment via bank erosion, increasing riparian cover, and maximizing area available for stormwater retrofit water quality BMP’s such as, stormwater detention wetlands.” Construction was completed in 2005. The channel remains stable, and fish and macroinvertebrates were observed by the County in 2019 including midges, caddis fly and crane fly larvae (photo credit, Baltimore County). Lessons learned include the need to key coir fiber logs and boulder toe revetments into the bank to prevent end cutting, bank retreat and erosion behind the structure.



Chartley I, Baltimore County. The 2,000 LF portion of an unnamed tributary to Gwynns Falls is located in a highly urban watershed in Reisterstown, Baltimore County. A concrete channel with mowed lawn riparian buffers, was replaced with a naturalized planform. Step pools were used to traverse the steep stream and avoid impacts to existing utilities and infrastructure. Bioengineering and stone were used to stabilize channel banks and improve the riparian and aquatic habitat. The floodplain was planted with native tree and shrub species and a wildflower seed mix to diversify terrestrial habitat. The stream restoration was a success in creating an aesthetically pleasing environmental corridor with native plantings that is stable and self-maintaining more than a decade later (refer to the aerial images provided below).



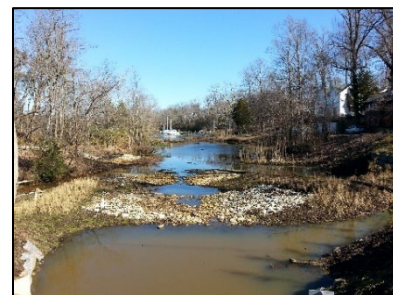
Chartley I Project constructed in 2009, pictured here in 2020.



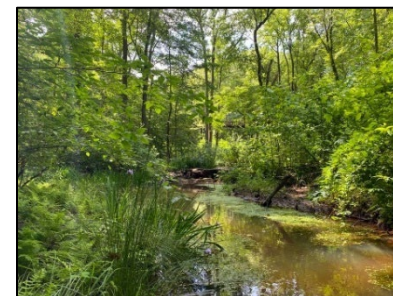
Coastal Plain Outfalls. KCI was an early implementer of Coastal Plain Outfalls (now known as SPSCs). In this early period, before the design guidelines were published by Anne Arundel County in 2012, designs were developed using parabolic structures sized for the 100-year flow and placed in both ephemeral and perennial streams. KCI had numerous projects for Anne Arundel County and Howard County, and quickly learned not to use the standard calculations for these, but rather design in a more site-specific approach. Many projects being implemented elsewhere at the time involved whole-sale clearing of the area, and uniform placement of structures. KCI instead used the planform of the channel and the profile to our advantage; structures were spread out in flatter areas and combined with short cascades in key locations to traverse steep sections of channel (headcuts). Additionally, in gully scenarios, we design our projects to use the proposed sand fill within the channel as our access road, with an underdrain below the fill to address seepage. This allowed us to reduce the amount of grading and clearing needed and avoid cutting large trees to reduce impacts and improve overall habitat. This photograph is a recent picture of Fair Oaks Outfall Retrofit, constructed in 2013 and functioning beautifully. Our use of natural topography and our ability to maintain existing forest cover to a large degree has reduced the time it has taken to fully establish habitat, water quality benefits, and stability.

Southdown Road Culvert Replacement and Regenerative Stormwater Conveyance (RSC) with Living Shoreline.

This project included restoration of the mainstem channel through a failing culvert into eroded tidal interface with Beard's Creek, stabilization of tributary outfall channels, and a living shoreline. KCI designed a depressed culvert that allowed for the migration of tidal wetlands upstream of the culvert, to establish historic limits of tidal influence. The culvert was oversized to allow for long term increase in flows, without allowing the roadway embankment from becoming classified as dam. The design was completed during this period, but the construction was completed in the winter of 2014-2015; and is still highly functioning today, with fish migration through the culvert and enhanced habitat in tidal areas. Based on lessons learned from this project, subsequent living shoreline projects have included a more robust landscape plan, while pushing hard for additional permissions to fully eradicate invasive species on adjacent properties to limit migration into the project limits. Water quality calculations for this project were based on MDE's 2014 Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated (MDE 2014 Guidance).



Middle Days (2013 through 2018). This era brought new regulatory framework and drivers. KCI designs continued to employ sound design practices while optimizing credit for MS4 clients through a deep understanding of how to apply the new Expert Panel Protocols (Schueler and Stack, 2014). KCI developed spreadsheets and design tools to compute load reductions. KCI computed credits via Protocol 4 for dry SPSC or RSCs. Most of the Team's projects during this time were located on public property in urbanized watersheds on zero to 2nd order channels. Stream projects were assessed with BANCS or similar methodology to determine existing conditions erosion rates and bank heights, critical in determining credits for Sediment, Phosphorus and Nitrogen reduction under Protocols 1 and 2. Floodplain connection, watershed size and valley width also play a critical role in determining credits under Protocol 3. SPSCs and RSCs. During this period, EPA pushed back on the use of SPSCs within perennial channels. KCI was on the forefront of these negotiations with projects like Southdown Road Culvert Replacement and Mill Creek Stream Restoration. This is when development of design criteria for RSCs were developed. KCI determined early on that designing structures for the 100-year flow was resulting in hydraulic contraction across the floodplain, and downstream expansion. KCI began designing RSCs in larger channels to convey the bankfull flow and allow for overtopping and floodplain inundation during larger events. This was done at Dividing Creek Stream Restoration for Anne Arundel County, with construction completed in 2015. The photograph shown taken in 2020 (photo credit AA Co), reflects the vegetated wetland pools, stable structures, and well-established vegetation. During this period, we also determined that quick succession pool/riffle sequences in ephemeral SPSCs were causing back eddies and scour on the downstream side of structures. To eliminate this, we developed a wider pool configuration that removed the side slope from the back-eddy area. Where this wasn't possible, additional stone or woody material was placed to protect the bank. This was successful in reducing scour.



Spriggs Farm Park on the Magothy Shoreline Restoration Design. The 650 linear feet of eroded shoreline, including a 15-foot vertical, unstable bluff restoration design by KCI focused on several project benefits, including stabilization of the shoreline, maintaining recreational access for park users, including a small craft launch area, enhancement of habitat (tidal marsh), and long-term climate change resilience. Credits were calculated using guidelines provided in MDE's 2014 Guidance, and the 2017 Expert Panel on Shoreline Management. The project was designed to maximize credit using these protocols. One of the lessons learned during this project resulted from inclusion of the 2017 Living Shoreline Design Guidelines for Shore Protection in Virginia's Estuarine Environment. The Virginia

Institute of Marine Science developed this robust set of guidelines which proved extremely useful in determining the level of energy at the project site and resulting level of protection requirements. When worked into the design process along with research from within the Chesapeake Bay, this enabled us to provide a robust design for both offshore erosion protection (breakwaters) as well as achieve the near shore habitat and recreational enhancements desired (living shoreline, tidal marsh, and beach replenishment).

Recent Period (2018 through 2025). KCI's ecological restoration designs reflect changes in guidance and new approaches. MDE issued revised draft impervious acre treatment guidelines in late 2019 (draft revisions in May 2020). Major changes included: removing the impervious acre cap for stream restoration projects; increasing the planning rate for equivalent impervious acre (EIA) credit per linear foot of stream restoration to 0.02, and shoreline restoration to 0.04; and requiring site specific load reduction calculations to determine the EIA credits. The updated Protocols further incentivized urban outfall restoration and floodplain reconnection projects, with significant credit for incising headwater channels. This could have enormous implications for Charles County, where our previous work has identified numerous headwater "gullies" due to storm drain outfalls placed in highly erodible coastal plain soils. KCI has estimated Protocol 5 credits for dozens of projects and has found that the credit per linear foot typically far exceeds the planning rates. Protocol 2 and 3 revisions also provide additional credit opportunities for floodplain reconnection projects. Designs have responded to the protocols and guidance with higher width to depth ratios and more floodplain connection, habitat structures, and minimized use of stone banks.

KCI integrates the evolving techniques for restoration projects aiming to recreate pre-colonial, Coastal Plain systems. For example, SPSC designs evolve to incorporate Anne Arundel County revised guidelines issued in 2022. James Tomlinson, PE participated in the guidance updates by reviewing and commenting. Another example of evolving techniques is the approach to headwater streams, which typically do not follow predictable characteristics of alluvial systems. KCI restores these using various alternative approaches to natural channel design, including Regenerative Stormwater Conveyance (RSC), brush-cobble riffles, and valley-wide restoration techniques. KCI also incorporates lessons learned such as eliminating use of an alternating roughness bank stabilization approach due to local instabilities.

Examples of designs during this period include:

KCI recent designs incorporate brush / cobble riffles to restore incised headwater channels. Examples include *Upper Farnandis* for Harford County, *SR2 Tributary to Carsins Run* for City of Aberdeen, and *Pittsfield Road* for Baltimore County. The proposed bed mix is comprised of a well graded mix of cobble, gravel, sand, and brush material. The gradation, percentages by volume, and size of the stone material is informed by HEC-RAS modeling. Riffle banks are constructed of natural fiber matting planted with live stakes. Multiple 100-yr plus storms hit the *SR2 Tributary to Carsins Run* during construction in the Summer of 2025. While the channel adjusted with incoming sediment supply and material sorting, the brush cobble riffles, microtopography, woody toes, woody debris jams, and other features functioned as intended.



Maritime Boulevard. The design with over 47 acres of Coastal Plain riparian corridor and 10,000 linear feet of channel in Anne Arundel County includes decommissioning of a high hazard stormwater pond, RSCs, and valley-wide sills and riffles with habitat features to create a wetland complex in place of an eroded gully. Analysis with 2D HEC-RAS model validates and informs the design. The design maximizes TMDL credits for nitrogen, phosphorus and sediment (as computed based on Protocols 1, 2, and 3). Modifications to the design based on lessons learned include specifications for material mixing on site, elimination of wedge boulders, incorporation of significant amounts of buried large woody debris, and refined pool and riffle depths.

Maryland Port Administration Shoreline Restoration. KCI provided an impervious area restoration plan for MPA to comply with their NPDES MS4 permit requirements and identified numerous opportunities for shoreline restoration. KCI reviewed the four protocols for establishing an equivalent impervious area conversion factor (EIAf) and developed conceptual design plans to maximize credit potential, as well as provide some additional protection for existing infrastructure at risk. Further, due to potential sea level rise and anticipated increased risks of flooding and erosion, KCI looked at long-term strategies for climate change resilience and reduced potential maintenance costs. One factor that the new updated crediting calculations provide is for nutrient consumption within the created wetland. For one of these sites, there is an existing sea wall that will remain to protect infrastructure. Based on this, coordination with MDE will be required to establish a reasonable consumption rate.

In October of 2024, KCI acquired McLaren Engineering Group, a full-service engineering and surveying firm operating out of 11 offices, specializing in shoreline and wetlands stabilization, underwater inspections, marine engineering, dredge design, civil engineering, structural engineering, and surveying. They also provide aerial (drone) surveys; geotechnical engineering; and federal, state and local permitting services.. McLaren brings a long history of successful shoreline restoration projects including *Ferry Point Park Living Shoreline & Waterfront Path*. The project transforms an abandoned former landfill in New York City into a passive recreational waterfront park with an established wetland ecosystem, a stabilized shoreline, lookout points, and a pedestrian / bike path. A 1.6-acre saltwater wetland area was created by excavating material from the project site to create appropriate grading for the passive park. Clean fill was used on top of the repurposed material. KCI assisted with the design and permitting of the saltwater Wetland Mitigation Area and the shoreline. We evaluated the existing riprap through an environmental load analysis and site inspection, designed repairs to the riprap slope, and designed structural stability and energy dissipation structures at the inlet into the tidal wetlands area. The energy dissipation structures provide a safe environment for the establishment and survival of the tidal wetlands area. Approximately 1,100 feet of riprap shoreline was deconstructed, graded, and replaced by new engineered riprap, designed by KCI. KCI developed the grading and drainage plans, erosion control plans, construction cost estimates and technical specifications. For the grading plan, KCI created a 3D model to determine excavation and fill quantities. The drainage plan consisted of drainage swales and drainpipes needed for the paths, road, and parking lot with drainage to water quality facilities where practical. KCI prepared a Stormwater Pollution Prevention Plan (SWPPP) in accordance with state regulations.



D. Provide a Detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.

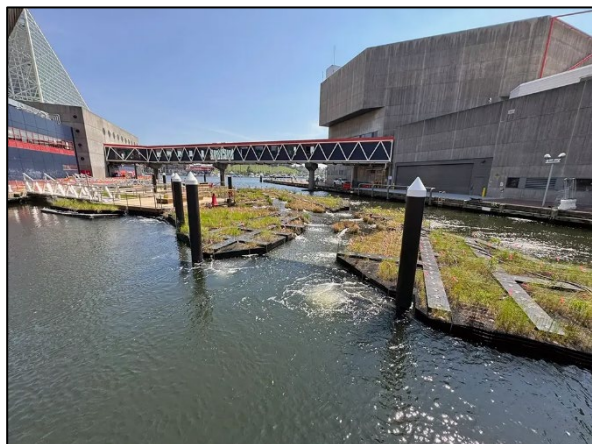
History and Experience Implementing Innovative Watershed Practices. The KCI Team has been a leader in the development, and implementation of, innovative watershed practices for water quality improvements, habitat improvements, groundwater rehabilitation (restoring infiltration), and flood damage reduction. Our work is not unique to restoration of impaired channels and shorelines, or installation of stormwater best management practices. Frequently, the best approach is dealing with stormwater concerns at the source before runoff is able to contribute to downstream impairments. KCI works with the landscape to capture and attenuate runoff and reduce downstream discharges and pollution.

Sub-Soiling. Sub-soiling, or using mechanized equipment to fracture compacted or hardpan layers in soil, can be an effective tool for increasing or reestablishing infiltration rates for an area, and to reduce the amount of runoff. These techniques can be used to reduce effective impervious area that has resulted compaction from heavy vehicular traffic. By fracturing the compacted or impervious layer, vegetation roots can penetrate deeper into the soil, reducing erosion, and stormwater can infiltrate into the soil, increasing groundwater tables and reducing peak discharges in receiving streams. KCI worked with Anne Arundel County's on-call contractor on a similar approach for an infiltration practice that was found to have a clay layer that was not in the location of the borings but covered the majority of the facility bottom. For BMP 462 Retrofit, KCI determined the limits of the clay layer and depth, and provided recommendations for fracturing the layer, and replacing a portion with a sand/woodchip mix to increase infiltration rates and mitigate the effect of the impervious soil. KCI can work with the County to identify potential sites to implement this type of practice and gain TMDL and impervious credit for soil restoration.

Land Use Conversion and Tree Planting. Land use, or land cover conversion, is an alternative BMP that can provide nutrient and sediment reduction in loading based on the loading rate differences between the existing condition and the proposed converted land use. The most common conversion method is reforestation. KCI has been working on the planning, TMDL modeling, and implementation of forest canopy restoration projects for over a decade including for Howard County, City of Annapolis, and MDOT SHA. For the *Howard County TMDL Reforestation Project* KCI provided landscape design and designated specialist services for 20 acres of TMDL tree plantings. KCI completed GPS survey field assessments to locate potential planting boundaries and significant resources. KCI drafted planting plans in CADD utilizing USDA's PLANTS database to select native species suitable for the site conditions encountered. Standard details for tree plantings, including trench details, mulching, and watering notes were added. The KCI design-build team planted 1" caliper DBH trees at 200 trees per acre to satisfy requirements for TMDL reforestation credit. KCI's Certified Arborist ensured plant material was viable prior to installation and matched the planting specifications. KCI completed post-construction warranty inspections. For the *City of Aberdeen*, KCI identified, coordinated, and computed credits for impervious acre removal and urban tree plantings. For MDOT SHA, KCI

oversaw four remediation projects including tree planting. The adaptive management plans included vegetation management, invasive species control, and reforestation. KCI oversaw the remediation planning and design, contract preparation, advertisement, documentation, construction and stakeholder coordination.

Floating Wetland Habitat in Baltimore's Inner Harbor. The National Aquarium's floating wetland project is a first-of-its-kind innovation designed to improve Baltimore Harbor's water quality while creating an immersive outdoor exhibit for visitors. KCI played a pivotal role in the planning, design, and installation of this pioneering floating wetland, providing a full range of marine, structural, and civil engineering services. Our work began with a detailed hydrographic survey and underwater inspection of existing piles conducted by our licensed PE



divers. To test the stability and resiliency of a large-scale project, our marine and coastal team developed a small-scale floating wetland prototype which was studied over a one-year testing phase. This 15-by-20-foot award-winning prototype, anchored to existing guide piles, allowed our team to study the structural and operational needs of the wetland in real conditions and identify any limitations. With insights from the prototype, our engineers moved forward with developing construction documents for the full scale of the floating wetlands, spanning 10,500 square feet. This final model contains a new flotation system featuring scaled down wetlands to 8-foot by 12-foot platforms that connect through pinned connections. Structural engineering services also included the design of an ADA-accessible visitor dock extending from Pier 4 into the floating wetland. Our team designed the dock and gangways to ensure code compliance and stability, accounting for dynamic forces such as tidal fluctuations, wave impacts, and wind loads.

Climate Resilience. Effects of climate change are being seen in the frequency, intensity, and amount of rainfall within the region. Flood mitigation and climate resilience requires a multi-faceted approach and includes flood management planning and studies, implementation of protective measures, flood attenuation projects (SWM), nature based solutions including wetlands and floodplain restoration, and drainage improvements. All of our projects, from drainage to stream and floodplain restoration, and coastal restoration consider long-term effects of climate change in our designs.

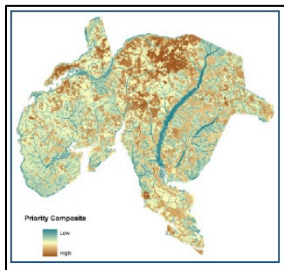
KCI has included Continuous Monitoring and Adaptive Control (CMAC) Technology to leverage the same storage volume for both storm attenuation and water quality. This technology has been applied in designs by KCI where flooding is a potential problem, but water quality treatment is needed. The technology monitors rainfall and forecasting and drains the water quality pool down to allow for increased storm attenuation. KCI provided engineering design, permitting, and construction phase services for CMAC Upgrades, to retrofit and repair stormwater management pond Site #8193 located in Hagerstown, Maryland. The goal was to provide water quality treatment for existing untreated impervious area, for purposes of meeting Chesapeake Bay Total Maximum Daily Load (TMDL) restoration requirements, while maintaining stormwater attenuation to reduce downstream flooding.



Drainage Improvements. KCI designs innovative underground detention facilities, such as modular chambers, which offer highly flexible solutions that can be configured to fit irregular or constrained spaces beneath streets, parking lots, or green areas, allowing for temporary stormwater storage and controlled release. This integration of green infrastructure and advanced underground detention systems results in comprehensive stormwater solutions that effectively address water quality and flood control needs.

The *Ellicott City Safe & Sound* program, Immediately after the 2016 and 2018 devastating storms, KCI assessed damage, conducted detailed inspections on eleven stormwater management ponds, and coordinated with Howard County DPW to get the repairs completed. KCI evaluated several miles of stream and performed a survey of a major slope failure area, conducted a geotechnical investigation, and prepared recommendations. KCI performed geotechnical and structural inspections of several retaining walls in historic downtown Ellicott City and provided repair recommendations. At the West End Service Shop, KCI developed a design for drainage and culvert enhancements, proposed structures, geotechnical slope stabilization, utility relocations, roadway improvements, stream stabilization, and landscaping to allow for a large portion of the flood flow to bypass the City. The largest stormwater management strategies recommended was the Flood Risk Reduction Facility along Tiber Branch (T1 FRRF). KCI is developing the design for this regional facility that will provide attenuation of approximately 70 acre-feet, which will significantly decrease flood flows to Ellicott City. KCI is currently assisting *Howard County Bureau of Utilities* in assessing exposed utilities and providing designs for stream stabilization, construction oversight, and

permitting to protect critical infrastructure. Floodplain reconnection strategies like the Team used in *Cabin Branch Stream and Wetland Mitigation* in Anne Arundel County are used to meet multiple project goals, including long term resilience, reduced maintenance costs, and maximized water quality credit. Shoreline restoration projects tend to have the biggest impact on improving resilience in coastal communities. Our approach in high energy potential areas is to couple offshore energy reduction in the form of reef balls, breakwaters, oyster bags, etc. with near-shore tidal wetlands or living shorelines to absorb remaining energy and provide vegetated cover to support soils and limit erosion. This was our approach for the *Maryland Port Administration Shoreline Restoration Project*. KCI is designing a living shoreline with wetland toe sill to reduce wave energy and meet TMDL credit goals. An existing sea wall behind the project will maintain flood protection for large events while the wetland protects against frequent events and limits erosion. *Spriggs Farm Park on the Magothy Shoreline Restoration Project* included both a living shoreline designed to protect for a 50-year projected increase in sea levels along with a beach nourishment component. Offshore, breakwaters were designed to provide protection with freeboard for current anticipated

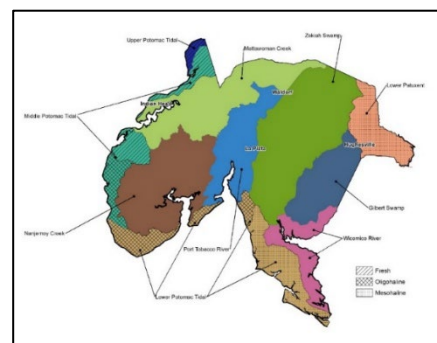


major storm events, while maintaining protection for the 50-year sea level projection. Lastly, the *Charles County Resilience Authority Neighborhood Drainage Improvements*, KCI investigated and developed solutions for neighborhoods that were experiencing significant flooding. Drainage improvements considered existing conditions, as well as future rainfall and land use conditions to improve long-term resilience to climate change. Improvements included storm drain upgrades, additional drainage swales, improving roadway crowns, and an outfall restoration using a regenerative step pool storm conveyance approach. Two sites located adjacent to tidal waters considered storm surge elevations for existing and future conditions and included Critical Area coordination and permitting.

FEMA-Funded Shoreline Stabilization for NYC Parks. KCI is working with New York City Parks to bring five Hurricane Sandy damaged shorelines up to a state of good repair and to optimize the waterfront sites for long-term resiliency where possible. The sites include three waterfront public parks, a waterfront landfill, and a public marina throughout three city boroughs. The project is mayoral- and FEMA-funded for hazard mitigation. KCI's work consists of permit acquisition, site investigation, design, bid support, and construction phase services to restore segments of the waterfront and landward perimeter including fencing and vegetative cover restoration. The rehabilitation design includes riprap revetment shorelines, marina docks and appurtenances, bulkhead structures, dredging, and upland civil engineering. KCI's design includes sustainability and resiliency considerations, potential environmental permitting issues, incorporation of sea level rise and storm hazard mitigation. Repair designs needed to conform to various grant objectives. KCI managed the geotechnical plan that consisted of: preparation of marine boring plans; identification of qualified testing contractors; preparation of contract bidding documents; bid review and recommendation; field oversight during drilling; and assistance with agency approvals and permits.

E. Provide a detailed history of watershed monitoring, assessments, evaluations, modeling and planning.

KCI is a regional leader in watershed science and management, having completed or currently being engaged in over **45 comprehensive watershed assessments and management plans** in the mid-Atlantic over the last two decades, resulting in over 2,000 concept designs for stormwater retrofits, stream restoration, and non-structural measures. Our watershed management experience dates to 1999 with the Middle River retrofit study for Baltimore County and the Severn River Watershed Management Plan for Anne Arundel County, MD in 2000. Since then, KCI has developed watershed plans for urban and rural areas, with drainage areas ranging from 100 acres to over 100 square miles. KCI has the knowledge and understanding to assist the County with assessment and planning for each of its watersheds, shown to the right.



Watershed Planning – Charles County and KCI Partnership. Early watershed management planning in Maryland was largely a voluntary practice until particular requirements were included in the County's NPDES MS4 permit in the early 2000s to begin characterizing watersheds, assessing water quality conditions, prioritizing areas for restoration, and selecting a watershed or combination of watersheds to restore 10% of the County's untreated impervious surface. KCI worked with Charles County through this period from 2000 until about 2010 on all aspects of watershed assessment and planning.

Charles County Watershed Assessments and Restoration Plans (2000-2010). MDE's original goal for MS4 permittees was to identify currently untreated impervious area and develop a restoration plan to retrofit water quality control for 10% of this area during each 5-year permit period. KCI has provided four restoration reports over the course of the project. Mattawoman Creek received the highest priority for study of retrofitting SWM facilities, due to its sensitive habitat and headwaters in the Development District. In 2000, KCI conducted a

study of the potential to retrofit existing SWM facilities, add new facilities to areas where development pre-dated stormwater regulations, and identify stream restoration needs. Sites for new SWM facilities were chosen downstream of developed areas typically at existing SWM ponds, storm drain outfalls and road crossings in the higher priority subwatersheds. Fifty sites were field inspected by a team of a water resources engineer and an environmental scientist, who reviewed the site conditions and constraints and developed design concepts in the field. The assessment resulted in potential projects for new SWM facilities, retrofits of existing SWM facilities, stream restoration, planting or revegetation, minor stream protection, and localized scour or erosion protection

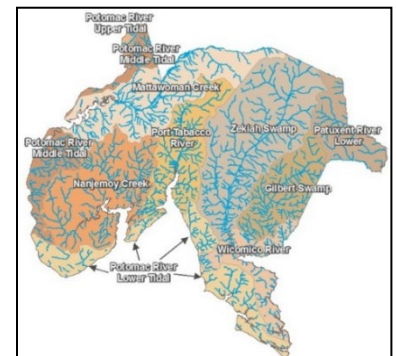
In 2004, KCI staff completed the first watershed restoration study to identify and retrofit an area equaling ten percent of the untreated impervious area in the Development District. The process began with a Watershed Prioritization at the 12-digit watershed scale across the entire County. The unique ranking system used a raster grid-based GIS spatial-analyst ranking system incorporating Countywide data layers such as wetlands, land use, forest cover, and imperviousness to represent County and watershed conditions. The results were summed at the subwatershed scale to deliver an overall subwatershed prioritization. Seven study areas were ultimately selected within the highest priority subwatersheds that together contained 645 acres of untreated impervious area, about 18 percent of the total in the Development District. This ensured that an adequate number of sites could be selected that would be eventual candidates for restoration/retrofit design. In 2007, KCI prepared a second watershed study to address an additional ten percent of untreated impervious area, while providing water quality improvements within the downstream channels. Nearly 100 sites were assessed, and 18 sites were chosen for implementation. These included pond retrofits, dry well installations, bioretention areas, infiltration trenches, and Filterra treatment, among others. The county is currently implementing these projects.

In 2010, KCI completed another watershed assessment and restoration plan that resulted in concept plans for 16 stormwater management practices across nine sites treating an additional 37 acres of impervious surface. Concept plans include narrative descriptions of the proposed practice and analysis of benefits and constraints to implementation with detailed cost estimates for design, permitting, construction, and operations and maintenance.

Watershed Planning with TMDL Focus (2014-2022). Charles County's previous permit, issued in December of 2014 included more rigorous requirements for watershed assessment and restoration. The introduction of the Chesapeake Bay TMDL in 2010 and a more concerted effort to meet the requirements of local TMDLs had a big impact on local jurisdictions such as Charles County. Specific requirements for meeting TMDL planning and restoration goals were included in the MS4 permits for Maryland Counties, giving the TMDL process additional regulatory standing and setting real benchmarks and deadlines. In addition to TMDL goals, the 2014 permit included a requirement to treat 20% of the County's untreated impervious area. Watershed assessments and management plans needed to include provisions for both TMDLs and impervious surface restoration.

To meet the County's requirement to assess all of the County's watersheds within the 5-year permit term, KCI worked with the County to prepare a scope of work that combined groupings of watersheds together under a schedule that would complete the assessments in four years. KCI prepared the first assessment for the Port Tobacco River Watershed in 2015 as a pilot to test and assess the methodologies and process. Other watersheds followed with completion of the final County's watersheds in 2018 with the Nanjemoy and Potomac River Watersheds.

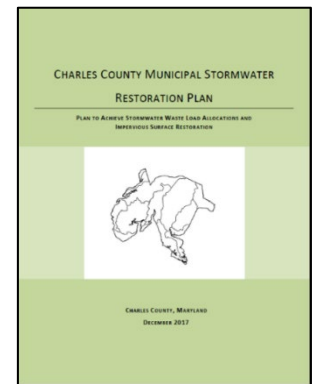
- Port Tobacco River – completed 2015
- Mattawoman Creek and Lower Patuxent River – completed 2016
- Zekiah Swamp, Gilbert Run, and Wicomico River – completed 2018
- Nanjemoy Creek and Potomac River – completed 2018



Current water quality and watershed conditions resulted from desktop watershed analysis and field assessment. Desktop evaluations identified prioritized areas to conduct targeted Stream Corridor Assessments (SCA), baseflow synoptic water quality sampling (60-100 sites per year), hot spot investigations, and neighborhood source investigations. From this information, water quality problems were identified and ranked, and structural and nonstructural water quality improvement projects were proposed and prioritized. Projects included tree planting, stream restoration, BMP retrofit, street sweeping, and septic system upgrades. Finally, each assessment identified pollutant load reduction milestones in order to show progress in meeting TMDL stormwater waste load allocations (SW-WLA) with schedules and cost estimates of plan implementation.

KCI used data from the watershed assessments and from other County planning and project identification efforts to develop the permit required TMDL SW-WLA Restoration Plan to address Bay and local TMDLs and to address impervious surface treatment. The plan, entitled *Charles County Municipal Stormwater Restoration Plan*, includes the following major elements:

- Pollutant loading modeling is completed to determine the disaggregated and calibrated baseline pollutant load and SW-WLA using MAST and BayFAST models and impervious surface reduction goals per watershed are derived;
- A suite of structural and non-structural projects, program strategies, and alternative BMPs that will reduce pollutant loads from existing conditions to the level of the SW-WLA are recommended;
- Cost estimates for each project, program, or other type of control measure are derived;
- Implementation schedules for the improvements, with milestone dates to estimate a date of completion are included;
- Programs for evaluating implementation progress, with current/planned monitoring and tracking programs are prepared, and;
- Public involvement recommendations outreach, and education efforts during plan implementation are included.



KCI developed a stand-alone restoration plan for the Port Tobacco River sediment TMDL in 2021 following current guidance from MDE. Development of the plan included data from KCI's watershed assessment and input from local watershed groups including the Port Tobacco Conservancy and presentation to the County Planning Commission.

Continued Progress and New Guidance (2022-Present). Charles County's current permit, issued in December 2022 continued many of the elements initiated in the 2014 permit. These included continued assessment of watersheds, as needed, to support management efforts and implementation of projects and programs to meet TMDLs and impervious surface treatment, and extended the impervious surface treatment requirements with a 5-year benchmark schedule for implementation.

New watershed planning elements were added and updated. Pollutant load modeling shifted from Bay Model Phase 5.3.2 to the Phase 6 model and use of MDE's TMDL Implementation Progress and Planning Tool (TIPP) spreadsheet model, that KCI assisted MDE with development of and testing. The 2022 permit included a new TMDL progress reporting element termed the Countywide TMDL Stormwater Implementation Plan. KCI worked with the County to incorporate these new elements into their processes. KCI completed a *Charles County Municipal Stormwater Restoration Plan* in December 2023. The new plan was a complete update of the County's TMDL watershed planning, using the latest modeling and guidance from MDE. KCI followed up the next year with the County's first iteration of the *Countywide TMDL Stormwater Implementation Plan* documenting progress through FY2024 and updating future planning strategies.

New guidance from MDE on bacteria TMDL plans was issued in February of 2022. As a result, KCI worked with the County to develop a more complete and robust TMDL plan for the Indian Creek watershed in the Lower Patuxent in 2024. The plan focuses on desktop source assessments followed by monitoring to identify new sources, confirm existing sources, and track changes in bacteria levels over time as remediation occurs. The plan was approved by MDE and KCI is currently implementing bacteria sampling at three locations in the watershed to identify and confirm sources and meet bacteria TMDL monitoring requirements of the County's MS4 permit.

During preparation of a Lower Patuxent Sediment TMDL Plan under the previous permit, KCI identified that Charles County's portion of the Lower Patuxent watershed included Tier II stream segments and had 'good' MBSS results for benthic macroinvertebrates and fish at sites previously sampled in the watershed. KCI communicated with the County and MDE and determined that an attainment plan was the best course of action for the County versus a restoration focused plan. To support a current understanding of the stream conditions, KCI completed spring and summer index biological monitoring following MBSS protocols in 2019 that confirmed the 'good' stream conditions persisted and high quality subwatersheds remained intact. As the attainment plan evolved, KCI along with MDE and County determined that the streams could potentially be delisted. KCI developed a monitoring plan and Initial Request for Delisting, which were reviewed and approved by MDE. The plan included additions of several sites to obtain full spatial coverage where gaps existed previously. KCI recently completed the monitoring plan that in 2022-2024 included spring and summer index elements with benthic macroinvertebrates, collection of fish community data, summer index physical habitat assessment, and supplemental inventory of crayfish, freshwater mussels, and herpetofauna. KCI continues to coordinate with the County and MDE on the delisting process and will submit a final delisting request in late 2025.

KCI's Watershed Assessment, Planning, and Modeling Experience. KCI is the most experienced local consultant when it comes to watershed management planning in Charles County and in Maryland. For MS4 Phase I and II permittees in Maryland, Virginia, and Delaware, KCI has conducted watershed monitoring, completed comprehensive assessments, and developed restoration plans at both the individual watershed scale and at the County or Statewide scale. KCI's plans are created to meet many overlapping goals depending on the jurisdiction and the individual needs of the watershed. General watershed management plans are developed to meet multiple water and natural resource outcomes, while other efforts are focused on meeting MS4 permit requirements for assessing watersheds and providing treatment of impervious surfaces. Still others are focused on Chesapeake Bay and local TMDL planning and restoration.

KCI is the foremost firm for TMDL pollutant load modeling. We are experts in Bay Program models that have included MAST, BayFAST, and CAST for modeling TN, TP, and TSS. Recently our watershed modelers assisted the Bay Program with CAST user support through on-line content, webinars, and helpdesk assistance. KCI has developed its own spreadsheet and automated modeling tools, and we recently assisted MDE in developing their TIPP spreadsheet model tool for TMDL pollutant load modeling. We also have experience using other models such as the Watershed Treatment Model (WTM), Spreadsheet Tool for Estimating Pollutant Load (STEPL), Stormwater Management Model (SWMM), and PLOAD.

Representative Comprehensive Watershed Assessment and Management Plans.

- *Anne Arundel County, MD* – Severn River, South River, Patapsco River Non-Tidal, Herring Bay, Middle Patuxent, Lower Patuxent
- *Baltimore County, MD* – Middle River, Baisman Run / Oregon Branch / Beaverdam Run, Loch Raven East, Upper Jones Falls, Little Gunpowder Falls
- *Baltimore, MD* – Watershed 263
- *Charles County, MD* – Port Tobacco, Mattawoman Creek, Zekiah Swamp, Gilbert Run, Wicomico River, Potomac River, Nanjemoy Creek, Lower Patuxent;
- *Delaware DOT* – Leatherman's Run, Statewide Chesapeake Bay Watersheds TMDL Plan
- *Fairfax County, VA* – Difficult Run, Accotink Creek, Belle Haven/Dogue Creek/Four Mile Run
- *Franklin County, PA* – Johnston Run
- *Harford County, MD* – Deer Creek, Stout Bottle/Cabbage Run
- *Howard County, MD* – Cherry Creek, Upper Little Patuxent River, Northern Little Patuxent, Patapsco River
- *James City County, VA* – Mill Creek, Ware Creek, York River
- *Lexington, VA* – Wood's Creek
- *Queen Anne's County, MD* – Kirwan/Goodhands Creeks
- *Rockville, MD* – Cabin John Creek
- *Sidney Center Improvement Group, NY* – Carr's Creek

Representative Projects/Clients for TMDL Implementation Plans:

- *Montgomery County, MD* – Rocky Gorge, Potomac River (sediment), Rock Creek, Seneca Creek, Lower Monocacy, Cabin John Creek (sediment, bacteria), Anacostia (sediment, nutrients, trash, bacteria).
- *Anne Arundel County, MD* – Little Patuxent River, Patapsco River Lower North Branch, Patuxent River Upper, West Chesapeake (sediment); Patuxent River (PCBs); Baltimore Harbor (nutrients). Updates to all sediment TMDL plans in 2025.
- *Charles County, MD* – Mattawoman Creek (nutrients and sediment), Indian Creek (bacteria), Lower Patuxent and Port Tobacco (sediment) and the Charles County Municipal Stormwater Restoration Plan
- *Howard County, MD* – Baltimore Harbor (nutrients); Little Patuxent and Upper Patuxent (sediment); Rocky Gorge and Triadelphia Reservoir (sediment and phosphorus); Patuxent River (PCBs), Patapsco Lower North Branch (sediment and bacteria) and the Countywide Implementation Strategy – nutrients, sediment, bacteria
- *Frederick County, MD* – Frederick County Stormwater Restoration Plan, addressing 12 local TMDLs for sediment, nutrients and bacteria
- *Maryland SHA* – Watershed Implementation Plans, nutrients, sediment, bacteria, PCBs. KCI conducts modeling and analysis for over 90 TMDLs

Representative Clients for Countywide TMDL Stormwater Implementation Plans:

- Charles County, MD
- Frederick County, MD
- Harford County, MD
- Howard County, MD
- Maryland SHA
- Montgomery County, MD

F. Detailed experience with asset management tools.

With more than a decade of experience supporting infrastructure asset management, KCI understands the challenges posed by aging stormwater infrastructure, regulatory compliance requirements, and the need for scalable, cost-effective solutions. We have successfully implemented phased asset management programs that optimize lifecycle costs and align with capital improvement strategies, enabling municipalities to demonstrate compliance while maintaining service levels and managing long-term costs.

KCI has provided asset management services and performed storm drain inventory and condition assessments for jurisdictions of all sizes. We adapt data collection and assessment workflows to fit each client's unique needs and draw from lessons learned across a wide range of projects to implement practical, scalable solutions. We rely on our integrated expertise in asset management, stormwater design and management, GIS, data management, and condition assessment to align client objectives with proven methods. This includes lifecycle cost optimization, service level development, prioritization of critical assets, integration of existing data systems and enterprise solutions such as CMMS, and development of sustainable capital improvement and funding strategies. We deliver risk assessment results for storm drain infrastructure that support project prioritization and provide a defensible schedule of immediate, routine, and long-term maintenance needs and costs.

Our approach combines proven asset management practices with change management strategies for successful adoption and long-term program success. We work with stakeholders to quantify business risk exposure, develop Level of Service and KPI targets, and develop practical management and funding strategies. This collaborative approach not only establishes essential processes but also builds the organizational capacity necessary to sustain them.

KCI has directly supported clients in program management, strategic planning, GIS enhancements, CMMS integration, deployment, and configuration. At a strategic level, our experience includes the preparation of asset management plans and the development of implementation roadmaps that enable organizations to identify compliance-critical assets and prioritize resources. We apply decision-support tools such as Operational Insights, Brightly Predictor, and Autodesk Info360, along with custom-configured scripts to quantify asset-level risk, model funding scenarios, and provide visibility into NPDES-related key performance indicators.

A critical component of our services is data and GIS management. Our team brings expert knowledge in data governance, schema and hierarchy design, asset inventory management, QA/QC methods and standards, and enterprise system management. We have more than three decades of experience with Esri technology, including the installation, configuration, and management of the ArcGIS Enterprise suite and development within the Enterprise Portal environment. Our GISPs follow strict standards and apply best practices to ensure consistency with client and regulatory requirements. This expertise allows us to build accurate, spatially enabled asset registers that integrate with other enterprise systems and support compliance reporting.

KCI's asset management team also brings decades of combined expertise in maintenance management and CMMS/EAMS implementation. For more than 15 years, we have supported clients across multiple platforms, providing software evaluation and selection, full system implementations, GIS integration, system administration, upgrades, integrations, data migration, and training. KCI is a Platinum Partner with Trimble Unity Maintain (Cityworks) but also supports clients on other solutions such as Cartegraph, Maximo, Viewworks, and Asset Essentials. We are experienced in helping our clients utilize their CMMS tracking capabilities to monitor work progress and enable site and facility inspections and condition assessments. We additionally utilize CMMS systems' built in reporting capabilities as well as Business Intelligence solutions such as Power BI to produce meaningful and helpful reports for inspection tracking, usage reports, and KPI monitoring for compliance reporting. From strategic planning through hands-on system administration, our team ensures clients maximize the value of their CMMS and EAMS investments.

KCI's staff includes Institute of Asset Management (IAM)–certified professionals experienced in applying ISO 55000 and EPA asset management frameworks. Our combined expertise in stormwater management, asset planning, data and GIS management, and CMMS implementation allows us to deliver practical solutions that reduce compliance risk, optimize investments, and provide defensible documentation of performance for meeting requirements and updated regulations.

Computerized Management Maintenance System implementation and configuration representative stormwater clients list:

- Anne Arundel County, MD
- Baltimore, MD
- Chattanooga, TN
- Gastonia, NC
- Groton, CT
- Hutchinson, KS
- Lancaster, PA
- Metro Nashville, TN
- Morgantown, WV

Clients for whom custom tools were developed using Python, Safe Software FME, and Microsoft Power Query:

- Capital Region Water, Harrisburg, PA
- Durham, NC
- Durham County, NC
- MDTA
- Metro Nashville, TN

Enterprise Asset Management Costing, Lifecycle Planning, Decision Support Tool, and/or Service Level/KPI tracking representative clients:

- Anne Arundel County, MD
- City of Baltimore Department of Public Works, MD
- Capital Region Water, Harrisburg, PA
- Georgetown, DE
- MDTA

Esri solutions-based stormwater inventory and condition assessment representative clients:

- Anne Arundel County, MD (including BMP inspections)
- City of Takoma Park, MD
- City of Brunswick, MD
- DelDOT
- Howard County, MD BMP inspections
- MDOT SHA (including BMP and IDDE inspections, outfall channel and structure assessments, and stream inspections)
- Prince George's County, MD

Asset Management Program/Asset Management Plan development representative clients:

- Anne Arundel County, MD
- Capital Region Water, Harrisburg, PA
- Center Grove Utility District, TN
- City of Baltimore Conduits, MD
- City of Baltimore Department of Public Works, MD
- Consolidated Utility District of Rutherford County, TN
- Durham, NC
- Felton, DE
- Georgetown, DE
- Harrington, DE
- Henlopen Acres, DE
- Howard County, MD
- MDTA
- Milton, DE
- Selbyville, DE
- Smyrna, DE
- Town of Halls, TN
- Town of Ninety-Six, SC
- Trenton Light and Water, TN
- Ware Shoals, SC

G. Other information you think is important for consideration in the evaluation of proposals

Experienced Partner. The KCI Team and Charles County staff have worked together closely since 2000, developing the program through each generation of the permit, and working to maintain compliance. KCI has been a trusted partner for the County and a valuable resource in the completion of inspection and monitoring requirements, assessment of the County's watersheds, and development of target projects. Over the years, KCI staff have gotten to know the watersheds in the County, understand where the impairments are, and know the opportunities found within each watershed. KCI looks forward to continuing the partnership and ensuring the County is able to meet the challenges of complying with the terms of the next generation permit.

Minority and Women-Owned Business Enterprise Program (MWBE). KCI views subcontractor procurement and management as an important component of this solicitation. KCI recognizes the County's goal that MWBE firms participate in 25% of the total value of all contracts. We have selected teaming partners that bring the best possible expertise to Charles County. While KCI is a full-service entity, we feel it is important to support MWBE firms and we can do this by adding the most qualified and respected individuals to support our Team. In that regard, we welcome Coastal Resources, Inc. (WBE) and AB Consultants, Inc. (MBE) as our partners to assist with stream and water quality monitoring, IDDE investigations, biological monitoring, database support, restoration design, survey, subsurface utility investigations, CCTV, geotechnical investigations, and construction support. We have a long history of tracking MBE participation closely and meeting targets. We encourage the County to inquire with our references as to our success in meeting these targets.

ISO Certified Firm. All services for this project will be performed in accordance with KCI's ISO 9001:2015 certified Quality Management System and the specific quality control procedures described in KCI's discipline-based Quality Control Manuals. These manuals, describing specific checking and documentation procedures required for all of KCI's technical work, were developed in 2008 as a component of KCI's ISO 9001:2000 Quality Management System certification process. We recently completed our annual third-party surveillance audits and our ISO certification has been updated to the new ISO 9001:2015 standard.

By working with an ISO 9001:2015 certified consultant, you can be confident that KCI is quality driven and uses established procedures to govern every aspect of project delivery from proposal preparation, to quality control of studies, reports, and design, to project closeout. All of our calculations, reports, plans, specifications, and estimates will be subject to our comprehensive internal checking procedures and review by senior staff prior to submission. The quality assurance procedures followed by KCI will minimize errors, omissions, ambiguities, and inconsistencies in the final work products and lead to a reduction in review time, review comments, and implementation issues.

Industry Leaders. KCI is a true leader in the NPDES MS4 industry, due both to our work with many MS4 clients and our coordination with agencies. With our decades of deep involvement in the MS4 work across Maryland and other Bay states, the KCI team recognizes that MS4 work has far evolved beyond regulatory compliance, it is about supporting our clients in building resilient communities, protecting natural resources and improving aging infrastructure. We lead by keeping in the forefront of emerging issues, practical applications of technological tools, innovative practices, and regulatory changes.

Our Team has been actively engaged in development of several restoration crediting protocols and expert panel reports and stays current on their use and application through engagement with the Bay Program and close coordination with MDE, the stormwater community at MACO and MAMSA meetings, and through our leadership roles within the MWMC, ACEC-MD Environmental Committee, CWRP, and MSRA. KCI's restoration specialists participated in expert panels for Street Sweeping and Stream Restoration Verification, and we are currently working with MDE to develop a spreadsheet model for local TMDL pollutant load estimates.

4

REQUIRED FORMS

EXPERIENCE FORM #1

RESOLUTION 26-63
Attachment 3

Bidder/Officer/Quoter: KCI Technologies, Inc.

Bidder/Officer/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 1 **Company/Firm Name:** Charles County Planning and Growth Management

Address: 200 Baltimore Street
La Plata, MD 20646

Phone: 301.645.0683

Fax: N/A

Email: wiggenk@charlescounty.org

Contact Person: Karen Wiggen

Contact Person Title: Planner

Project Name: Municipal Stormwater Permit Consulting Services

Original Project \$ Amount \$1,000,000

Responsible for 80 % of the project

\$ Amount of all Change Orders \$1,000,000

Project Begin Date 11/18/2020

Final Project \$ Amount \$2,000,000*

Original Project End Date 9/30/2023

of days project was extended 730

Why project was extended Open-end 3-year contract completed on 9/30/2023. Contract was extended for two option years, and included \$1,000,000 in additional funding for additional services requested by the County.

Location work was provided (specify City, State): Charles County, MD

Describe the work provided and explain how it relates to the work solicited:

KCI completes NPDES permit compliance support including IDDE inspections, industrial property management support, development of watershed assessments, TMDL implementation plans, pollutant modeling, assessment of controls, bacteria sampling, biological and water quality sampling and analysis, and support with the County's MS4 annual report. KCI completed stormwater and drainage improvement design including asset inspection, hydraulic modeling, engineering and permitting. The services completed on KCI's contract mirror very closely those included in the new contract solicitation. Change order/amendment was added to provide funding for additional task assignments. *Project-related change orders were for two tasks: Greenmont Drainage Improvements and Mount Carmel Drainage Improvements amounted to \$55,725.56, for additional work required for permitting and a gully restoration.

Typable fields will expand as content is entered.

EXPERIENCE FORM #2Bidder/Offeror/Quoter: KCI Technologies, Inc.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 2 **Company/Firm Name:** Howard County Department of Public WorksAddress: 9801 Broken Land Parkway
Columbia, MD 21046Phone: 410.313.6413Fax: 410.313.6490Email: msrichmond@howardcountymd.govContact Person: Mark Richmond, PEContact Person Title: Chief, SWM Division

Project Name: NPDES Watershed Management
Program / NPDES Municipal
Permit Annual Requirements

Original Project \$ Amount \$3,226,094Responsible for 64 % of the project\$ Amount of all Change Orders 0Project Begin Date 8/01/2020Final Project \$ Amount \$3,226,094Original Project End Date 7/31/2021# of days project was extended N/A

Why project was extended Open-end 5-year contract with the initial base contract year completed on
7/31/2021. Contract was extended four times through July 31, 2025.

Location work was provided (specify City, State): Howard County, MDDescribe the work provided and explain how it relates to the work solicited:

KCI is providing a full suite of NPDES MS4 compliance services identical to the work being solicited. Services include TMDL implementation and impervious surface restoration planning, watershed assessments, pollutant load modeling, assessment of controls, bacteria sampling, biological and water quality sampling and analysis, GIS analysis, geodatabase development and management, stormwater asset management, annual NPDES reporting, public involvement.

Typable fields will expand as content is entered.

EXPERIENCE FORM #3Bidder/Offeror/Quoter: KCI Technologies, Inc.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 3 **Company/Firm Name:** Howard County Department of Public WorksAddress: 9801 Broken Land Parkway
Columbia, MD 21046Phone: 410.313.6413Fax: 410.313.6490Email: msrichmond@howardcountymd.goContact Person: Mark Richmond, PEContact Person Title: Chief, SWM DivisionProject Name: Stormwater and Watershed
Management Evaluation and
Design Services CA 14-2018Original Project \$ Amount \$4,759,606Responsible for 86 % of the project\$ Amount of all Change Orders \$141,088Project Begin Date 01/01/2018Final Project \$ Amount \$4,900,694Original Project End Date 12/31/2022# of days project was extended 970

Why project was extended Open-end contract was completed 12/31/2022. Contract was extended to allow for ongoing work to be completed, including construction for designed projects and post-construction monitoring.

Location work was provided (specify City, State): Howard County, MDDescribe the work provided and explain how it relates to the work solicited:

KCI has supported Howard County in planning, surveying, design, permitting, and construction services for various Howard County Department of Public Works, Storm Water Management Division, Bureau of Environmental Services countywide project assignments focusing on all aspects (identification of potential projects, assessment, design, permitting, construction, and post construction monitoring) of urban channel restoration, stormwater management retrofits and new facility design, surveys, hydrology and hydraulics analyses, flood mitigation, geotechnical studies, drainage and conveyance improvements, climate resilience, and structural design.

Typable fields will expand as content is entered.

EXPERIENCE FORM #4Bidder/Officer/Quoter: KCI Technologies, Inc.

Bidder/Officer/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 4 Company/Firm Name: Harford County Department of Public WorksAddress: 212 South Bond StreetPhone: 410.638.3217 ext. 11761st Floor

Fax:

Bel Air, MD 21014Email: dhankins@harfordcountymd.govContact Person: Danielle HankinsMS4 Program
Contact Person Title: AdministratorProject Name: Water Resources Design and
AssessmentOriginal Project \$ Amount \$2,095,936Responsible for 100 % of the project\$ Amount of all Change Orders \$399,732Project Begin Date 6/30/2021Final Project \$ Amount \$2,495,6686Original Project End Date 6/29/2022# of days project was extended 1,460

Why project was extended Open-end contract was completed 6/29/2022. Contract was extended for four
option years. Change orders were to allow continued on-site staff
augmentation in support of stormwater management facility maintenance
inspections.

Location work was provided (specify City, State): Harford County, MDDescribe the work provided and explain how it relates to the work solicited:

Projects include watershed assessments, TMDL planning, NPDES services, geomorphic assessments, stormwater management facility design and retrofit, stream restoration projects, and inspection of stormwater management facilities. KCI also assists the County with on-site personnel.

Typable fields will expand as content is entered.

EXPERIENCE FORM #6

RESOLUTION 26-63
Attachment 3

Bidder/Offeror/Quoter: KCI Technologies, Inc.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsive, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 6 **Company/Firm Name:** Prince George's County, MD

Address: 1801 McCormick Drive, Suite 500
Largo, MD 20774

Phone: 301.883.5976

Fax: _____

Email: gsnicol@co.pg.md.us

Contact Person: George Nicol, PE

Contact Person Title: Engineer

Project Name: Civil Engineering,
Environmental Engineering, and
Construction Management
Services

Original Project \$ Amount \$5,383,703

Responsible for 60 % of the project

\$ Amount of all Change Orders \$0.00

Project Begin Date 6/28/2012

Final Project \$ Amount \$5,383,703

Original Project End Date 5/30/2015

of days project was extended 3,744

Why project was extended Open-end contract was completed on 5/30/2015. Several addenda were issued to extend the contract beyond the end of the term to 8/31/2025. Extensions were to continue providing services as approved by the County Department of the Environment.

Location work was provided (specify City, State): Prince George's County, MD

Describe the work provided and explain how it relates to the work solicited:

KCI provided environmental planning and design services, including stormwater management facility maintenance inspections, illicit discharge detection and elimination, industrial facility stormwater pollution prevention plan development and quarterly inspections, design of drainage improvements, construction services, preparation of good housekeeping plans, and an elevated hazard class pond program review.

Typable fields will expand as content is entered.

EXPERIENCE FORM #7Bidder/Offeror/Quoter: KCI Technologies, Inc.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 7 **Company/Firm Name:** Anne Arundel County Department of Public WorksAddress: 2662 Riva Road
Annapolis, MDPhone: 410.222.4142Fax: N/AEmail: phlee200@aacounty.orgContact Person: Kim LeeContact Person Title: Procurement Professional BuyerProject Name: Open-End Engineering Services Agreement 10499Original Project \$ Amount \$2,443,230Responsible for 100 % of the project\$ Amount of all Change Orders 0Project Begin Date 6/1/2018Final Project \$ Amount \$2,443,230Original Project End Date 5/30/2021# of days project was extended Why project was extended Open-end multi-year contract with the initial base contract year completed on 5/30/2021. Contract was amended several times through 5/31/2025.Location work was provided (specify City, State): Anne Arundel County, MDDescribe the work provided and explain how it relates to the work solicited:

KCI provided environmental, engineering design, and construction management services for drainage, stormwater management, and environmental planning projects under multiple consecutive open-end contracts. Work on the 10499 contract included TMDL planning and annual progress assessments, NPDES geodatabase updates, GIS administration services, asset management (Accela and VUEWorks Data Support, web mapping application development, GIS portal support, assessment of controls monitoring, pre and post restoration monitoring, and design, survey, and permitting of restoration projects including living shoreline.

Typable fields will expand as content is entered.

EXPERIENCE FORM #8Bidder/Officer/Quoter: KCI Technologies, Inc.

Bidder/Officer/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #: 8 **Company/Firm Name:** Baltimore County Department of Environmental Protection and Sustainability

Address: 111 West Chesapeake Avenue
Suite 319
Towson, MD 21204

Phone: 410.887.2904
Fax: N/A
Email: hmcgee@baltimorecountymd.gov

Contact Person: Heather McGee **Contact Person Title:** Stream Restoration Supervisor

Project Name: On-Call Watershed Stream Restoration Assessment, Design, & Monitoring Services

Original Project \$ Amount \$2,097,000

Responsible for 85 % of the project

\$ Amount of all Change Orders \$68,000

Project Begin Date 06/2018

Final Project \$ Amount \$2,165,000

Original Project End Date 06/2021

of days project was extended 1,100

Why project was extended Annual contract extensions

Location work was provided (specify City, State): Baltimore County, MD

Describe the work provided and explain how it relates to the work solicited:

KCI provides ecological and habitat restoration services including assessment, restoration design, permitting, construction, and monitoring throughout Baltimore County's stream corridors to support their MS4 permit requirements. As MBE/WBE subcontractors, AB provided survey, CRI provided NRI/Env. Assessments.

Change orders covered additional survey for expanded project, and floodplain exhibits for 2- and 10-yr.

Typable fields will expand as content is entered.

EXPERIENCE FORM #9Bidder/Offeror/Quoter: KCI Technologies, Inc.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>9</u>	Company/Firm Name:	<u>Howard County</u>
Address:	<u>9801 Broken Land Parkway</u>	Phone:	<u>410.313.5932</u>
	<u>Columbia, MD</u>	Fax:	<u>410.313.6490</u>
		Email:	<u>jpslater@howardcountymd.gov</u>
Contact Person:	<u>John Slater</u>	Contact Person Title:	<u>Regulation Supervisor</u>
Project Name:	<u>County BMP Inspections</u>	Original Project \$ Amount	<u>839,527</u>
Responsible for	<u>83</u> % of the project	\$ Amount of all Change Orders	<u>\$0.00</u>
Project Begin Date	<u>2/1/2019</u>	Final Project \$ Amount	<u>\$839,527</u>
Original Project End Date	<u>12/31/2019</u>	# of days project was extended	<u>1,460</u>
Open-end ageement was for one year and was completed on 12/31/2019. Project was extended for four option years, and the last extension was completed on 12/31/2023. Extension was to allow continued services under Why project was extended <u>the contract.</u>			
Location work was provided (specify City, State): <u>Howard County, MD</u>			
Describe the work provided <u>and</u> explain how it relates to the work solicited:			
KCI provided inspection services of private stormwater management facilities on behalf of the County. Maintenance deficiencies were noted and submitted through the County's CRM database portal for corrective action. Maintenance inspections were required under the County's NPDES MS4 permit.			

Typable fields will expand as content is entered.

EXPERIENCE FORM #10Bidder/Offeror/Quoter: KCI Technologies, Inc.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

Experience #:	<u>10</u>	Company/Firm Name:	<u>City of Aberdeen Department of Public Works</u>
Address:	<u>60 North Parke Street</u>	Phone:	<u>410.222.1600 x 217</u>
	<u>Aberdeen, MD 21001</u>	Fax:	<u></u>
	<u></u>	Email:	<u>phess@aberddeenmd.gov</u>
Contact Person:	<u>Parley Hess</u>	Contact Person Title:	<u>Director of Public Works</u>
Project Name:	<u>NPDES Permit Compliance</u>	Original Project \$ Amount	<u>\$89,825</u>
Responsible for	<u>100</u> % of the project	\$ Amount of all Change Orders	<u>\$0</u>
Project Begin Date	<u>7/1/2024</u>	Final Project \$ Amount	<u>\$89,825</u>
Original Project End Date	<u>6/30/2025</u>	# of days project was extended	<u>N/A</u>
Why project was extended	<u></u>		
Location work was provided (specify City, State):	<u>Aberdeen, MD</u>		
Describe the work provided <u>and</u> explain how it relates to the work solicited:			
KCI is providing NPDES Permit compliance services for their Phase II MS4 Permit and the General Industrial Permit at the City's including developing Public Outreach materials, an IDDE standard operating procedure, a Good Housekeeping Program, salt management, trash and litter programs, the City's impervious area restoration requirements, a SWPPP at the City's Maintenance Facility and preparing their MDE Annual Reports.			

Typable fields will expand as content is entered.

Vendor Disclosure Form

RESOLUTION 26-63

Attachment 3

Instructions: Complete the form in its entirety, sign, and date.

Part 1. To be Completed by the Quoter/Bidder/Offeror

Solicitation # and Name: 26-009 // MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING SERVICES

Legal Name of Firm: KCI Technologies, Inc.

Doing Business As (DBA): N/A

Year of Legal Formation: 1965 Federal Tax ID Number (FEIN): 52-1604386

State of Legal Formation: Delaware DUNS Number: 084993344

Address: 936 Ridgebrook Road, Sparks, MD 21152

Contact Name/Title: Sonal Ram, PE // Vice President

Telephone: 410.891.1719 Fax: N/A

Email: sonal.ram@kci.com

Part 2. Disclosure Questions

1. Litigation History

Has your firm, or any principal, been a party to any civil or criminal litigation in the past five (5) years?

☒ Yes ☐ No

If yes, provide details:

KCI promptly addresses any unresolved disputes or allegations that do not move into litigation. To the firm's knowledge, there are no criminal actions pending against it or any of its key personnel related to contracting that will affect any work to be completed under this contract.

2. Contract Terminations or Defaults

Has your firm had any contracts terminated for default, cause, or non-performance in the past five (5) years?

☐ Yes ☒ No

If yes, provide details:

3. Ethics Violations or Investigations

Has your firm or any principal been the subject of an ethics investigation, formal complaint, or violation by a government entity?

☐ Yes ☒ No

If yes, provide details:

4. Debarment or Suspension

Has your firm or any principal been debarred, suspended, or otherwise deemed ineligible to participate in public contracts?

☐ Yes ☒ No

If yes, provide details:

RESOLUTION 26-63

Attachment 3

5. Conflict of Interest

Are there any known conflicts of interest between your firm and any current employee or elected official of Charles County Government?

☐ Yes ☒ No

If yes, provide details:

Part 3. Certification of Vendor Disclosure Form

By signing below, the QUOTER/BIDDER/OFFEROR certifies that the information provided in this Vendor Disclosure Form is true and correct to the best of my knowledge and belief. The QUOTER/BIDDER/OFFEROR is aware that noncompliance, as determined by the COUNTY, may result in the QUOTER/BIDDER/OFFEROR to take corrective actions and/or result in sanctions as set forth in the contract.

The undersigned certifies the accuracy of the content provided on all Vendor Disclosure Form:

Signature: Sonal Ram

Date: 8/27/2025

Name & Title: Sonal Ram, PE // Vice President

Bidder/Offeror/Quoter: KCI Technologies, Inc.

Sub #: _____ **Company/Firm Name:** _____ **Percentage of Participation:** _____

Minority Firm ☐ Minority Class: _____ Non-Minority Firm ☐ _____

Address: _____

Products/Services: _____

Name & Title: Sonal Ram, PE // Vice President

Page 564 of 976

MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLAN FORM***Instructions: Fully complete all required forms. Sign and Date all applicable forms.*****Part 1. Prime Quoter/Bidder/Offeror MWBE Status**

Solicitation Number and Name: 26-009 // MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING SERVICES

Name of Prime Quoter/Bidder/Offeror: KCI Technologies, Inc.

RESPOND TO ALL QUESTIONS:

1. Is the Prime Contractor a Registered Charles County, MD registered MWBE? Yes ☐ No ☒ If yes, specify MWBE #: _____

2. Is the Prime Contractor a State of Maryland Department of Transportation (MDOT) Minority Business Enterprise (MBE) program? Yes ☐ No ☒ If yes, specify ID#: _____

3. Is the Quoter/Bidder/Offeror utilizing subcontractors that are **Charles County, MD registered MWBE(s) or MDOT MBE certified** to provide services or goods? *Charles County Government prefers Charles County, MD registered MWBEs are utilized to the fullest extent possible, as allowable.*

Yes ☒ Complete ***Schedule A.***

No ☐ Complete ***Schedule C – Summary of Efforts.***

SCHEDULE A – MWBE SUBCONTRACTOR PARTICIPATION FORM**Part 1. MWBE Subcontractor Participation**

Solicitation Number and Name: 26-009 // MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING SERVICES

Name of Prime Quoter/Bidder/Offeror: KCI Technologies, Inc.

Total Quote/Bid/Proposal Price: TBD

Total MWBE Work – Quote/Bid/Proposal Amount/Value: TBD

Percentage of Total Work (Based on Dollar Value) of MWBE(s): 25%

Part 2. MWBE Subcontractors Participation Schedule

Instructions: Identify each registered MWBE subcontractor below, including Charles County MWBE or MDOT MBE assigned registration numbers, Federal Employer Identification Numbers (FEINs), company names and addresses, the nature of the services or supplies being furnished, value of work to be performed by the MWBE, and the percentage of the overall project amount and complete ***Schedule B - Official Letter of MWBE Intent*** with each MWBE subcontractor/joint-venture partner included in the schedule below. Submit all completed forms with your firm's response to this solicitation.

MWBE #	FEIN or Social Security #	Company Name Address Phone & Fax	Services to be Provided	Value of MWBE Work From Letter of Intent	MWBE % of Contract
93-159	52-1201324	Coastal Resources, Inc. 25 Old Solomons Road, Annapolis, MD 21401	Support in Watershed Management, TMDL Planning and Modeling, Restoration Crediting, IDDE Investigations, Stream and Water Quality Monitoring	\$ N/A	15%
08-49	52-1838547	AB Consultants, Inc. 9450 Annapolis Road Lanham, Maryland 20706 301.306.3091/ /301.306.3092	Support in Geotechnical Engineering, Subsurface Utility Engineering, Survey, Construction Inspection	\$ N/A	10%
				\$	%
				\$	%
				\$	%

If additional space is needed, please submit information on a separate sheet and attach it hereto. For each registered MWBE subcontractor identified, complete a ***Schedule B - Official Letter of MWBE Intent***.

Part 3. Certification of MWBE Compliance

By signing below, the QUOTER/BIDDER/OFFEROR certifies that it has complied with MWBE program requirements and during the course of the project will maintain all terms and conditions set forth in these forms, including the MWBE participation schedule and Letters of MWBE Intent. The COUNTY shall be granted access to inspect any relevant matter related to MWBE Program compliance, including records and the jobsite and to interview subcontractors and workers. The QUOTER/BIDDER/OFFEROR is aware that noncompliance, as determined by the COUNTY, may result in the QUOTER/BIDDER/OFFEROR to take corrective actions and/or result in sanctions as set forth in the contract.

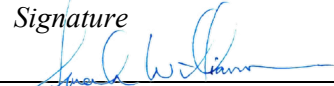
The undersigned certifies the accuracy of the content provided on all MWBE Compliance Plan Forms:

Signature: Sonal Ram Date: August 27, 2025

Name & Title: Sonal Ram, PE // Vice President

SCHEDULE B - OFFICIAL LETTER OF MWBE INTENT*****Instructions: Complete the form in its entirety. Sign and Date the form.*****

A LETTER OF INTENT is required for each MWBE identified in ***Schedule A, Part 2*** of the MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLANS FORMS. The LETTER OF INTENT must be signed by both the Quoter/Bidder/Offeror and Registered MWBE Firm.

Part 1. To be Completed by the Quoter/Bidder/Offeror		
Solicitation # and Name:	26-009 // Municipal Stormwater Permit Design and Consulting Services	
Name of Quoter/Bidder/Offeror:	KCI Technologies, Inc.	
Address:	936 Ridgebrook Road, Sparks, MD 21152	
Contact Name/Title:	Sonal Ram, PE / Vice President	
Telephone:	410.819.1917	Fax: N/A
Email:	sonal.ram@kci.com	
Identify the services to be performed or items to be supplied by the MWBE, including Quote/Bid/Proposal Item (if applicable):		
Support in Watershed Management, TMDL Planning and Modeling, Restoration Crediting, IDDE Investigations, Stream and Water Quality Monitoring		
Value of Work to be Performed by the MWBE:	\$ TBD	
Value of Work as a Percentage of Total Quote/Bid/Proposal Price:	15%	
Part 2. To be Completed by the MWBE		
Name of MWBE:	Coastal Resources, Inc.	
Charles County MWBE or MDOT MBE #:	MDOT # 93-159	
Address:	25 Old Solomons Island Road, Annapolis, MD 21401	
Contact Name/Title:	Sarah Williamson / Vice President	
Telephone:	410-956-9000	Fax: 410-956-0566
Email:	sarahw@cri.biz	
Part 3. Certification of MWBE Intent		
The Quoter/Bidder/Offeror certifies its intent to utilize the MWBE identified above for the effort identified in this quote/bid/proposal, and that the work described above is accurate. Quoter/Bidder/Offeror will provide the County with a copy of the related subcontract agreement and/or purchase order prior to commencement of the MWBE's work. The MWBE firm certifies that it has agreed to provide such work identified and/or supplies for the amount stated above.		
Bidder/Offeror:		Vice President
	Signature	Title
		8/18/2025
		Date
MWBE Firm Rep:		Vice President
	Signature	Title
		8/19/2025
		Date

SCHEDULE B - OFFICIAL LETTER OF MWBE INTENT

***Instructions: Complete the form in its entirety. Sign and Date the form. ***

A LETTER OF INTENT is required for each MWBE identified in ***Schedule A, Part 2*** of the MINORITY WOMEN BUSINESS ENTERPRISE (MWBE) COMPLIANCE PLANS FORMS. The LETTER OF INTENT must be signed by both the Quoter/Bidder/Offeror and Registered MWBE Firm.

Part 1. To be Completed by the Quoter/Bidder/Offeror		
Solicitation # and Name:	<u>26-009 / Municipal Stormwater Permit Design and Consulting Services</u>	
Name of Quoter/Bidder/Offeror:	<u>KCI Technologies, Inc.</u>	
Address:	<u>936 Ridgebrook Road, Sparks, MD 21152</u>	
Contact Name/Title:	<u>Sonal Ram, PE // Vice President</u>	
Telephone:	<u>410.719.1917</u>	Fax: <u>N/A</u>
Email:	<u>sonal.ram@kci.com</u>	
Identify the services to be performed or items to be supplied by the MWBE, including Quote/Bid/Proposal Item (if applicable):		
<u>Support in Geotechnical Engineering, Subsurface Utility Engineering, Survey, Construction Inspection</u>		
Value of Work to be Performed by the MWBE:	<u>\$ TBD</u>	
Value of Work as a Percentage of Total Quote/Bid/Proposal Price:	<u>10%</u>	
Part 2. To be Completed by the MWBE		
Name of MWBE:	<u>AB Consultants, Inc.</u>	
Charles County MWBE or MDOT MBE #:	<u>Charles County: 08-49</u>	
Address:	<u>9450 Annapolis Road Lanham, Maryland 20706</u>	
Contact Name/Title:	<u>Sanjay Patel, PE Vice President</u>	
Telephone:	<u>301-306-3091</u>	Fax: <u>301-306-3092</u>
Email:	<u>sanjay.patel@abconsultantsinc.com</u>	
Part 3. Certification of MWBE Intent		
The Quoter/Bidder/Offeror certifies its intent to utilize the MWBE identified above for the effort identified in this quote/bid/proposal, and that the work described above is accurate. Quoter/Bidder/Offeror will provide the County with a copy of the related subcontract agreement and/or purchase order prior to commencement of the MWBE's work. The MWBE firm certifies that it has agreed to provide such work identified and/or supplies for the amount stated above.		
Bidder/Offeror:	<u></u>	Vice President
	<u>Signature</u>	<u>8/18/2025</u>
		<u>Title</u>
MWBE Firm Rep:	<u></u>	Vice President
	<u>Signature</u>	<u>8/18/2025</u>
		<u>Title</u>
		<u>Date</u>

NON-COLLUSION AFFIDAVIT FORM*****Instructions: Complete the form. Sign and Date the form. Notarize the form. *****Bidder/Offeror/Quoter: KCI Technologies, Inc.

I do solemnly declare and affirm, under the penalties of perjury, the following:

1. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offeror/Quoter, nor any officer, director, partner, member, associate or employee of the Bidder/Offeror/Quoter, nor any person in his behalf, has in any way agreed, connived or colluded with any one for and on behalf of the Bidder/Offeror/Quoter, to obtain information that would give the Bidder/Offeror/Quoter an unfair advantage over others, nor gain any favoritism in the award of this contract, nor in any way to produce a deceptive show of competition in the matter of bidding or award of this contract.

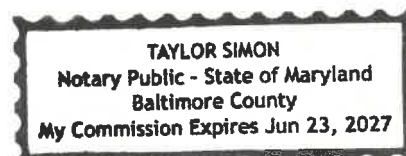
2. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offeror/Quoter, nor any officer, director, partner, member, associate of the Bidder/Offeror/Quoter, nor any of its employees directly involved in obtaining contracts with the State of Maryland or any County or any subdivision of the State has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any State or Federal Government of acts or omissions committed after July 1, 1977, except as noted below: All pursuant to Article 78A, Section 16D of the Annotated Code of Maryland.

Sonal RamSignatureSonal Ram, PE // Vice PresidentName and Title of SignerKCI Technologies, Inc.CompanyAugust 25, 2025Date

Subscribed to and sworn to before me, a Notary Public of the

Baltimore County, MD (state/district & county/city: e.g., Maryland, Charles County)August 25, 2025 (date: e.g., January 1, 2023) first written above.Taylor L. Simon
Notary PublicJune 23, 2027

My Commission Expires



Contract Rates per Original On-Call Proposal

Description	Unit Cost
Principal/Director (Licensed Engineer)	\$100.00
Project Manager (Licensed Engineer)	\$222.30
Civil Engineer (Engineer in Training)	\$130.00
Landscape Architect (Licensed)	\$156.58
Senior Environmental Scientist	\$162.45
Junior Environmental Scientist	\$104.00
Arborist (Certified)	\$117.68
Soils Scientist	\$151.05
Graphic Designer	\$90.00
Surveyor (Licensed)	\$222.50
Two Person Survey Crew	\$200.65
One Additional Field Person	\$64.00
Geotechnical Engineer	\$227.82
Project Inspector	\$105.00
Construction Administrator	\$160.00
GIS Specialist	\$102.60
GPS/GIS and Asset Management Technician	\$178.00
CAD Technician	\$104.00
Administrative	\$0.00
8-1/2" x 11" B&W Copies	\$0.05
8-1/2" x 11" Color Copies	\$0.41
24" x 36" Plan Sheet B&W as appropriate per the design	\$1.08
24" x 36" Plan Sheet Color as appropriate per the design	\$5.46
Mylars	\$7.14
Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	\$0.70

Contract Rates per Original On-Call Proposal

Description	Unit Cost
Principal/Director (Licensed Engineer)	\$100.00
Project Manager (Licensed Engineer)	\$222.30
Civil Engineer (Engineer in Training)	\$130.00
Landscape Architect (Licensed)	\$156.58
Senior Environmental Scientist	\$162.45
Junior Environmental Scientist	\$104.00
Arborist (Certified)	\$117.68
Soils Scientist	\$151.05
Graphic Designer	\$90.00
Surveyor (Licensed)	\$222.50
Two Person Survey Crew	\$200.65
One Additional Field Person	\$64.00
Geotechnical Engineer	\$227.82
Project Inspector	\$105.00
Construction Administrator	\$160.00
GIS Specialist	\$102.60
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CAD Technician	\$104.00
Administrative	\$0.00
8-1/2" x 11" B&W Copies	\$0.05
8-1/2" x 11" Color Copies	\$0.41
24" x 36" Plan Sheet B&W as appropriate per the design	\$1.08
24" x 36" Plan Sheet Color as appropriate per the design	\$5.46
Mylars	\$7.14
Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	\$0.70

AGREEMENT

THIS AGREEMENT, effective as of this ____ day of _____, 2026, by and between **THE TOWN OF LA PLATA, MARYLAND**, a municipal corporation of the State of Maryland (hereinafter referred to as “Town”), and **KCI TECHNOLOGIES INC.**, 936 Ridgebrook Road, Sparks, MD 21152 (hereinafter referred to as “Consultant”).

WHEREAS, Charles County Government, a county agency of the State of Maryland, competitively awarded and entered into a Contract for Municipal Stormwater Permit Design and Consulting Services, Charles County RFP 26-009 (CC RFP), with the Consultant on November 18, 2025; and

WHEREAS, the Town, as a government entity, desires to procure the Services by means of intergovernmental cooperative purchasing in reliance on the rates, terms and conditions in the competitively awarded CC RFP, consistent with applicable Maryland law and the Town’s procurement authority in Chapter 43 in the Town’s Code of Ordinances ; and

WHEREAS, the Consultant has agreed to extend to the Town the same rates, terms, and conditions as those set forth in the CC RFP, as further provided in Section 1 of this Agreement; and

WHEREAS, Town requires a qualified Consultant who is able to provide professional general Consulting services, including municipal stormwater permit design and such additional Consulting services as the Town may require from time to time, on an as-needed basis (herein “Services” or “Project”).

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Cooperative Procurement; Piggyback. This Agreement is entered into pursuant to intergovernmental cooperative purchasing authority (commonly referred to as “piggybacking”), by which the Town adopts the rates, terms, and conditions of a contract competitively awarded by another public entity. The referenced contract is: (a) RFP Number: RFP 26-009; (b) RFP Name: Municipal Stormwater Permit Design and Consulting Services; and (c) Issuing Government Entity: Charles County Government, a county agency of the State of Maryland (the “Referenced Contract” or “CC RFP”). The Consultant agrees to extend to the Town the same rates, terms, and conditions as those set forth in the Referenced RFP, except as otherwise expressly provided in this Agreement. The rates constituting the list price for the Services are set forth in Exhibit B (Fee Schedule). The CC RFP is incorporated herein by reference to the extent not inconsistent with the express terms of this Agreement; in the event of a conflict between the Referenced Contract and this Agreement, the terms of this Agreement shall control. Both the Town and the Consultant expressly acknowledge that the Agreement is a fully enforceable independent contract, that the CC RFP is incorporated solely for the purpose of establishing the rates and terms under this Agreement, and that neither Party shall use the incorporation of the CC RFP as a basis to avoid its obligations, including any

payment obligations, under the Agreement. Either party may terminate the Agreement and this arrangement with sixty (60) days written notice to the other party.

2. Services to be Provided. The Consultant agrees to perform the Services in accordance with the Scope of Services more fully outlined in Exhibit A (Scope of Services), attached hereto and incorporated herein by reference.

3. Costs. The cost for Services to be provided by Consultant under this Agreement shall be based upon the rates and fees set forth in the Fee Schedule, attached hereto as Exhibit B (Fee Schedule), which reflect the rates established under the CC RFP. The total amount payable with respect to any Task Order shall not exceed the amount authorized in that Task Order, as accepted by the Town.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

KCI TECHNOLOGIES INC

By: Sonal Ram, PE
Title: Vice President

THE TOWN OF LA PLATA, MARYLAND,

By: Noel C. Stevens
Title: Town Manager

EXHIBIT A

SCOPE OF SERVICES

The Consultant shall provide general Consulting services to the Town of La Plata on an as-needed basis, including, without limitation, Municipal Stormwater Permit Design and Consulting services, and such additional Consulting services as the Town may request and the parties may mutually agree upon. Specific assignments shall be defined through individual Task Orders authorized in writing by the Town. Each Task Order shall set forth the description of services, deliverables, schedule of performance, key personnel, and the not-to-exceed fee for the assignment.

Representative categories of Services may include, without limitation: stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

EXHIBIT B

FEE SCHEDULE

Compensation for Services authorized under each Task Order shall be based on the hourly billing rates and reimbursable expense provisions set forth in this Exhibit B, subject to the not-to-exceed amount established in the applicable Task Order. The hourly billing rates set forth below constitute the price for the Services and are the rates established under the CC RFP (CC RFP 26-009), which the Consultant has agreed to extend to the Town.

Contract Rates per Original On-Call Proposal

Description	Unit Cost
Principal/Director (Licensed Engineer)	\$100.00
Project Manager (Licensed Engineer)	\$222.30
Civil Engineer (Engineer in Training)	\$130.00
Landscape Architect (Licensed)	\$156.58
Senior Environmental Scientist	\$162.45
Junior Environmental Scientist	\$104.00
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24" x 36" Plan Sheet Color as appropriate per the design	\$5.46
Mylars	\$7.14
Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	\$0.70



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Melinda Adams, Stormwater Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution for Services
SUBJECT: Municipal Stormwater Permit Design and Consulting Services
Contract – Rummel, Klepper & Kahl, LLP

BACKGROUND:

The Town does not currently have an established stormwater services agreement with Rummel, Klepper & Kahl, LLP, to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks, that may arise on an as-needed basis.

Public Works recommends that the Town enter into a piggyback agreement adopting the rates, terms, and conditions of the Charles County RFP 26-009 (CC RFP) existing contract for Municipal Stormwater Permit Design and Consulting Services. Charles County Government competitively awarded this contract on November 18, 2025, the County contract expires on September 30, 2028, or once the maximum contract ceiling has been reached, whichever occurs first, with an option for two (2) one-year renewals at the sole option of the County.

The County contract carries an aggregate not-to-exceed amount of \$5,000,000 across all County task orders; the Town's own use under its piggyback agreement would be authorized and limited on a task-order-by-task-order basis. A copy of the CC RFP 26-009, the Rummel, Klepper & Kahl, LLP, proposal (including price list and executed contract with the County), and the Town's proposed piggyback agreement are attached for Council's review.

FISCAL IMPACT:

Funding for stormwater permit design and consulting services performed under this contract would be included in the Public Works Department's Operations and Capital Budget within the Stormwater Enterprise Fund, as applicable to specific assignments. Execution of this agreement does not obligate the Town to utilize Rummel, Klepper & Kahl,



LLP, for any specific project; rather, it establishes the hourly rate schedule set under the CC RFP 26-009 that would apply should the Town choose to engage Rummel, Klepper & Kahl, LLP, for future general stormwater services. Individual assignments will be authorized through task orders issued within existing budget appropriations.

STRATEGIC PLAN ALIGNMENT:

Goal #2, Operational Excellence: Engaging a qualified firm with specialized stormwater engineering and permitting expertise provides staff with the tools and technical knowledge needed to maintain compliance and manage the Town's stormwater infrastructure and permit obligations.

Goal #5, Public Service Readiness: Access to experienced stormwater engineering professionals supports the Town's ability to plan for drainage, flooding, water quality, and climate resilience needs while protecting natural resources and meeting growing service demands.

SUSTAINABILITY CONSIDERATIONS:

Maintaining a partnership with a qualified firm supports sustainable, resilient decision-making for the Town's stormwater infrastructure. This collaboration helps ensure that stormwater investments are efficient, environmentally responsible, compliant with applicable regulations, and capable of managing current and future drainage, flooding, water-quality, and climate-resilience needs.

ADA CONSIDERATIONS:

Stormwater infrastructure projects performed under this contract will incorporate ADA compliance requirements, where applicable, when design elements affect sidewalks, curb ramps, drainage structures within pedestrian pathways, or other public access points, consistent with the Town's standard design and construction requirements.

RECOMMENDED ACTION:

Adopt Resolution 26-64, "Municipal Stormwater Permit Design and Consulting Services - Rummel, Klepper & Kahl, LLP," authorizing the Town Manager to execute a piggyback agreement with Rummel, Klepper & Kahl, LLP, for Municipal Stormwater Permit Design and



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1240

Date of Meeting: September 08, 2026

Consulting Services, under the rates, terms, and conditions of Charles County Government RFP 26-009.

ATTACHMENTS:

1. Charles County RFP 26-009
2. Addendum #1 to Charles County RFP 26-009
3. Rummel, Klepper & Kahl, LLP, Proposal, including price list and executed contract with the Charles County Commissioners
4. Draft Contract Agreement between the Town of La Plata and Rummel, Klepper & Kahl, LLP

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-64

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Municipal Stormwater Permit Design and Consulting Services
Contract - Rummel, Klepper & Kahl, LLP

FOR the purpose of authorizing the Town Manager to enter into a Contract Agreement with Rummel, Klepper & Kahl, LLP, to support general stormwater assignments, including stormwater-related engineering, planning, monitoring, asset management, and inspection tasks that may arise on an as-needed basis; and all matters generally relating thereto.

* * * * *

1
2 **WHEREAS**, the Council of the Town of La Plata (“Town Council”) desires to promote
3 Operational Excellence through the enhancement of community programs and services by
4 strengthening services and programs with adequate staffing and technical expertise; and
5

6 **WHEREAS**, the Town Council desires to enhance Public Service Readiness through
7 the use of the Town’s guiding documents to plan and provide for current/future
8 infrastructure needs and by planning upgrades and enhancements to the Town’s
9 infrastructure to ensure the growth and development can be accommodated; and
10

11 **WHEREAS**, through the Stormwater Enterprise funds, the Public Works
12 Department’s Operations Budget provides for upgrades and enhancements to the Town’s
13 infrastructure to ensure adequate natural resource availability to meet current usage
14 demands and to ensure that growth and development can be accommodated; and
15

16 **WHEREAS**, the professional engineering services of Rummel, Klepper & Kahl, LLP, of
17 Baltimore, Maryland, may be acquired utilizing Charles County Government RFP 26-009;
18 and
19

20 **WHEREAS**, the Town Manager, having reviewed the proposed services and the

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

21 qualifications of Rummel, Klepper & Kahl, LLP, recommends that the Town Council
22 authorize him to execute a contract with Rummel, Klepper & Kahl, LLP, to perform work and
23 services as described in Attachment 1; and
24

25 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
26 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,
27 except for expenditures which the Town Council, by ordinance, has determined are not
28 subject to the sealed bid requirements; and
29

30 **WHEREAS**, Town Code, Chapter 43, Section 43-2 C., provides for provisions for
31 expenditures which are exempt from the sealed bid requirements of § C8-23 if “Items,
32 services, materials and goods purchased from a person who is supplying that same item,
33 service, material or good to another governmental entity, if the total price or price per unit,
34 as applicable, to be paid by the town is not more than the total price or price per unit to be
35 paid by the other governmental entity and if the price to be paid by the other governmental
36 entity has been established by a competitive bidding process conducted by the other
37 governmental entity or by a purchasing cooperative or alliance that bids procurements on a
38 volume basis for state and local governments”; and
39

40 **WHEREAS**, Town staff has identified the terms offered to Charles County RFP 26-
41 009, “Municipal Stormwater Permit Design Consulting Services” and in Addendum #1 to RFP
42 26-009, “Municipal Stormwater Permit Design Consulting Services,” as best serving the
43 Town’s interests.
44

45 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
46 **PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to enter into, on behalf of
47 the Town of La Plata, a Contract Agreement for Municipal Stormwater Permit Design and
48 Consulting Services with Rummel, Klepper & Kahl, LLP, of Baltimore, Maryland, as defined
49 under Charles County RFP 26-009, “Municipal Stormwater Permit Design Consulting
50 Services,” attached hereto as Attachment 1, and Addendum #1 to RFP 26-009, “Municipal
51 Stormwater Permit Design Consulting Services,” attached hereto as Attachment 2, and
52 under the terms defined in the Contract between Rummel, Klepper & Kahl, LLP, and the
53 Charles County Commissioners dated November 18, 2025, attached hereto as Attachment
54 3, and the Agreement between the Town of La Plata, Maryland, and Rummel, Klepper & Kahl,
55 attached hereto as Attachment 4.

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

56 **BE IT FURTHER RESOLVED**, that Charles County RFP 26-009, "Municipal
57 Stormwater Permit Design Consulting Services," attached hereto as Attachment 1, and
58 Addendum #1 to RFP 26-009, "Municipal Stormwater Permit Design Consulting Services,"
59 attached hereto as Attachment 2, are hereby adopted and incorporated herein by reference.

60
61 **AND BE IT FURTHER RESOLVED**, that Contract between Rummel, Klepper & Kahl,
62 LLP, and the Charles County Commissioners dated November 18, 2025, attached hereto as
63 Attachment 3, is hereby adopted and incorporated herein by reference.

64
65 **AND BE IT FURTHER RESOLVED**, that the Agreement between the Town of La Plata,
66 Maryland, and Rummel, Klepper & Kahl, LLP, attached hereto as Attachment 4, is hereby
67 adopted and incorporated herein by reference.

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

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26-009

**MUNICIPAL STORMWATER PERMIT DESIGN AND
CONSULTING SERVICES**

Charles County Government

200 Baltimore Street

La Plata, MD 20646

RELEASE DATE: July 23, 2025

RESPONSE DEADLINE: August 27, 2025, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/charlescountymd>

Charles County Government
Municipal Stormwater Permit Design and Consulting Services

I. INTRODUCTION.....

II. PROPOSAL INSTRUCTIONS.....

III. TECHNICAL PROPOSAL SUBMISSION CONTENT.....

IV. ORIGINAL PROPOSAL SUBMISSION CONTENT

V. PROPOSAL EVALUATION PANEL AND CRITERIA

VI. AWARD AND CONTRACT FORMATION.....

VII. GENERAL PROVISIONS.....

VIII. SPECIAL PROVISIONS

IX. PROPOSAL ITEM DESCRIPTIONS.....

X. PROPOSAL SUBMITTALS

XI. COST PROPOSAL FORM.....

XII. INSURANCE

Attachments:

A - Sample Contract - Term & Renewals Specified

1. INTRODUCTION

1.1. Summary

The Commissioners of Charles County are seeking proposals from multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

1.2. Contact Information

The **Purchasing Representative** identified below is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between the Offeror and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified below, for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

Shanna Reese

Chief of Purchasing

200 Baltimore Street

N/A

La Plata, MD 20646

Email: reeses@charlescountymd.gov

Phone: [\(301\) 645-0656](tel:3016450656)

Department:

PGM - Planning

1.3. Timeline

NOTE: Times and dates are subject to change due to extenuating circumstances, including inclement weather. Offerors may obtain County operating status by calling 301-645-0600 (meeting times cannot be verified at this number) or by referring to County operations status updates on the Charles County Government website at <http://www.CharlesCountyMD.gov>.

Release Project Date	July 23, 2025
Pre-Proposal Meeting Registration Deadline	August 4, 2025, 8:00am Firms must register in advance to attend the pre-proposal meeting via the County's eProcurement Portal RSVP Manager. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions. If multiple attendees from your firm will be attending the meeting, please have each individual complete the eProcurement Portal RSVP Manager process.

Pre-Proposal Meeting (Non-Mandatory)	August 4, 2025, 2:00pm Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that register timely and via the County's eProcurement Portal RSVP Manager will receive participation instructions. The attendance roster will be published on the County's eProcurement Portal.
Question Submission Deadline	August 13, 2025, 8:00am Questions shall be submitted via the eProcurement Portal Question & Answer feature prior to the due date and time specified. The County will not provide responses to questions received after the deadline.
Proposal Submission Deadline	August 27, 2025, 11:00am

2. PROPOSAL INSTRUCTIONS

2.1. Proposal Submission Conditions

Charles County Government is accepting electronic proposal submissions. Offerors shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, click on "Draft Response" and follow the instructions to submit the electronic proposal via the [County's eProcurement Portal](#).

Proposals shall be submitted by the date and time specified. Late proposals will not be accepted. Submission, modification, or withdrawal of proposals after the due date/time will not be considered.

It is the Offerors' sole responsibility to ensure that proposals are delivered via County's eProcurement Portal. Offerors shall give yourself adequate time to submit a response. Any technical difficulties or uncertainty with the submittal process will not be cause for accepting a response that was not submitted timely. The County is only accepting electronic submittals. Delivery methods by courier, in-person hand delivered, United States Postal Service, United Parcel Service or Federal Express, and other methods of delivery shall not be accepted. Any proposals not received timely will not be considered.

Proposals shall be valid and irrevocable for a minimum of one hundred twenty (120) days from the due date. An Offeror may submit only (1) proposal in response to this RFP. Offerors shall monitor the [County's eProcurement Portal](#) for schedule changes issued via addendum.

2.2. Solicitation Events

- A. Pre-Proposal Meeting Registration Deadline: Refer to the **Timeline** section for date, time, location, participation and registration requirements. Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that have registered timely will receive participation instructions.
- B. Pre-Proposal Meeting: Pre-proposal meeting will occur virtually/teleconference, unless otherwise specified. Firms that registered timely will receive participation instructions. Refer to the **Timeline** section for date, time, and location, participation, and registration requirements. The attendance roster will be published on the [County's eProcurement Portal](#).
- C. Last Day for Questions: The County will not provide responses to questions received after the deadline to submit questions specified in the **Timeline** section.
- D. Proposal Submission Deadline: Refer to the **Timeline** section for the date and time proposals must be received by. Offerors must have an account or create a FREE account with [OpenGov Procurement](#) to submit a proposal.

2.3. Offeror Certification of Acceptance

By submitting a proposal in response to this RFP, the Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the *RFP* or any *Appendices* is made part of this solicitation package.

2.4. Incurring Costs

The County is not liable for any costs incurred by the Offeror prior to full execution of the contract.

2.5. Additions/Modifications to Solicitation Forms

Modifications of or additions to the [Cost Proposal Form](#) or any other County form may be cause for rejection of the proposal, however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive. As a precondition to proposal acceptance, the County may, in its sole discretion, request that the Offeror withdraw or modify any such modifications or additions which do not affect quality, quantity, price, or delivery.

2.6. Alternate Offers

Offerors must bid only one (1) product and one (1) price per proposal item even though they feel they can offer more than one item that will meet the specifications. Offeror must determine for themselves which to offer. If an Offeror submits more than one (1) product and/or more than one (1) price for a given proposal item or items, it may be cause for the proposal items or items being bid upon to be considered non-responsive and rejected.

2.7. "Or Equal" Interpretations

Identification of an item by manufacturer's name, trade name, catalog number, or reference is intended to be descriptive but not restrictive in that it is used for the purpose of describing the type, style, quality, performance and minimum specifications of the product desired, and shall not be interpreted to mean the only acceptable product. Proposals on other makes and/or models will be considered provided in the [Cost Proposal Form](#) what is being proposed and forwards with the proposal complete descriptive literature indicating the character of the article being offered and addressing all specifications of this solicitation.

The County reserves the right to accept or reject, in its sole discretion, items offered as an "equal".

2.8. Offeror Investigation

Prior to submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the Offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Offeror.

2.9. Sole Point of Contact

The **Purchasing Representative** identified in the [Introduction section](#) is the SOLE POINT OF CONTACT at Charles County Government for this procurement. All communication between Offerors and Charles County Government shall be with the **Purchasing Representative** until a fully executed contract is delivered to the Contractor. Offerors or any of their authorized representatives may not initiate contact with Charles County Government or County Consultants other than the Contact identified on the [Introduction section](#), for any reason during the bidding process or prior to full contract execution. Any communication outside this process may result in disqualification.

2.10. Questions

All inquiries/questions concerning technical or bidding information shall be directed via OpenGov Procurement Question & Answer feature prior to the due date and time specified in the [Introduction section](#). In the event an Offeror has multiple questions, each question must be submitted individually. Please include the section number and title for each question, if applicable. All questions submitted and answers provided will be electronically distributed to offerors following this solicitation on the [County's eProcurement Portal](#). The County will not provide responses to questions submitted after the due date and time specified in the [Introduction section](#). The person submitting the request will be responsible for its prompt delivery. Questions and answers are provided for informational purposes only and are not part of any resulting contract from this solicitation.

2.11. Addenda and Supplements

In the event that it becomes necessary to revise any part of this solicitation, or if additional information is necessary to enable the Offeror to make an adequate interpretation of the provisions of this solicitation, a supplement to the solicitation will be issued. The Offeror shall acknowledge in their proposal, the receipt of all addenda, supplements, amendments, or changes to the solicitation that were issued by the County. Oral statements made by County personnel shall not bind the County in any manner whatsoever and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement.

Any interpretation, correction, changes to the solicitation will be made only by addendum duly issued and will be posted on the County's eProcurement Portal found at www.CharlesCountyMD.gov. Click on Any and all addenda issued prior to the proposal due date/time shall become a part of the contract documents and shall be covered in the Offeror's proposal prices, unless an alternate schedule is presented by addendum. It is the responsibility of the Offeror to check the [County's eProcurement Portal](#) as frequently as necessary to obtain all updates and addenda to the solicitation.

2.12. Ability to Perform

Offeror shall have the capability to perform classes of work contemplated, having sufficient capital to execute the work properly within the specified time. The County reserves the right to request any additional information, utilize references not provided by a Offeror, and validate any information provided by an Offeror by any means deemed necessary by the County for the purpose of determining the Offeror's ability to perform the services described herein.

2.13. Errors

Any errors in computations may be corrected during the County's review of the proposal. The County shall not be responsible for Offeror computation errors contained on the [Cost Proposal Form](#). All values contained on the [Cost Proposal Form](#) remain the responsibility of the Offeror. Where the unit price and the extension price are at variance, the unit price will prevail. In the event that the unit price is not provided, the unit price shall be the extended price divided by the quantity. Errors on any forms submitted remain the sole responsibility of the Offeror.

2.14. County Rights/Disclaimers

The County exclusively reserves the right, but is not limited to the following actions:

- A. Reject any or all proposal submissions;
- B. Issue a new RFP;
- C. Cancel, modify, or withdraw the RFP;
- D. Issue addenda, supplements, and modifications to this RFP;
- E. Modify the RFP process (with appropriate notice to offerors as described herein);
- F. Appoint an Evaluation Committee and evaluation teams to review proposal submissions;
- G. Approve or disapprove the use of particular subcontractors and/or substitutions and/or changes in proposal submissions;
- H. Revise and modify, at any time before the Proposal Due to County date, the factors it will consider in evaluating proposal submissions and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the County will publish an addendum. The County may extend the RFP due date if such changes are deemed by the County, in its sole discretion, to be material and substantive;
- I. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the RFPs;
- J. Disqualify any team that changes its Proposal Submission without County written approval;
- K. Retain ownership of all materials submitted in hard-copy and/or electronic format.

2.15. Rejection of Quotes/Bids/Proposals

The County exclusively reserves the right, but is not limited to the following actions:

- A. Evidence of collusion among offerors.
- B. Lack of competency revealed by financial statements, experience, equipment statements, or other factors.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted or from previous experience with the offeror.
- D. Default on a previous similar contract for failure to perform.
- E. Being delinquent in payments due to Charles County Government.
- F. Exceptions or exclusions to the requirements of the solicitation.
- G. Failure to be in "Good Standing" with the State of Maryland.
- H. Previous substandard performance on a County contract.
- I. Failure to perform properly or to complete, in a timely manner, contracts of a similar or comparable nature, or if investigation shows the offeror unable or unlikely to perform the requirements.
- J. Failure to furnish information requested by the County.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

2.16. Good Standing Requirements

In order to be eligible for award, Offerors shall meet the following conditions prior to contract award:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

2.17. Notifications

Legal notice given by the County to the Offeror shall be sent to the Offeror's contact information provided in the [County's eProcurement Portal](#). Notice given by the County by any of the following:

- A. A communication delivered by MAIL shall be deemed as having been received by the addressee three (3) business days after the date of mailing.
 - 1. UPS or FedEx or other delivery service; or
 - 2. USPS first class postage mail; or
 - 3. USPS certified, or
 - 4. USPS registered mail.
- B. A communication delivered by email shall be deemed as having received by the addressee the same day the email was sent.

2.18. Negotiations

The County may negotiate contract terms, price, statement of work, or other conditions that results in the most advantageous outcome for the County. In the event an agreement satisfactory to the County cannot be negotiated, the County may terminate negotiation and move to another Offeror.

2.19. Prohibition of Discrimination in County Procurement

Charles County is committed to ensuring that Minority and Women-Owned Business Enterprises are provided equal opportunity to participate in the County's procurement and contracting processes. Any instances of overt or perceived discrimination should immediately be reported to the MWBE/DBE Compliance Manager.

Per Resolution 2023-13, Section 8, Item 4.1, the SLMBE Programs Division is authorized to investigate such complaint. An investigation may also be initiated based solely on a finding of a significant statistical disparity from the Annual Aspirational Goal or contract/project goal(s), as detailed herein. The details of any investigation, including findings, shall be recorded and maintained by the SLMBE Programs Division.

All Contractors must cooperate with any investigations or audits conducted by authorized entities to assess compliance with anti-discrimination laws and policies. Non-compliance may result in sanctions, including but not limited to contract termination, suspension, or debarment from future contracts.

Certification of Compliance

By submitting a response to this solicitation, the Contractor agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

Reporting Discrimination

Discrimination in any form is strictly prohibited in Charles County. Charles County staff, prime contractors, subcontractors, or any individuals otherwise engaged in the procurement process are strictly prohibited from discriminating against any business or individual based on, but not limited to the following: race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, political affiliation, veteran status, or any other characteristic protected by applicable law. Legitimate denial of a bid or not being selected for a procurement opportunity is not considered discrimination.

If anyone is a victim of discrimination, in any form, a request must be submitted to the MWBE/DBE Compliance Manager. Anyone submitting a discrimination complaint must submit a complaint using the “MWBE Discrimination Reporting Form”. You can request a form from the MWBE/DBE Compliance Manager. Any individual or firm discriminating against another could face any of the following penalties including, but not limited to: sanctions, contract termination, suspension, and/or debarment from future contracts. If necessary, the case can also be referred to the County Attorney and/or the County Administrator for further action.

Notification of Accusation and/or Finding of Discrimination

Once a discrimination complaint is received by the Purchasing Division and the MWBE/DBE Compliance Manager, the accused will be notified in writing that they; a) have been accused of discrimination, b) will have an opportunity to provide a defense against the accusation; c) must comply with all requests from investigators; d) are prohibited from taking any adverse actions against an accuser; and e) have a right to appeal a finding of discrimination.

3. TECHNICAL PROPOSAL SUBMISSION CONTENT

Cost information shall not be included in the Technical Proposal.

3.1. Technical Proposal Instructions

At a minimum, each technical proposal shall include the following items in the stated order; all pages shall be numbered; using font size of eleven (11) point or larger, printable one sided on 8.5" x 11" size paper and all the listed components must be included. Do not provide references to other section/tabs, documents or websites for the information required; information should be specifically included in the RFP response. Technical proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

Provide a Table of Contents with the specified tabs, page numbers, and content below for each tab.

3.2. Tab 1 - Executive Summary

Provide the following information:

- A. Name, address, and phone of the firm and subcontractors.
- B. Brief background history of the firm.
- C. Principals of the firm.
- D. Location of office from which this contract will be administered.
- E. The name of the principal in charge of this contract.
- F. Summary of the Offeror's understanding of the requested services.

3.3. Tab 2 - Standard Form (SF) 330

Complete and submit a **Standard Form (SF) 330 "Architect/Engineer Related Services for Specific Project"** (template available on Charles County's Purchasing Division webpage). All applicable spaces of the form shall be completed. Offerors shall demonstrate at least ten (10) years of experience and provide project summaries for ten (10) representative projects over the past ten (10) years. Experience of subcontractors may not be used as experience of the prime.

Firms shall demonstrate their history and expertise in the municipal stormwater permit services for which they are qualified.

3.4. Tab 3 - Additional Items

Provide the following:

- a. An organizational chart of your proposed team(s). Explain how you have structured your team(s). Describe working relationships among team members and partners. Explain how you would ensure continuity of projects in the event a team member changes or departs.
- b. Detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.
- c. Detailed history of the approaches employed to stream restoration and shoreline restoration including protocols employed, overview of results, lessons learned, and longevity of projects completed.
- d. Detailed experience with implementing innovative watershed practices such as urban soil restoration, urban tree planting, land use conversion, and climate resiliency practices.
- e. Detailed history of watershed monitoring, assessments, evaluations, modeling, and planning.
- f. Detailed experience with asset management tools.
- g. Other information you think is important for consideration in the evaluation of proposals.

4. ORIGINAL PROPOSAL SUBMISSION CONTENT

Any information identified as “Confidential” shall be noted by reference and appended to the **Proposal Submission**. Each item identified as “Confidential” shall be accompanied by an explanation. Refer to **Public Information Act/Confidentiality Notice** section.

A complete original proposal package shall include all information and forms identified on the **County’s eProcurement Portal**, including but not limited to:

4.1. Original Proposal Instructions

The original proposal shall be considered the items listed in this Section. All forms must be completed, signed, and submitted. Indicate "NA" on the form if it is "Not Applicable" and sign and date it. Original proposals which do not include all components or use the proper format may be considered non-responsive and therefore not reviewed or considered for award.

4.2. Cost Proposal Form

Proposal pricing shall be submitted on the [Cost Proposal Form](#). All cost columns of the table shall be fully completed to be able to submit a proposal response. All pricing shall be rounded to the nearest whole cent (e.g. \$.01). There shall be no hidden costs. Prices shall include all profit, overhead, equipment, transportation cost, etc. An Offeror may only submit one (1) [Cost Proposal Form](#) in response to this solicitation. Each item on the form shall contain only one value. “Or Equal” items, if applicable, shall be noted on the [Cost Proposal Form](#).

4.3. Vendor Disclosure Form

This form shall be completed in legible ink or typewritten and signed.

4.4. Experience Form

Offeror shall be required to complete and submit the County provided *Experience Form*. A qualified Offeror must have requisite experience for the work as described in the **Special Provisions** and must be actively engaged as a legal entity in this field for a period of no less than ten (10) years at the due date for quote/bid/proposal. Offerors shall demonstrate their experience on the *Experience Form*. Offerors shall provide no less than ten (10) projects completed within the past ten (10) years of equal or greater magnitude, as deemed acceptable by the County at its sole discretion, as specified in *Item A* below. All blank spaces of the form shall be fully completed in legible ink or typewritten. The projects may be the same as those used in the SF-330.

Experience shall be that of the prime contractor unless otherwise specified. Experience of subcontractors may not be used as experience of the prime. The County shall accept experience of subcontractor only in those areas specified otherwise, if applicable.

As applicable: On-going service contracts for the services specified may be considered a “Completed” project if the base term of the contract has been fully completed, purchase orders issued and tasks fully completed during the contract term, and the contract renewed by the issuing agency. Each Offeror is solely responsible for providing any and/or all information/documents demonstrating completion and/or requested by the County in order to confirm the validity of references provided.

- A. A minimum of ten (10) completed representative projects that demonstrate the Offeror's experience in all of the following areas:
 - 1. Maryland Municipal Stormwater (MS4) permit Phase 1 requirements
 - 2. stormwater conveyance systems
 - 3. stormwater management retrofits
 - 4. innovative water quality treatment practices
 - 5. ecological restoration
 - 6. environmental assessment and planning
 - 7. pollutant load modeling, watershed management
 - 8. water quality monitoring and modeling

9. municipal stormwater related asset management
10. education and outreach to reduce stormwater pollution and flooding
11. illicit discharge

4.5. Minority and Women- Owned Business Enterprise (MWBE) Program - MWBE Compliance Plan Forms

This form shall be completed in legible ink or typewritten and signed. Proposals submitted without a MWBE compliance form may be rejected as non-responsive by the County. Th Offerors can contact the Economic Development Department by phone at 301-885-1340 extension 2202 for questions related to the County's MWBE program.

4.6. Small Local Business Enterprise (SLBE) Program – SLBE Certification Form and SLBE Letter of Intent

Charles County Government has established a Small Local Business Enterprise (SLBE) Program, which registered Charles County SLBE firms responding to this solicitation may receive a preference in accordance with the provisions of the Program that may apply to a formal solicitation resulting in an award of less than \$500,000.00. **This solicitation is exempt from the SLBE Program.**

4.7. Intended Sub-Contractors Form

This form shall be completed in legible ink or typewritten and signed. “NA” shall be noted on the form if it is Not Applicable.

4.8. Non-Collusion Affidavit Form

This form shall be completed in legible ink or typewritten, signed, and notarized.

4.9. Addendum Certification

Offerors shall be required to acknowledge the addenda when responding to this request for proposals.

5. PROPOSAL EVALUATION PANEL AND CRITERIA

All materials, conferences, proposals, and other matters related to this project shall remain confidential until the contract is executed with the selected firm. The County may use any appropriate technical resources to assist during any part of the evaluation process.

5.1. Responsiveness Review

The County will review the proposal for minimum responsiveness criteria. Proposals that do not meet the minimum responsiveness criteria may be rejected as non-responsive, at the sole option of the County. Any deficiencies will be reviewed and determined by the Chief of Purchasing.

5.2. Evaluation Criteria

Proposal evaluation will include, but is not limited to, the following:

Item #	Evaluation Criteria Description	Points
1	Project understanding, approach, and capability	15
2	Experience of key staff and project team proposed. • Project Management • Technical expertise • Organizational structure • Key personnel qualifications	20
3	Firm representative projects and depth	20
4	Examples of innovative watershed solutions	5
5	Price	40
6	Total	100

5.3. Evaluation

Offerors' proposals will be evaluated by an evaluation committee who will evaluate and score the proposals in accordance with the criteria specified above. The County reserves the right to conduct the evaluation in any manner considered in the best interest of the County. The County may utilize any information obtained as a result of reference checks, proposal clarification or additional information requests, offeror negotiations or any other means deemed necessary at the sole discretion of the County to identify the proposal that best meets the County's needs.

6. AWARD AND CONTRACT FORMATION

The County reserves the right to award a contract by individual items, in the aggregate, or in any combination thereof, or to reject any or all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of the County. Any contract awarded is contingent upon completion of the protest period.

6.1. Award of Contract

The County intends to award this solicitation on the basis of a combination of the evaluation of the Offerors' experience and qualifications, as well as the proposed price. Award will not be based upon cost alone, and this solicitation does not commit the County to award a contract or to award to that firm which has submitted the lowest fee. The evaluation criteria may include: the Offeror's demonstration of their understanding of the work to be performed, past experience, technical ability, other resources, qualifications of personnel, results of reference checks, and record of similar work performed satisfactorily. In addition, the County reserves the right to accept any proposal either in part or in its entirety.

At any time, the County may request an offeror to provide additional items such as: additional information, clarification, references, interviews/presentations, and any other documentation needed to assist the County in the award selection process. Failure of an offeror to furnish requested information may constitute grounds for determining an offeror as non-responsive at the sole option of the County. Any contract awarded is contingent upon completion of the protest period.

The County reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the County.

6.2. Term of Contract

The Contractor(s) selected shall provide the services and all requirements contained herein for a base period commencing on the date of contract execution, after expiration of the award protest period, unless notified otherwise by the County in writing by the County and end September 30, 2028, with two (2) optional 1-year renewals at the sole option of the County. Each 1-year renewal shall commence on October 1 and end on September 30 of the following calendar year.

This contract shall be automatically renewed unless notice of nonrenewal shall be made to the Contractor by Charles County Government or to Charles County Government by the Contractor at least forty-five (45) calendar days prior to the contract anniversary date which is the date in the Notice to Proceed, contract begin date, or otherwise indicated by Charles County Government.

6.3. Pricing Adjustment for Extension Years

Unit prices under the resulting Contract shall remain firm through the base term. Thereafter, pricing shall be adjusted at the beginning of each succeeding year and/or Contract renewal period at the written request of the Contractor to the Chief of Purchasing. Pricing shall be adjusted by the percentage change in the Consumer Price Index (CPI) from the previous year. For purposes of this agreement, the CPI is defined as the Consumer Price Index for All Urban Consumers, All Items, as published by the United States Department of Labor, Bureau of Labor Statistics. For purposes of adjustment, the CPI used for each subsequent year of the Contract shall be the last published percentage change in the CPI (for the previous 12 months) either on, or prior to, the anniversary date of the Contract. Price adjustments shall take effect upon written approval by the County.

6.4. Quantity Contracts Awarded

The County may make award to more than one firm. The County may award to one or multiple offeror(s). The contract(s) entered into with the successful offeror(s) shall meet all standard provisions required by the County.

The County intends to contract with a single firm and not with multiple firms doing business as a joint venture. Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

6.5. Contract Execution

The successful Offeror to whom the contract shall have been awarded shall be required to execute the County contract (or as authorized by the County) and shall furnish all requirements due at contract execution, which may include, but is not limited to performance bonds and/or payment bonds, insurance certificates, equipment inspections, licenses, etc., as specified herein.

6.6. Contract Documents

All work under this project shall be in accordance with the contract documents. The Contract documents for this project includes, but is not necessarily limited to, this solicitation package, project plans and specifications as shown in ***RFP and other referenced ordinances, manuals and specifications***. Contract Documents shall also include:

- A. All written modifications, amendments and change orders to this Agreement issued in accordance with the ***General Provisions***.
- B. Contractor's proposal and accompanying exhibits submitted in response to the County's Project Criteria and Solicitation; and any solicited and/or unsolicited Alternates to the Solicitation accepted by the County in writing.

The Contract Documents are intended to permit the parties to complete the work and all obligations required by the Contract Documents within the specified time(s) for the proposal price. The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event of any inconsistency, conflict, or ambiguity between or among the Contract Documents, the County will make a determination on which item of discrepancy shall take precedence. Within listed documents or group of documents, the later dated shall have precedence over the earlier requirements, and specific requirements shall have precedence over the general requirements.

6.7. Default and Suspension

If an Offeror who has been selected for award and offered a contract refuses or fails to execute the contract and/or fully comply with all requirements of this solicitation within fourteen (14) consecutive calendar days after receipt of formal notice of intent to award or an alternate date specified by the Chief of Purchasing, the Offeror may be considered to have defaulted with respect to execution of the contract, and to have abandoned all rights and interests in the contract. In such instance the bid security, if any, may be declared forfeited to the County without further notice to the Offeror. In the event of such default, award may then be made to another Offeror determined to be in the best interest of the County, or the solicitation may be cancelled and/or re-advertised for proposals as deemed if deemed in the best interests of the County.

A Contractor, who has executed a contract with the County, may be considered to have defaulted in the performance of the Contract, by: failure to comply with the requirements of the contract, sub-standard performance, failing to complete the contract, and/or by other significant errors and omissions as determined by the Project Manager and the Chief of Purchasing. In such instance, the Contractor's performance and/or payments bonds, if any, may be exercised, and the Contract terminated and awarded to another Offeror if determined to be in the best interest of the County.

An Offeror/Contractor, who has defaulted as discussed above, may be declared by the Chief of Purchasing to be ineligible to bid on future County solicitations for a period of up to two (2) years from the date the County determined the Offeror/Contractor to have defaulted. This determination by the Chief of Purchasing shall be final, and not subject to appeal.

6.8. Offeror/Award Protests

- A. All protests made pursuant to solicitations must be in writing and delivered to the Chief of Purchasing within the timeframes specified:
 - 1. Protests must be delivered to the Chief of Purchasing no later than seven (7) consecutive calendar days after the basis for the protest (i.e. notification of rejection of Offeror's proposal, notification of removal of Offeror from consideration, etc.) is known or should have been known, whichever is earlier.
 - 2. If protesting contract award, the protest must be delivered to the Chief of Purchasing within seven (7) consecutive calendar days after the Purchasing Division has publicly posted the proposed contract award. This provision shall only apply to "aggrieved" Offerors.
 - 3. If Offeror seeks as a remedy the cancellation or amendment of the solicitation, the protest must be delivered to the Chief of Purchasing before the submission date for quotes/bids/proposals.
 - 4. If the County is closed for business at the due date and time, for whatever reasons, protests will be accepted on the next business day of the County prior to 12:00 p.m. (Eastern Time).
Protests shall be considered timely only if received in the Purchasing Division office prior to close of business within the timeframes specified above.

- B. All protests made pursuant to solicitations shall be delivered to the Chief of Purchasing:
Charles County Government
ATTN: Chief of Purchasing, Purchasing Division (Room B130)
200 Baltimore Street,
La Plata, Maryland 20646
- C. Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Charles County Government". The Chief of Purchasing, may, at his sole election, return the filing fee to the protesting Offeror, if the protest is sustained. Filing fees for unsustained protests shall not be returned. The Chief of Purchasing must dismiss any protest not timely received.
- D. Only an Offeror that is "aggrieved" is eligible to file a protest. Aggrieved means that the Offeror who is filing the protest is susceptible for an award of the contract if the protest is sustained (e.g., a fourth ranked Offeror is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked Offerors or would require that the solicitation be reissued). Each protest must contain the following: identification of the solicitation; the name, address and telephone number of the protesting Offeror; a statement supporting that the Offeror is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the Offeror contends supports the protest. The burden of production of all relevant evidence, data and documents, and the burden of persuasive argument to support the protest is on the Offeror making the protest.
- E. The Chief of Purchasing shall forward to the County Attorney, all protests timely received and appropriate information addressing the circumstances of the protest. The Chief of Purchasing shall also forward for the County Attorney's information, all protests not timely received and/or otherwise ineligible, that was dismissed by the Chief of Purchasing.
- F. The Chief of Purchasing, after consultation with the County Attorney, shall determine whether to sustain or reject the protest, and shall provide written notice of his determination to the Offeror making the protest, and to the County Attorney. In the case of a sustained protest, the Chief of Purchasing, after consultation with the County Attorney, shall determine what remedy shall be taken to redress the protest. Decisions shall be final, and not subject to appeal.

6.9. Performance Evaluations

The County shall perform periodic performance evaluations, at the County's discretion, on all work performed by the Contractor under this Contract. The Contractor shall have the opportunity to review performance evaluations upon request. Performance evaluations shall be maintained in the County's contract files.

6.10. Assignment of Contract

The Contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the County, Chief of Purchasing.

6.11. Subcontractors

Subcontractors may not be used in the conduct of this contract without express written approval of the County. The County reserves the right to reject any subcontracted relationship if changes or additions of subcontractors are necessary during the life of the contract. Subcontracts for any portion of this contract must be clearly identified in the Offeror's proposal. Subcontracts are subject to Minority and Women Business Enterprise (MBE) Program and Small Local Business Enterprise (SLBE) requirements detailed herein. Prime contractor shall perform a minimum of fifty percent (50%) of the work.

6.12. News Release

No news releases pertaining to this proposal request or the service, study, or project to which it relates will be made without County approval.

6.13. Public Information Act/Confidentiality Notice

Offeror should give specific attention and identification of those specific portions of their proposals which they deem to contain confidential and/or proprietary information. Such information must be individually noted as being confidential or proprietary, either at that location, or in a separate consolidated listing contained within the bid/proposal/quote and provide justification of why the

material should not be subject to disclosure by the County upon request under the Maryland Public Information Act. Offerors may not declare their entire bid/proposal/quote package to be confidential or proprietary. Failure to provide specific identification and justification may result in the County releasing the information if requested to do so.

6.14. Campaign Finance Reform Act of 2013

The Maryland Campaign Finance Reform Act of 2013 dictates that vendors with single contracts of \$200,000 or more shall file certain campaign finance-related disclosures with the Maryland State Board of Elections. Vendors shall certify that they have filed the requisite disclosure, and if the vendor fails to provide this certification, the County must notify the State. In the event of Contract award, the Contractor shall certify that campaign finance-related disclosures are filed with the Maryland State Board of Elections as applicable.

6.15. Holiday Schedule

The following holidays are observed by the County:

- New Year's Break (Close at 12:00pm New Year's Eve, New Year's Day, Day after New Years)
- Martin Luther King Jr's Birthday
- Super Bowl Monday
- Washington's Birthday
- Eid al Fitr
- Good Friday
- Easter Monday
- Memorial Day
- Eid al Adha
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Election Day (When Applicable)
- Thanksgiving Closure (Wed, Thur, Fri of Thanksgiving)
- Christmas Break (Close at 12:00pm Christmas Eve, Christmas Day, Day after Christmas)

6.16. Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, governmental entities that are not Customers may make purchases under the terms and conditions contained herein, if agreed to by the Contractor. Such purchases are independent of the Contract between the Department and the Contractor, and the Department is not a party to these transactions. The Mid-Atlantic Purchasing Team Cooperative Ride Clause is hereby incorporated into this solicitation. Refer to the County's Website at: <https://www.charlescountymd.gov/home/showpublisheddocument/15127/638182853727870000>

7. GENERAL PROVISIONS

7.1. Definitions

The term COUNTY, as used herein, refers to the COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, hereinafter called the COUNTY, represented by the CONTRACTING OFFICER, the Director of the Using Department, or their designated representative who is authorized to act for the COUNTY.

7.2. Indemnification Clause

The Contractor shall protect, hold free and harmless, defend and indemnify Charles County, including its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. This agreement shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County, its officers, agents, and employees.

7.3. Governing Law

This Contract shall be governed by and construed only in accordance with the laws of the State of Maryland.

7.4. Responsibility of the Consultant

A. The CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in their design, drawings, specifications, and other services.

B. Neither the COUNTY'S review, approval or acceptance of, nor payment for, any of the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the COUNTY in accordance with applicable law for all damages to the COUNTY caused by the CONSULTANT'S negligent performance of any of the services furnished under this contract.

C. The rights and remedies of the COUNTY provided for under this contract are in addition to any other rights and remedies provided by law.

7.5. Changes

A. The COUNTY may, at any time, by written order, make changes within the general scope of the contract in the services to be performed. If such changes cause an increase or decrease in the CONSULTANT'S cost of, or time required for, performance of any services under this contract, whether or not changed by any order, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. Any claim of the CONSULTANT for adjustment under this Article must be asserted in writing within thirty (30) days from the date of receipt by the CONSULTANT of the notification of change unless the COUNTY grants a further period of time before the date of final payment under this contract.

B. The CONSULTANT shall provide no services for which an additional cost or fee will be charged without prior written authorization by the COUNTY.

C. Additional Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in an increase in the contract price will be determined by one or the other of the following methods, at the election of the CONTRACTING OFFICER.

(1) On the basis of a stated lump sum price, or other consideration fixed and agreed upon by negotiation between the CONTRACTING OFFICER and the CONSULTANT in advance, or if this procedure is impractical because of the nature of the work or for any reason,

(2) On the basis of the actual necessary cost as determined by the CONTRACTING OFFICER, plus a fixed fee to cover general supervisory and office expense and profit. The fixed fee shall not exceed fifteen percent (15%) of the actual necessary costs. The

actual necessary cost will include all reasonable expenditures for material, labor, and supplies furnished by the CONSULTANT and a reasonable allowance for the use of their plant and equipment where required but will in no case include any allowance for general superintendent, office expense, or other general expense not directly attributable to the extra work. In addition to the foregoing, the following will be allowed: the actual payment by the CONSULTANT for workmen's compensation and public liability insurance; performance and payment bonds (if any); and all unemployment and other social security contributions (if any) made by the CONSULTANT pursuant to Federal or State statutes, when such additional payments are necessitated by such extra work. An appropriate extension of the working time, if such be necessary, also will be fixed and agreed upon, and stated in the written order.

D. Reduced Costs:

The cost of any change ordered in writing by the CONTRACTING OFFICER which results in a decrease in the contract price will be determined in a manner conformable with paragraph C.2 under Additional Costs.

7.6. Termination

A. The COUNTY may, by written notice to the CONSULTANT, terminate this contract in whole or in part at any time, either for the COUNTY'S convenience or because of the failure of the CONSULTANT to fulfill their obligations under this contract.

Upon receipt of such notice, the CONSULTANT shall:

(1) Immediately discontinue all services affected (unless the notice directs otherwise), and

(2) Deliver to the COUNTY the originals of all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing under this contract, whether completed or in process.

B. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price shall be made but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of the CONSULTANT to fulfill their obligations under this contract, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT shall be liable to the COUNTY for any additional cost occasioned to the COUNTY.

D. If, after notice of termination for failure to fulfill obligations, it is determined that the CONSULTANT had not so failed, the termination shall be deemed to have been affected for the convenience of the COUNTY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Article.

E. The rights and remedies of the COUNTY provided in this Article are in addition to any other rights and remedies provided by law or under this contract.

7.7. Disputes

A. Except as otherwise provided in this contract, any dispute concerning a question of fact arising hereunder which is not disposed of by agreement shall be decided by the COUNTY, who shall reduce their decision to writing and mail or otherwise furnish a copy thereof to the CONSULTANT. The decision of the COUNTY shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the CONSULTANT executes and furnishes a written appeal to the COUNTY COMMISSIONERS OF CHARLES COUNTY. The decision of the COUNTY COMMISSIONERS for the determination of such appeals shall be final and conclusive.

B. The provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or their representative is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the CONSULTANT shall be afforded an opportunity to be heard and to offer evidence in support of their appeal. Pending final decision of a dispute hereunder, the CONSULTANT shall proceed diligently with the performance of the contract and in accordance with the COUNTY'S decision.

C. This Disputes Article does not preclude consideration of questions of law in connection with decision provided in paragraph (A) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative on a question of law.

7.8. County Rights

All designs, drawings, specifications, notes, computations, and other work developed in the performance of this contract shall be and remain the sole property of the COUNTY and may be used on any other work without additional compensation to the CONSULTANT. With respect thereto, the CONSULTANT agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The CONSULTANT, for a period of three (3) years after final payment under this contract, agrees to furnish and provide access to all retained materials on the request of the COUNTY. Unless otherwise provided in this contract, the CONSULTANT shall have the right to retain copies of all such materials beyond such period.

In the event that the COUNTY uses any of the above-mentioned materials for purposes other than those covered under this contract or other than for which it was provided, the CONSULTANT shall not be held liable for any personal or property damage arising from such use.

7.9. Examination of Records

A. The CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. The foregoing constitutes "records" for the purposes of this Article.

B. The CONSULTANT'S office, or such part thereof as may be engaged in the performance of this contract, and their records shall be subject at all reasonable times to inspection and audit by the COUNTY or their authorized representative(s). In addition, the COUNTY, or their authorized representative(s), shall, until the expiration of three (3) years from the date of final payment under this contract, or of the time periods for the particular records specified, have the right to examine those books, records, documents, papers, and other supporting data which involve transactions related to this contract along with the computations and projections used therein.

C. The CONSULTANT shall include in each subcontract, a provision that includes paragraphs A and B of this Article, binding each subcontractor to the requirements outlined in the above-mentioned paragraphs.

7.10. Covenant Against Contingent Fees

The CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon a contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

7.11. Accident Reports

The CONSULTANT shall promptly investigate and maintain a complete record of accidents resulting in personal injury, death, or property damage incident to performance of work under this contract. Loss of or damage to COUNTY equipment or property in the custody of the CONSULTANT shall be reported to the COUNTY within twenty-four (24) hours after the occurrence of the accident, together with full details relating to the incident.

7.12. Consultant's Organization

The CONSULTANT shall furnish to the COUNTY within two weeks after executing this contract, and thereafter prior to any annual renewal date, a chart showing the overall organization provided for the performance of this work and the names and titles of personnel employed in connection with the work, and shall furnish from time to time, revised organization charts reflecting any substantive changes therein. The CONSULTANT agrees to retain the listed key employees assigned to the performance of the work under this contract and shall not reassign or remove any of them without the consent of the COUNTY. Whenever, for any reason, one or more of the aforementioned employees is unavailable for assignment for work under this contract, the CONSULTANT shall, with the approval of the COUNTY replace such employee with an employee of substantially equal abilities and qualifications.

The CONSULTANT shall be responsible for maintaining satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

The CONSULTANT shall require in each subcontract, a provision that requires each subcontractor to advise the CONSULTANT promptly of any significant changes in the organization of such subcontractor, and the CONSULTANT shall promptly advise the COUNTY of any such changes reported to the CONSULTANT or otherwise discovered by the CONSULTANT.

7.13. Employment Discrimination by Consultants Prohibited

During the performance of any contract awarded pursuant to this RFQ, ITB, or RFP, the CONSULTANT agrees as follows:

A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the CONSULTANT. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination Article.

B. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, will state such CONSULTANT is an equal opportunity employer.

C. Notices advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

7.14. Certification of Drawings and Other Documents

All original drawings and the first page of all specifications, estimates, or similar documents shall have affixed or contain the seal of a duly qualified and authorized professional CONSULTANT certifying to the completeness and accuracy of the work performed.

7.15. Composition

If the CONSULTANT hereunder is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

7.16. Conflicts

It is the spirit and intent of these General Provisions, and the Special Provisions to provide that the services and all parts thereof shall be fully completed and suitable in every way for the purpose for which the project was intended. The CONSULTANT shall supply all materials and perform all services, which reasonably may be implied as being incidental to the work of this contract. In the event of a conflict between the **General and Special Provisions**, the **Special Provisions** will govern.

7.17. Delivery Point, Inspection, and Approval

All items required to be furnished by the CONSULTANT under this contract shall be delivered at the CONSULTANT'S expense to the attention of the County's authorized representative located at:

Project Manager identified in the written Notice of Intent to Award letter or Contract Execution Letter issued by the Purchasing Representative.

The CONSULTANT will be notified if the submittal, or any portion thereof, is rejected. In this event, the CONSULTANT will be required to resubmit those rejected materials so that they fully comply with the requirements of this contract. The decision of the COUNTY as to acceptance or rejection of the required submittals shall be final.

7.18. Designation of County's Representative

The CONSULTANT'S Day to day activities and work production will be monitored by a person designated by the COUNTY to act as the authorized representative to administer this contract in whole or in part.

No oral statement of any person and no written statement of anyone other than the CONTRACTING OFFICER, or the authorized representative, shall modify or otherwise effect any provision of this contract.

Designation and termination of the COUNTY'S representative shall be done in writing.

7.19. Document Standards

1. A. Plan format and contents shall be consistent with the County's plan preparation manual.
2. Specifications, Reports, and other narrative statements in final form for submission to the COUNTY shall be prepared on 8 1/2" X 11" white bond paper. Specifications shall follow the "Master Format" developed by the Construction Specifications Institute (CSI).

3. Bibliographies. If the preparation of reports and other narrative statements involves the use of reference and research materials, the CONSULTANT shall prepare a bibliography of such material and include it in the final document. Each bibliography shall include the following information:
 1. Books
 1. Name of author or authors, editors, or institution responsible for writing the book.
 2. Full title of book (including subtitle if there is one).
 3. Series name and number (if applicable).
 4. Volume number (if any).
 5. Edition (if not the original).
 6. City of publication.
 7. Publisher's name.
 8. Date of publication.
 2. Articles of Periodicals.
 1. Name of author.
 2. Title of article.
 3. Name of periodical.
 4. Volume number.
 5. Date of article.
 6. Pages occupied by article.

7.20. Inspection

The COUNTY, through any authorized representative, may at all reasonable times inspect or otherwise evaluate the work being performed hereunder and the premises on which it is being performed. If any inspection or evaluation is made by the COUNTY on the premises of the CONSULTANT or subcontractor, the CONSULTANT shall provide and shall require the subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the COUNTY representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7.21. Investigation of Field Conditions

The CONSULTANT shall visit the areas where work is to be performed and by their own investigation satisfy themselves as to the existing conditions affecting the work to be done. If the CONSULTANT, including subcontractor, does not visit the area, they will nevertheless be charged with knowledge of conditions, which a reasonable inspection would have disclosed. The CONSULTANT shall assume all responsibility for deductions and conclusion as to the difficulties in performing the work under this contract.

7.22. One Year Guarantee

In the event the COUNTY requires a construction contract resulting from the prepared work of the CONSULTANT hereunder, to make repairs, replacement, reconstruction or similar adjustments under the provisions of the construction contract, the CONSULTANT shall provide such professional services as may be required at no additional cost to the COUNTY where it is determined that the repairs, replacement, reconstruction or similar adjustment is attributed to a design deficiency for which the CONSULTANT is responsible.

The period of this guarantee shall commence on the date that the COUNTY formally accepts the facilities and extends for a period of one year thereafter.

The rights provided under this provision are in addition to any other rights the COUNTY may have arising out of a design deficiency for which the CONSULTANT is responsible.

7.23. Patents

The CONSULTANT shall hold and save the COUNTY, and all officers and agents thereof harmless from and against all and every demand of any nature and kind for or on account of the use of any patented or copyrighted inventions, article, or process employed by the CONSULTANT in the performance of the work.

7.24. Permits

Without additional cost to the COUNTY, the CONSULTANT shall obtain all applicable permits, licenses, and insurance; shall pay all charges and fees; and shall give all notices necessary and incidental to the due and lawful performance of the services under this contract.

7.25. Publicity

Except with the prior approval of the COUNTY, the CONSULTANT shall not release for publication any drawing, rendering, perspective sketch, photograph, report, specification, cost estimate, or other material of any nature pertaining to the facilities, for which services are performed under the terms of this contract.

The provisions of this Article shall extend also to the release of any such materials to any person not so authorized by the COUNTY.

7.26. Responsibility for Materials and Related Data

Except as otherwise provided in this contract,

A. The CONSULTANT shall be responsible for any materials and related data covered by this contract until they are delivered to the COUNTY at the designated delivery point.

B. After delivery to the COUNTY at the designated point and prior to acceptance by the COUNTY or rejection and giving notice thereof by the COUNTY, the COUNTY shall be responsible for the loss or destruction of or damage resulting from the negligence of officer, agents, or employees of the COUNTY acting within the scope of their employment.

C. The CONSULTANT shall bear all risks as to rejected materials and related data after notice of rejection, except that the COUNTY shall be responsible for the loss, destruction, or damage resulting from the gross negligence of officers, agents, or employees of the COUNTY acting within the scope of their employment.

D. After delivery to, and acceptance of, the COUNTY shall be responsible for the loss or destruction of or damage to the materials and related data so delivered and accepted.

7.27. Right of Entry

Where rights-of-entry have not been obtained by the COUNTY, the CONSULTANT with assistance from the COUNTY will be required to obtain from landowners the necessary rights-of-entry for making any investigations required, including geotechnical and survey work under this contract. The CONSULTANT will be advised as to arrangements previously made with landowners. The CONSULTANT shall assume all responsibility for and take all precautions to prevent damage to property entered.

7.28. Risk, Damages

The CONSULTANT shall assume all risks of injury to persons or property arising out of CONSULTANT'S sole negligent acts, errors or omissions in CONSULTANT'S performance of work under this contract and shall indemnify and save harmless the COUNTY against all claims, causes of action (cost and expense) on account of bodily injuries to, and death of persons, and damages to property arising from the sole negligent acts, errors or omissions of the CONSULTANT in connection with the prosecution of the work under this contract.

7.29. Fee and Payment

For the furnishing of all services as specified herein, the CONSULTANT shall be paid the total fee specified. After completion of work as requested and prior to final payment, the CONSULTANT shall furnish to the Contracting Officer, a release of claims/liens against the COUNTY arising out of the contract, other than claims specifically accepted from the operation of the release.

Progress payments to the CONSULTANT shall be made on the basis of monthly itemized invoices submitted for the actual percentage of physical work completed by the CONSULTANT and accepted by the COUNTY. Invoices shall include a description of the work, the percentage completed during the month, and the cost to date for each item of services performed; with the invoice, the CONSULTANT shall submit progress copies of plans, reports, specifications, details, etc. labeled as "PROGRESS PRINTS FOR INVOICE #__" and dated. The total of the progress payments shall not exceed ninety (90) percent of the total contract amount. The remaining ten (10) percent shall be paid upon completion of the contract.

Progress payments to the CONSULTANT will be due and payable thirty (30) calendar days after the COUNTY receives an acceptable invoice. In accepting payment of the fee represented by this invoice, the CONSULTANT acknowledges that they have no unsatisfied claim against the COUNTY arising out of this Contract and the CONSULTANT forever releases and discharges the COUNTY and its officers, agents, and employees from any past or future claim or demand whatsoever arising out of the direct or indirect operations of the CONSULTANT under this Contract.

7.30. Travel

All travel required to be performed in connections with the services including all meetings with COUNTY or any Government or Quasi-Government agencies, departments, hearings, discussions, explanations to be rendered under this contract shall be included in the fee and be at no additional expense to the COUNTY, unless authorized in writing by COUNTY prior to travel.

7.31. Related Cost

The cost of all direct and indirect services, related services, surveys, photographs, aerial surveys, aerial photographs, tax maps, planning maps, traffic studies, supplies, testing of any land if required, compliance with regulations, laws, ordinances in effect, cost of interim documents and their reproduction as and when requested by COUNTY, shall be included in the fees and be at no additional cost to the COUNTY.

7.32. Conflict of Interest

The CONSULTANT is hereby specifically prohibited from engaging in any activities which are, might be construed to be, or may give the appearance of a conflict of interest in the performance of this contract.

7.33. Fair Treatment of Subcontractors and Vendors

A. The CONSULTANT must make payment to any subcontractor or vendor within 15 business days of receiving payment from the County for a CONSULTANT invoice submitted to the County that billed for services or commodities provided by that subcontractor or vendor.

B. CONSULTANTS may not impose retainage rates upon sub-contractors that are higher than those rates imposed upon the CONSULTANT by the County.

7.34. Compliance with Federal Employment Regulations

A. Federal law requires that employers must verify that an individual whom they plan to employ or continue to employ in the United States is authorized to accept employment in the United States.

B. By submitting a quote/bid/proposal in response to this solicitation, the quoter/bidder/offeror/consultant certifies that no person will be employed on this project in any manner, including sub-CONSULTANT's and suppliers, that is not eligible to work in the United States, or whose employment is in violation of State or federal law. The CONSULTANT has sole responsible for compliance with this requirement.

C. Violation of this requirement may result in termination of the Contract, a penalty of \$1,000 per day or occurrence, whichever is higher, and/or reporting of the violation to the appropriate authorities.

7.35. Superseding Provisions

Any provision specified elsewhere shall supersede the provisions contained in these **General Provisions**.

8. SPECIAL PROVISIONS

8.1. General

This is a "Task Order Contract" with no lump sum contract price, where Charles County Government intends to enter into a contract(s) with multiple multi-disciplined firms to provide professional services for stormwater related engineering, planning, monitoring, asset management, and inspection tasks. Professional services are described in the following Scope of Services. The projects anticipated under this Task Order are part of a program focused on complying with the requirements of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System Discharge permit in the following categories:

- Stormwater, shoreline, stream, urban soil restoration, and tree planting best management practices design and engineering for improving water quality, natural habitat and climate resiliency
- Monitoring, assessments, evaluations, modeling and planning related to waterways, watersheds and restoration projects
- Illicit discharge detection and elimination inspections, surveys and training
- Property management and maintenance plans, inspections, technical support and training
- Stormwater facilities and restoration practices maintenance inspections and verification
- Asset management using Cartegraph and other tools
- Education and outreach to reduce stormwater pollution and flooding
- Municipal stormwater permit geodatabase reporting
- Construction bidding, administration and surveillance

The County reserves the right to reject any subcontractor working on behalf of the Consultant. Acceptance of all subcontractors must be obtained by the County in writing prior to initiation of work on behalf of the Consultant. The County may use its sole discretion in reserving the right to make such determination.

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding. **The maximum value for each awarded task shall be \$500,000.00.**

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

8.2.1 **Task** **Order** **Value** **Thresholds**

1. Task order thresholds are all inclusive of all services to be performed for an awarded task. Below are the task order request value thresholds:

- a. The County shall request task order proposals from one (1) or more Contractors awarded under this Contract for tasks orders valued at less than \$250,000.00.
- b. The County shall request task order proposals from three (3) or more Contractors awarded under this contract for task orders valued at \$250,000.00 to \$500,000.00.

2. Task order threshold exceptions/modifications:

- a. The Chief of Purchasing, at their sole discretion, may revise this procedure as desired to best met the County needs. Such revision will not require a modification of the Contract.
- b. An exception may be made for projects that are applicable to County Code, Chapter 203-1, Article E.

8.3. Minimum Requirements

Selected consultant(s) must be a Professional Engineering firm with experience in stormwater design projects that meet the following minimum requirements:

1. Providing civil and environmental engineering services must be the firm's primary core business. The firm must employ registered Professional Engineers, properly licensed in the State of Maryland, to provide contracted services as specified in this RFP.
2. The firm must employ a Senior Environmental Scientist with at least 7 years Maryland NPDES municipal stormwater permit experience and a related 4-year college graduate background on its full-time staff.
3. Other services not listed in the core service capabilities above, which may be required (e.g. land surveying, geotechnical, environmental, planning, etc.) to complete a task that the Engineer cannot provide, may be performed under a subcontractor type relationship to the Engineer. Proper business and professional licensing, as required by the State of Maryland, is required.

8.4. Qualified Signatures

The Consultant assures that the member of his or firm who initiates and signs correspondence and attends meetings with County officials are technically qualified to carry out these duties. It is expected that all work submitted to the County for review, decision, or other action, be reviewed by a responsible Professional Engineer employed by, and in a position to speak and make decisions for the firm.

8.5. Open Market Procurement

Charles County Government reserves the right to obtain service from firms other than those awarded any contract that results from this RFP if the estimated cost of the services appears unreasonable or on any emergency basis. Using other firms shall not void the conditions of this Contract, nor shall it hold the Consultant liable for any additional costs assumed by Charles County Government by procuring on the open market.

8.6. Scope of Services

The County proposes to utilize the services of the selected Consultant(s) on specific tasks to be designated by the County. Services which may be required on an indeterminate number of individual project assignments to include, but are not necessarily limited to, the following:

- A. Stormwater conveyance and management retrofit design and permitting, and/or problem investigation and development of concept solutions
- B. Environmental investigations and services including wetland and forest stand delineation and permitting CAD services
- C. Design and permitting of sediment and erosion control measures

- D. Design of drainage infrastructure
- E. Floodplain studies and flood control assessments
- F. Design of ecological/habitat restoration
- G. Environmental planning services including watershed assessments, field data collections, pollutant load analysis, and NPDES permit support
- H. Property management planning and asset management
- I. Education and outreach services, and training
- J. General civil site design
- K. Geotechnical engineering services.
- L. Surveying services including field surveys, deed and easement research, and plat preparations
- M. Waterway improvements design including boat ramps/launches, headwater restoration, shoreline restoration, tidal and marine studies
- N. Monitoring, assessments, evaluations, modeling and planning related to waterways, trees/forests, watersheds, and restoration projects
- O. Municipal stormwater permit geodatabase reporting
- P. GPS/GIS services
- Q. Preparation of Right of Way and easement plat documents.
- R. Permitting with all agencies through all stages of design, concept through as-builts
- S. Preparation of construction bid documents and assisting with pre-bid meetings and questions during the procurement process
- T. Preparation of plans and specifications
- U. Review and evaluation of designs by other consultants
- V. Preparation of Grant requests
- W. Inspection services including illicit discharge detection and elimination inspection, upland survey, construction inspection, and maintenance inspection
- X. Construction administration including review and approval of materials and equipment submittals, managing requests for information (RFI's), attendance at on-site pre-construction, progress and warranty walk-through meetings, providing meeting recordings as requested, reviewing drawings for compliance with County Ordinances and County Standards and Specifications for Construction, preparing punch-lists, technical advisory consultation for addressing unforeseen conditions and issues, and assistance with project extensions and close-out.

8.7. Method of Assignment

The County will provide in writing an outline of the required services for an individual work effort to be assigned to the firm. The firm will, within a reasonable time but not in excess of fourteen (14) consecutive calendar days, provide a written proposal which shall include a description of the services to be provided, proposed time for completion, personnel to be employed on the assignment and a detailed derivation of the proposed price to complete the task. The price shall be based upon the accepted hourly rate multiplied by the design consultant's proposed number of hours for each appropriate category or discipline plus any reproduction costs. Upon agreement of a total or "not-to-exceed" cost, the scope of services required, and the time for completion of the project, the parties will execute a contract reflecting all terms agreed upon. If a total (lump sum) contract is negotiated, the consultant shall be paid the negotiated amount irrespective of the number of man hours required to complete the project. If a "not to exceed" amount is not negotiated, the consultant will be compensated for actual hours worked, not to exceed the negotiated total (maximum) amount. For any given project, the County reserves the right to enter into either form of compensation agreement, and to cancel any contract should a project be canceled or otherwise placed on hold for any reason.

- A. Task Orders will be assigned to a selected firm as long as the County is satisfied with the services provided by the firm, that the firm has adequate, qualified staff to perform the services required; and that the fee for the services proposed is fair, competitive, and reasonable
- B. The County reserves the right to reject any task order proposal for a project assignment and to have the services performed by others
- C. Each written request for a proposal requires the design consultant to propose a total or "not-to-exceed" price with the understanding that the design consultant shall perform all tasks and work necessary and incidental to bring the work to the appropriate level of completion as mutually agreed upon
- D. Amendatory agreements to the price for changes in scope of work assigned will be in writing and an amendment to the contract provided for authorization
- E. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Consultants.

8.8. Capacity

The Consultant shall maintain an adequate staff to provide the services required herein in the professional quality and timeliness mutually agreed upon. Failure to maintain adequate, or sufficiently trained, staff will be cause for not awarding additional assignments, for terminating current task orders awarded, or for not renewing the Contract.

8.9. Task Order Request Acceptance

The County may award tasks based upon price, experience, capacity, key personnel, availability, approach or past performance.

Purchase Orders will be issued for each task order under the same terms of the original contract and any addition or special terms and conditions as specified in the task order request. All Purchase Orders are contingent upon appropriation and encumbrance of fiscal funding. Any other form of authorization of the start of work on each task does not constitute approval by the County. Costs shall be inclusive of all associated incidental expenses and therefore included in the task order proposal. Services may begin once the Consultant has received a written Notice-to-Proceed and Purchase Order from the County for the specific request.

8.10. County Rights

The County reserves the right to:

- A. Delete or insert tasks in the scope with appropriate changes in cost,
- B. Suspend or terminate active projects for budgetary purposes or other reasons,
- C. Award and reject task order submission at its sole discretion,
- D. Negotiate, and
- E. Request additional information at any time.

8.11. Schedule

The County and the Consultant will mutually agree upon the schedule for design completion on each work effort. The failure of the Consultant to satisfactorily complete work assignments within the time specified wherein the County has given notice that the completion date is critical to the County will be cause for not awarding additional assignments, for terminating current task order projects, or for not renewing the Contract.

8.12. County Furnished Data

All information, data, reports, records and maps as are existing and identified by the design consultant, available to the County without significant cost, and necessary for the carrying out of the work, shall be furnished to the design consultant without charge by the County and the County shall cooperate with the design consultant in every way possible in the carrying out of the planning work, providing, however, that the needs of the design consultant for each support are made known to the County within a reasonable time.

The County will not provide clerical assistance to the Consultant for this project and County personnel will not be asked to undertake surveys, analyses, tabulations, summaries, etc., of consultant produced data or documentation. However, County employees are free to participate in Consultant conducted surveys as questionnaire recipients in design consultant conducted surveys, providing information and opinions.

8.13. Engineering Drawing Reviews

The County will conduct reviews and provide comments on drawings, calculations, and specifications at the normal and customary review times (i.e., schematic, design development, 30% construction documents, 60% construction documents, 95% construction documents, and 100% construction documents, etc.) through the County's Department of Planning and Growth Management EnerGov portal at <https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>. Upon approval of 100% documents the Engineer shall provide Four (4) sets drawing and Two (2) flash drives or CD's to Project Manager for final submission to the County's Division of Infrastructure Management for an official review, and two (2) sets shall be retained by the County Project Manager. The Engineer shall also provide a separate copy of all applicable plans, reports, and specifications to the Charles Soil Conservation District for their review, comment, and approval.

8.14. Engineering Drawing Reproductions

Following final approval of an assigned design task, the design consultant will deliver to the County the approved originals of the drawings, plans and specifications complete and ready for reproduction. Reproduction of bidding sets will be by the County and at its expense. All final drawing sets once approved shall be provided in paper format (8 sets), mylar cover page, and electronic format on flash drives or CD (both PDF and CADD).

8.15. Defective Work

The performance of services and County acceptance of required services shall not relieve the Consultant from the obligation to correct any defective work, whether previously or subsequently noted, and all incomplete, inaccurate or defective work shall be remedied by the design consultant on demand and at no cost to the County. Defective work may be defined but not limited to such matters as erroneous tabulations, incomplete surveys, maps or reports and incorrectly assembled reports, plans, specifications, etc., which is caused by error or omission.

8.16. Completed Deliverables

All deliverables shall become the sole property of the County and shall be delivered to the County upon termination or completion of the project. The County shall have the right to use same without restriction or limitation and without notice or compensation to the design consultant.

8.17. Additional Services Not Specified

If a need for an engineering service not specified in the schedule of prices is requested by the County, the Consultant shall solicit bids on behalf of the County, review the bids with the County for scope compliance, and make a recommendation along with County oversight. If approved by the County, the Consultant shall provide the services in a subcontractor relationship. Payment of said services shall be at the rate of the sub consultant fee, plus 15% for overhead and profit.

Work may include services including:

- A. Laboratory Sample Processing - Laboratory services may include:
 - 1. Benthic Laboratory Analysis
 - 2. Water Quality Laboratory Analysis
 - 3. Ethanol Preservative
 - 4. Soil Sample Analysis for bulk density and nutrient concentration using undisturbed soil sampling methods
 - 5. Miscellaneous Field Supplies
 - 6. MD Department of Natural Resources Collection Permit
- B. Test Pits - Test pit services may include: performance of vacuum method test pits to determine the exact horizontal and vertical location of utilities in the affected work area. A written report shall be provided for all test pits performed, providing the exact horizontal coordinates, vertical elevation, and a photograph of the located utility. All surveying services required, and all coordination required with Miss Utility or the utility company owning the utility, as well as all restoration services shall be included in the per test pit cost.

- C. Soil Borings - Soil boring services may include: the clearing of an area needed to perform the borings, the actual borings, the record keeping associated with the work, and the cleaning up and restoration of the affected area upon completion of the boring work. The soil borings will be measured per vertical feet and include the daily rig mobilization fee along with a summary report.
- D. Soil Hand Augers - Services may include: the clearing of an area needed to perform hand augers the actual hand auger, the record keeping associated with documenting the results of the hand auger, and the cleaning up and restoration of the affected area upon completion of the auger work.

8.18. County's General Provisions

This RFP contains a set of **General Provisions** which shall apply to each and every task order awarded by the County.

9. PROPOSAL ITEM DESCRIPTIONS

9.1. Base Proposal Item A1: Principal/Director

Item A1 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of fifteen (15) years of engineering design and management experience with an emphasis on stormwater water quality facility design and environmental restoration design,
- B. Senior Project management experience, and Professional Engineer registration in the State of Maryland.

This individual will be the County's point of contact with the firm for all services rendered and shall be qualified to oversee all aspects of an assigned project and possess an understanding of all implications of a proposed design, and contract management. The individual shall present evidence of their valid Professional Engineer registration in the State of Maryland upon request.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Principal/Director pay item. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.2. Base Proposal Item A2: Project Manager

Item A2 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of ten (10) years of project management experience with an emphasis toward stormwater conveyance, stormwater management and water quality treatment, environmental restoration, grading, sediment and erosion control, environmental science, evaluation services, permitting through all applicable review agencies, and construction bidding, administration and surveillance, and
- B. Professional Engineer registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Project Manager pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.3. Base Proposal Item A3: Civil Engineer

Item A3 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of three to seven years of civil engineering design experience with an emphasis on the analysis and design of stormwater conveyance and stormwater management systems, environmental restoration, grading and sediment erosion control, and construction administration, and
- B. A four-year college graduate with at least an Engineer-in-Training certification.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Civil Engineer pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.4. Base Proposal Item A4: Landscape Architect

Item A4 shall cover services provided by an individual with the following minimum qualifications:

- A. A minimum of seven to ten years of landscape architectural design experience with an emphasis toward environmental restoration, aesthetic condition, plant knowledge, project management experience, and

B. Professional Landscape Architecture registration in the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Landscape Architect pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.5. Base Proposal Item A5: Senior Environmental Scientist

Item A5 shall cover the services provided by an individual with the following minimum qualifications:

1. A minimum of seven to ten years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration, and
2. A related 4-year college graduate background and environmental certifications and training.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Senior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.6. Base Proposal Item A6: Junior Environmental Scientist

Item A6 shall cover the services provided by an individual with the following minimum qualifications:

1. Three to five years of experience in environmental assessment and planning including, but not limited to wetland, forest, and watershed; pollutant load modeling, watershed management, water quality monitoring and modeling, and ecological restoration,
2. Three (3) years of technical experience with Maryland forest stand delineations and forest conservation plan preparation and be a Qualified Professional per COMAR 08.19.06B (1)-(4),
3. Three (3) years of technical experience with wetland delineation and mitigation, Federal and State wetland permitting processes, Environmental Assessments and Environmental Impact Statements, and
4. A related 4-year college graduate background and environmental certifications and training.
5. Knowledge and experience with State of Maryland and Charles County forest conservation ordinances.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Junior Environmental Scientist pay item in the proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.7. Base Proposal Item A7: Arborist (Certified)

Item A7 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience in the professional tree care industry, and
- b. Certification by the International Society of Arboriculture.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Arborist pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.8. Base Proposal Item A8: Soils Scientist

Item A8 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of technical experience with soil science investigations and classifications,
- b. A related college graduate background and certifications and training, and
- c. Knowledge of Charles County soil formations and their suitability and limitations for stormwater management facilities and other types of environmental restoration practices.

This individual will assist the Principal/Director in completing assigned projects.

All investigations performed by the soils scientist shall only be those in addition to the customary costs attributed to the performance of Soil Hand Augers (Item D2, below) and Soil Borings (Item D3, below), and the results of their services shall be summarized in a report, which shall clearly describe all concerns and any suggested corrective actions to allow the anticipated project to be successfully completed.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Soils Scientist bid item specified in this proposal. Such payment shall include all work outlined under this special provision as well as all costs for labor, equipment, materials, and other incidentals necessary to satisfactorily complete the assigned projects.

9.9. Base Proposal Item A9: Graphic Designer

Item A9 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of three (3) years of graphic design experience,
- b. A related college graduate background and certifications and training, and
- c. Mastery of industry-standard design software.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Graphic Designer pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.10. Base Proposal Item A10: Licensed Surveyor

Item A10 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of seven to ten years of surveying experience, and
- b. Valid registration with the State of Maryland.

This individual will assist the Principal/Director in completing assigned projects. The work to be performed under this item shall be limited to the direct professional services required by law for a Registered Property Line, Professional Land Surveyor, or Registered Land Surveyor in the State of Maryland.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Licensed Surveyor pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.11. Base Proposal Item A11: Two Person Survey Crew

Item A11 shall cover all survey services provided by a two-person survey crew and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the Two Person Survey Crew pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.12. Base Proposal Item A12: One Additional Field Person

Item A12 shall cover all additional survey services provided by one additional survey crew person and needed to satisfactorily complete assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for the One Additional Field Person pay item in this proposal. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.13. Base Proposal Item A13: Geotechnical Engineer

Item A13 shall cover services provided by a Registered Professional Engineer with expertise in the geotechnical sciences with the following minimum qualifications:

- a. A minimum of five (5) years of progressive experience in the State of Maryland with an emphasis on evaluating sites for future construction of stormwater management/water quality facilities,
- b. A Bachelor of Science Degree in Civil Engineering with an emphasis in geotechnical sciences, and
- c. Professional Engineer registration in the State of Maryland.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour for the Geotechnical Engineer item specified in this proposal. Such payment shall include all profit, overhead, equipment, materials, transportation costs, and other incidentals necessary to satisfactorily complete the assigned projects.

9.14. Base Proposal Item A14: Project Inspector

Item A14 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of ten (10) years of experience in environmental site inspection and specialty type construction inspection.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit cost per hour specified for the Inspector pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.15. Base Proposal Item A15: GPS/GIS Technician

Item A15 shall cover all GPS or GIS services provided by the GPS/GIS Technician with the following minimum qualifications:

- a. A minimum of one (1) year of experience as a GPS/GIS Technician,
- b. A related college graduate background, and
- c. Passed the GIS Certification Institute Core Technical Exam for obtaining Professional Certification.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for a GPS/GIS Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.16. Base Proposal Item A16: CAD Technician

Item A16 shall cover all CAD series provided by the CAD Technician with the following minimum qualifications:

- a. A minimum of two (2) years of experience as a CAD Technician.

This individual will assist the Project Manager in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a CAD Technician. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

9.17. Base Proposal Item A17: Administrative

Item A17 shall cover all specification typing, associated administrative support work (duplications, filing, etc.), and other clerical services for the team. The Consultant will use this position to generate special provisions, reports, etc. When submitting such items, i.e. special provisions, reports, etc. to the County, the Consultant shall provide the County with the following: original paper copy of the document and an electronic copy of item. All documents prepared shall be prepared utilizing the Microsoft Office suite of applications, and /or Adobe pdf format.

Method of Measurement and Basis of Payment:
The County will measure and pay for this item at the unit price per hour specified for the Administrative pay item in this proposal. This unit price shall include all profit, overhead, equipment, software, reproduction material, etc. needed for this individual to satisfactorily complete the assigned projects.

9.18. Base Proposal Item A18: Copies

Item A18 shall cover the expense of providing copies in the following sizes-

- a - 8-1/2" x 11" (B&W)
- b - 8-1/2" x 11" (Color)
- c - 24" x 36" (B&W as appropriate per the design)
- d - 24" x 36" (Color as appropriate per the design)
- e - Mylars

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit prices per sheet as specified for the copies pay items in this proposal for the applicable size and type.

9.19. Base Proposal Item A19: Mileage for Fieldwork

Item A19 shall cover the mileage expense associated with fieldwork only. Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA).

10. PROPOSAL SUBMITTALS

10.1. Provide the company formation date.*

A qualified Quoter, Bidder, or Offeror must be actively engaged as a legal entity in the field of work described in *Section 4.4* for a period of no less than ten (10) at the due date for quote/bid/proposal.

Month/Day/Year as ##/##/####

(e.g.: "11/08/2015")

*Response required

10.2. Certification of agreement to solicitation terms and providing legally binding response.*

I certify that I have read, understood and agree to all the terms and conditions in this solicitation, and that I am authorized to submit this legally binding response on behalf of my company.

☐ Please confirm

*Response required

10.3. Acknowledgement of addenda and supplements.*

Quoters, Bidders, Offerors shall acknowledge receipt of all addenda and supplements issued by the County in the **eProcurement Portal**. If it becomes necessary to revise any part of this solicitation, a supplement to the solicitation will be issued formally via an addendum posted on the County **eProcurement Portal**. Oral statements made by the County personnel shall not bind the County and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement. It is the responsibility of the Quoter, Bidder, Offeror to check the County **eProcurement Portal** as frequently as necessary to obtain all updates and addenda to the solicitation.

☐ Please confirm

*Response required

10.4. Certification of good standing.*

Quoter, Bidder, Offeror shall acknowledge compliance with the following:

In order to be eligible for award, Quoter, Bidder, Offeror shall meet the following conditions prior to contract award.:

- A. Their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- B. All payments to Charles County Government have been paid and are not delinquent.
- C. Their firm is in "good standing" with the State of Maryland Department of Assessments and Taxation.

☐ Please confirm

*Response required

10.5. Specific terms and conditions certification.*

By submitting a quote, bid, proposal in response to this RFQ, ITB, RFP, the Quoter, Bidder, Offeror certifies their acceptance of all terms and conditions set forth within this document, which will be made a part of the final contract documentation. All work, if any, shown on the contract drawings, specifications, and reports referenced in the RFQ, ITB, RFP or any Appendices is made part of this solicitation package. Specifically, the Quoter, Bidder, Offeror also acknowledges the following:

- A. The contact information provided shall be used by the County to communicate with Quoter, Bidder, Offeror.
- B. The Quoter, Bidder, Offeror is licensed or will be licensed to do business in the State of Maryland prior to contract award.
- C. The Quoter, Bidder, Offeror complies with and takes no exceptions to all requirements of the RFQ, ITB, RFP.

- D. The quote, bid, proposal is valid for a minimum of one hundred twenty (120) days from the final quote, bid, proposal due date.
- E. The quote, bid, proposal is submitted in accordance with the County's Notice to Quoters, Bidders, Offerors requesting quotes, bids, proposals to be received for the work outlined in the RFQ, ITB, RFP.
- F. The Quoter, Bidder, Offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- G. The Quoter, Bidder, Offeror agrees to furnish all services as outlined in the RFQ, ITB, RFP for the prices listed on the Quotation, Bid, Cost Proposal Form.
- H. The Quoter, Bidder, Offeror is cautioned and agrees that the dollar amount of a quote, bid, proposal is a business decision of the bidder and should take into consideration the costs of doing business, such as: resources required to perform, business risk, etc.
- I. The Quoter, Bidder, Offeror agrees not to engage in any discriminatory practices and affirms that it has implemented policies and/or procedures to prevent discrimination in its operations. The Contractor further agrees to provide evidence of such policies/procedures upon request.

☐ Please confirm

*Response required

10.6. Respondent Submission Package

10.6.1. Experience Forms - Five (5)*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, and upload.

Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. "Completed" means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as "See Attached" may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required.

- [Experience Form - 5.docx](#)

*Response required

10.6.2. Vendor Disclosure Form*

Please download the below documents, complete, and upload.

- [Vendor Disclosure Form - Fi...](#)

*Response required

10.6.3. Intended Sub Contractors Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, and upload.

- [Intended Sub Contractors Fo...](#)

*Response required

10.6.4. Minority and Women-Owned Business Enterprise (MWBE) Compliance Plan Forms*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, sign where applicable, and upload.

- [MWBE Compliance Plan Forms ...](#)

*Response required

10.6.5. Non-Collusion Affidavit Form*

The form is accessible when logged in to the eProcurement Portal. Download the below document, complete, and upload. Download the below document, complete, sign, notarize, and upload.

- [Non-Collusion Affidavit For...](#)

*Response required

10.6.6. Respondent Technical Proposal Package Submittal*

Upload your complete technical proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 3. - Technical Proposal Submission Content Section.

(Do not upload cost information)

*Response required

10.6.7. Respondent Redacted Proposal Package Submittal

Upload your complete redacted proposal package response, including any and all required forms listed in the solicitation and the corresponding attachments.

Refer to Section 6.13. - Public Information Act/Confidentiality Notice Section.

11. COST PROPOSAL FORM

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	GPS/GIS and Asset Management Technician	50	Hour		
A16	CAD Technician	50	Hour		
A17	Administrative	50	Hour		
A18.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18.b	8-1/2" x 11" Color Copies	200	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A18.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18.e	Mylars	50	Each		
A19	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

12. INSURANCE

12.1. INSURANCE REQUIREMENTS

1. The Contractor shall provide, at their expense with companies acceptable to the County, and pay premiums for the following insurance:

Applicable	Provision	Description
X	Commercial Automobile	Commercial automobile bodily injury and property damage insurance covering all vehicles whether owned, hired, or non-owned operated by/or on behalf of the Contractor in the performance of this contract with not less than the following units: i. Bodily Injury: \$1,000,000 per person \$2,000,000 per occurrence ii. Property Damage: \$500,000 per occurrence
X	Worker's Compensation	In compliance with Maryland Statutory Liability
X	Commercial General Liability	Minimum limits of: \$1,000,000 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000 aggregate.
X	Employers Liability Insurance	A. \$500,000 each accident for injury B. \$500,000 each employee, \$500,000 aggregate for disease
	Umbrella excess liability insurance or excess liability insurance	\$5,000,000 each occurrence/ \$5,000,000 aggregate
X	Professional Liability	Professional liability insurance to include Errors & Omissions coverage with a limit of not less than \$1,000,000 per occurrence subject to \$2,000,000 aggregate.
	Builder's Risk Insurance	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, property insurance written on a builders' risk "all risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until final completion and acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured on such builder's risk policy. This insurance shall be on an "all risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire and physical loss or damage including, without duplication of coverage, property in transit, property stored on or off site, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary building and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation of Architect's and Contractor's services and expenses required as a result of such insured loss.
	Pollution Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Marine Liability	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.

	Environmental Insurance	Includes pollution and use of chemicals in an amount not less than \$2,000,000 per occurrence and \$3,000,000 annual aggregate.
	Cyber Insurance	Minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.
	Installation Floater	The Contractor shall purchase and maintain, in a company or companies, lawfully authorized to do business in the State of Maryland, installation floater insurance for the installation of machinery and/or equipment into an existing structure, written on an “all risk”, replacement cost and completed value form basis in the amount of the initial contract sum, plus the value of subsequent contract modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site. Such property insurance shall be maintained, unless otherwise provided in the contract documents, until after final completion and 10 days after acceptance by the County. This insurance shall list the County Commissioners of Charles County as the Name of Insured/loss payee on such installation floater policy. This insurance shall be on an “all risk” or equivalent policy form and shall include, without limitation, insurance coverage to protect the interest of the County, Contractor, subcontractor(s), architects and engineers including property in transit, property stored on or off site which shall be part of the project. The policy shall insure all work, labor and materials furnished by the Contractor and the Contractor’s subcontractors against loss occasioned by fire, lighting, windstorm, theft, vandalism, malicious mischief, collapse, earthquake, flood. Policy shall include coverage for debris removal and reasonable compensation of Architect’s and Contractor’s services and expenses required as a result of such insured loss.

2. Each such policy shall be from an insurance company licensed to do business in the State of Maryland and which has a policyholder’s rating of A or better and a financial size of X or larger from Best’s Key Rating Guide.

3. The Contractor shall provide the County with Certificates of Insurance and supported by endorsement evidencing the coverage required by this solicitation prior to award of a contract. All Certificates shall reference the solicitation name and number and have an ending date that covers the entire contract term or extension period. The following certificates shall name “The County Commissioners of Charles County” (or other name as directed by the County) as an additional named insured:

- A. Commercial automobile bodily injury and property damage insurance
- B. Commercial General Liability
- C. Builder’s Risk
- D. Excess Umbrella Liability

4. If the insurance obtained requires deductibles, the Contractor shall pay all costs not covered because of such deductibles. Providing insurance as required herein does not relieve the Contractor of any responsibility or obligations ensuing as a result of the contract award, or for which the Contractor may be liable by law or otherwise. Proof of Insurance will be required and must be submitted prior to final execution of the Contract by Charles County Government. The Contractor shall be solely responsible for all work performed by subcontractors related to any contract awarded as a result of this solicitation, including but not limited to errors, omissions, and neglect.

5. The providing of any insurance required herein does not relieve the successful Bidder of any of the responsibilities or obligations assumed by the Bidder in the Contract awarded or for which the Bidder may be liable by law or otherwise.

6. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the Contract and shall operate as an immediate termination thereof.

Charles County Commissioners



PREPARED BY:

**Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division
200 Baltimore Street • La Plata, Maryland 20646
MD Relay: 711 • Relay TDD: 1-800-735-2258**

www.CharlesCountyMD.gov



Mission Statement: The mission of the Charles County Government is to provide our citizens the highest quality of service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement: Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer: It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

CHARLES COUNTY GOVERNMENT

RESOLUTION 26-64

Attachment 2

*Department of Fiscal and Administrative Services - Purchasing Division**Telephone: 301-645-0656*

**RFP #26-009, MUNICIPAL STORMWATER PERMIT DESIGN AND CONSULTING
SERVICES
ADDENDUM NUMBER ONE**

TO: All Offerors

Please be advised of the following modification(s) & information related to Request for Proposal (RFP) 26-009. These modifications, comments, and attachments are hereby made a part of the solicitation documents to the same extent as if bound therein.

1. Changes**A. Section 8.2 Basis for Services**

Delete strikethrough text:

8.2. Basis for Services

The total contract ceiling value over the contract term for each firm shall not exceed the approved budget for specified services up to \$5,000,000.00. As described herein these services are on an as-needed basis with no minimum quantity guaranteed. The County reserves the right to formally bid work independent of this contract. Contractual relationships under a retainer basis shall not necessarily preclude those "retained" firms from responding to other County projects.

The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary value will be guaranteed, and Consultants are not guaranteed any portion of work. Awarded Consultant(s) will be issued task order requests for proposals by County representatives and Notices to Proceed will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for proposals. All Notices to Proceed are contingent upon appropriation and encumbrance of fiscal funding, including approval by the Department of Fiscal & Administrative Services and Department of Planning & Growth Management.

~~The County intends to enter into multiple agreement(s) to provide the full range of services requested herein on a task-by-task basis. No monetary award will be made a part of these contracts and Contractors are not guaranteed any portion of work. Awarded contractors will be issued task order requests for quotes by County representatives and purchase orders will be issued at the task order level under the same terms of the original contract and any addition or special terms and conditions as specified in the request for quotes. All purchase orders are contingent upon appropriation and encumbrance of fiscal funding.~~ The maximum value for each awarded task shall be \$500,000.00.

The County may issue requests for quotes to one or multiple contractor(s) at its discretion. Contractors remain responsible for submitting responses to County requests prior to any deadlines specified by the requesting County representative. Questions shall be submitted in writing to the County representative requesting quotes. Quotes shall be submitted to the County in accordance with the pricing approved in the Contract. The County reserves the right to request Best and Final Offers and/or negotiate pricing with Contractors.

The County may award tasks based upon price, experience, capacity, key personnel, availability, bonding capability, approach or past performance. The County reserves the right to award tasks at its sole discretion.

An official Notice to Proceed will be issued by the County representative before any work can commence on any task.

B. Section 9.0 – Proposal Item Descriptions

Renumber original Items A15 – A19 to A17 – A21. Add Section 9.20 and 9.21:

9.20. Base Proposal Item A15: Construction Administrator

Item A20 shall cover services provided by an individual with the following minimum qualifications:

- a. A minimum of five (5) years of construction administration experience with an emphasis toward sustainable construction practices and specifications for stormwater conveyance, stormwater management and water quality treatment, environmental restoration and permitting, grading, sediment and erosion control,
- b. Proficiency with project management software and strong written and verbal communication skills, and
- c. A Bachelor of Science degree in Civil Engineering or Construction Management.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment: The County will measure and pay for this item at the unit cost per hour specified for the Constructor Administrator pay item. This unit cost shall include all profit, overhead, equipment, transportation cost, etc. needed for this individual to satisfactorily complete the assigned projects.

9.21. Base Proposal Item A16: GIS Specialist

Item A20 shall cover all GIS services provided by the GIS Specialist with the following minimum qualifications:

- a. A minimum of four (4) years of experience as a GIS Technician / Specialist / Analyst,
- b. Proficiency with asset management software,
- c. A GIS related college graduate background, and
- d. GISP Preferred, or Pre-GISP Certified, or actively seeking GISP with approved portfolio through GISCI.

This individual will assist the Principal/Director in completing assigned projects.

Method of Measurement and Basis of Payment:

The County will measure and pay for this item at the unit price per hour specified for a GIS Specialist. This unit price shall include all profit, overhead, equipment, transportation cost, maintenance of traffic costs, etc. needed for these individuals to satisfactorily complete the assigned projects.

C. Section 11.0 – Cost Proposal Form

Delete the strikethrough text and add the green text:

Quantities are estimated and are not guaranteed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
A1	Principal/Director (Licensed Engineer)	25	Hour		
A2	Project Manager (Licensed Engineer)	50	Hour		
A3	Civil Engineer (Engineer in Training)	50	Hour		
A4	Landscape Architect (Licensed)	50	Hour		
A5	Senior Environmental Scientist	50	Hour		
A6	Junior Environmental Scientist	50	Hour		
A7	Arborist (Certified)	10	Hour		
A8	Soils Scientist	10	Hour		
A9	Graphic Designer	10	Hour		
A10	Surveyor (Licensed)	50	Hour		
A11	Two Person Survey Crew	50	Hour		
A12	One Additional Field Person	50	Hour		
A13	Geotechnical Engineer	10	Hour		
A14	Project Inspector	50	Hour		
A15	Construction Administrator	50	Hour		
A16	GIS Specialist	50	Hour		
A17	GPS/GIS and Asset Management Technician	50	Hour		
A16 A18	CAD Technician	50	Hour		
A17 A19	Administrative	50	Hour		
A18 A20.a	8-1/2" x 11" B&W Copies	1,000	Each		
A18 A20.b	8-1/2" x 11" Color Copies	200	Each		
A18 A20.c	24" x 36" Plan Sheet B&W as appropriate per the design	125	Each		
A18 A20.d	24" x 36" Plan Sheet Color as appropriate per the design	125	Each		
A18 A20.e	Mylars	50	Each		
A18 A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	0	Mile		
TOTAL					

END OF ADDENDUM

MUNICIPAL STORMWATER PERMIT DESIGN & CONSULTING SERVICES

RFP #26-009

**TECHNICAL
PROPOSAL**

SUBMITTED BY:

RK&K

AUGUST 27, 2025 BY 11:00 AM



TABLE OF CONTENTS

one

3.2, Executive Summary 1

two

3.3, Standard Form 330 Parts I & II 3

three

3.4, Additional Items 77



ONE

3.2, EXECUTIVE SUMMARY

Executive Summary

TEAM INFORMATION

The RK&K team is comprised of highly qualified environmental and engineering experts ready to promptly address all tasks assigned by Charles County. Based on our successful track record leading previous contracts with the County and surrounding Maryland municipalities as a prime consultant, we ensure that all engineering and environmental services are performed or overseen by knowledgeable RK&K staff, streamlining management, enhancing coordination, and enabling regular quality control reviews by our experienced senior team members. The County can count on us to provide a diverse and skilled team available for multiple assignments.



DEDICATED CONTRACT MANAGER

Lucia Noya, PE will be the Contract Manager and the sole point-of-contact for this pursuit.

Inoya@rkk.com | 410.991.4548

Our strategy is to form a cohesive team that can offer comprehensive services for this project. RK&K, as the prime consultant, will lead a team comprised of four local firms to serve as subconsultants on this contract, two of which are MBE certified and two are WBE certified. RK&K will fulfill 75% of the contract work, ensuring seamless coordination and delivery of all tasks.

RK&K is committed to not only meeting, but exceeding the County's MBE/WBE goal for a total of 25%.

RK&K Team Firms

RK&K

(Prime Consultant)

700 E. Pratt Street, Suite 500, Baltimore, MD 21202

T: 410.462.9205



AB CONSULTANTS, INC.

(Subconsultant, MBE)

9450 Annapolis Road, Lanham, MD 20706

T: 301.306.3091



RK&K Team Firms

CHESAPEAKE ENVIRONMENTAL MANAGEMENT, INC.

(Subconsultant, MWBE)

42 N. Main Street, Bel Air, MD 21014

T: 410.893.9016



FINDLING, INC.

(Subconsultant, MBE)

3401 Carlins Park Drive, Baltimore, MD 21215

T: 410.367.1400



ACCURATE INFRASTRUCTURE DATA, INC.

(Subconsultant, MWBE)

1123 Hanzlik Avenue, Rosedale, MD 21237

T: 410.686.5091



BRIEF HISTORY OF THE FIRM

Founded in 1923, RK&K is a multi-disciplinary consulting engineering firm offering professional environmental, engineering, planning, and construction services to clients across the mid-Atlantic and Southeastern regions. Our technical proficiency has led to numerous award-winning projects. Our team works closely with clients and partners to achieve project objectives while upholding RK&K's commitment to quality. With over 100 years of service, RK&K has established a reputation for being responsive and providing innovative solutions to help our clients meet their goals.

RK&K serves a wide range of clients throughout the Baltimore–Washington region from our Baltimore headquarters and **39 offices in 13 states and Washington, DC**. Experience has taught us that success is achieved through collaboration with clients, communities, and stakeholders while focusing on key issues, alternatives, and developing the most practicable and effective solution that fulfills the contract needs.

RK&K's success is reflected in the steady growth that has elevated our firm to #76 on the 2025 Engineering News-Record Top 500 Design Firms, #21 in Transportation, and #20 in Trenchless Technologies on the 2024 Top 50 Trenchless Design Firms.

RK&K has been a leader amongst engineering firms in implementing all components of the National Pollutant Discharge Elimination System (NPDES) Phase 1 Municipal Separate Storm Sewer System (MS4) permit program and performing comprehensive flood management evaluations. RK&K has considerable experience providing strategic programmatic services for water quality improvements, flood protection/mitigation, ecological restorations, coastal resiliency, and other similar improvement projects.

By staying on top of evolving MS4 guidelines, our staff can identify and tailor the best practices for each unique site, striking a balance between cost, credit, and habitat value. RK&K is proud to support many Phase I communities by implementing these projects and educating the public on how they benefit the community. We work to reduce stormwater pollution and improve water quality by producing erosion and sediment control designs, stormwater pollution prevention plans, MS4 permit reporting and compliance plans, watershed assessments, and much more.

OFFERER'S UNDERSTANDING OF THE REQUESTED SERVICES

RK&K understands the importance of Charles County meeting its MS4 permit requirements under the fourth-generation NPDES Permit (MD0068365). We know that success takes more than checking boxes, it requires a comprehensive, forward-thinking approach that integrates capital projects, financial planning, operations, and long-term program strategies.

Across the region, RK&K has partnered with many municipalities to turn MS4 challenges into opportunities — delivering innovative stream restorations, living shorelines, stormwater retrofits, and asset management solutions that not only achieve compliance but also create lasting community and environmental benefits. We are excited to bring this expertise to Charles County and to work alongside the Resilience Authority to strengthen the County's flood mitigation efforts. Together, we can build a stormwater and resilience program that protects infrastructure, safeguards natural resources, and supports a thriving future for the County and its residents.

Our team is comprised of highly qualified environmental and engineering experts ready to promptly address all tasks assigned by the County. Based on our successful track record with previous contracts, we ensure that all engineering and environmental services are performed

or overseen by knowledgeable RK&K staff, streamlining management, enhancing coordination, and enabling regular quality control reviews by our experienced senior team members. The County can count on us to provide a diverse and skilled team available for multiple assignments.

Thank you for considering our diverse qualifications. We look forward to the opportunity to assist Charles County to meet all permit goals and provide innovative solutions.

PRINCIPALS OF THE FIRM

The firm is a Limited Liability Partnership owned by six equal partners:

(L to R) Nathan Atkinson, PE; Melinda Peters, PE, CCM; Peter Patrone, CPA; Miriam Kronisch, PE, CCM; Vance Tsiamis, PE, PSP, CCM; and B. Keith Skinner, PE.



Executive directors, directors, senior managers, and key leaders work closely with our partners to manage and coordinate projects and staff, serve as client liaisons, and provide essential technical expertise. Our team successfully oversees a diverse portfolio, from small tasks to multi-billion-dollar corridor projects, across traditional design-bid-build and alternative delivery methods.

CONTRACT ADMINISTRATION - LOCATION

RK&K Headquarters:
700 E. Pratt Street
Suite 500
Baltimore, MD 21202

PRINCIPAL IN CHARGE

Nathan Atkinson, PE, *Partner*

TWO

3.3, STANDARD FORM 330 PARTS I & II

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT - SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Municipal Stormwater Permit Design & Consulting Services (Charles County, MD)

2. PUBLIC NOTICE DATE

July 23, 2025

3. SOLICITATION OR PROJECT NUMBER

26-009

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Nathan C. Atkinson, PE | Partner

5. NAME OF FIRM

Rummel, Klepper & Kahl, LLP (RK&K)

6. TELEPHONE NUMBER

410.462.9205

7. FAX NUMBER

410.728.2834

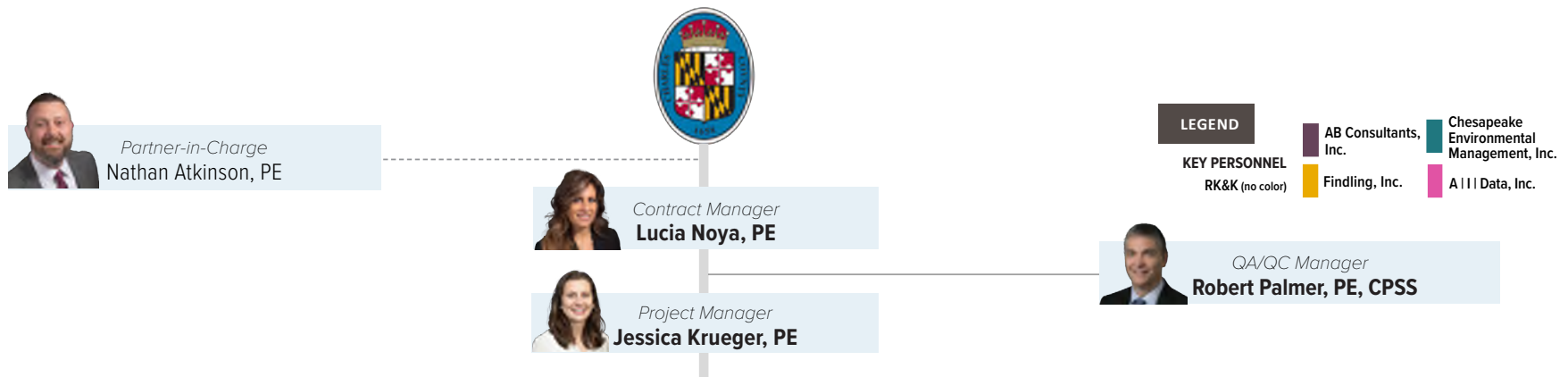
8. EMAIL ADDRESS

natkinson@rkk.com

C. PROPOSED TEAM | Complete this section for the prime contractor and all key subcontractors.

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	Prime	JV Partner	Subconsultant			
a.	✓			RK&K	700 E. Pratt Street Suite 500 Baltimore, MD 21202	Prime Consultant: RK&K will be assisting with all services under this contract.
				☐ CHECK IF BRANCH OFFICE		
b.			✓	AB Consultants, Inc. (AB)	7020 Tudsbury Road Baltimore, MD 21244 (<i>branch</i>) 9450 Annapolis Road Lanham, MD 20706 (<i>HQ</i>)	Subconsultant: survey services including field surveys, deed and easement research, and plat preparations; preparation of ROW and easement plat documents MBE #94-165 (Asian American)
				☒ CHECK IF BRANCH OFFICE		
c.			✓	Chesapeake Environmental Management, Inc. DBA CEM	42 N. Main Street Bel Air, MD 21014	Subconsultant: environmental permitting for stormwater, general civil site, waterway improvements design MWBE #94-175 (female owned)
				☐ CHECK IF BRANCH OFFICE		
d.			✓	Findling, Inc. (Findling)	3401 Carlins Park Drive Baltimore, MD 21215	Subconsultant: geotechnical engineering, laboratory, soil boring, and soil hand augers services MBE #02-046 (African American)
				☒ CHECK IF BRANCH OFFICE		
e.			✓	AccurateInfrastructureData, Inc. DBA A I Data	1123 Hanzlik Avenue Rosedale, MD 21237	Subconsultant: test pit services MWBE #22-066 (female owned)
				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM | (Attached)



STORMWATER DESIGN SERVICES

Stormwater Conveyance / Storm Drainage / Stormwater Management Design & Retrofit
Brittany Ayers Moyer, PE
Stephanie Gordon-Bazan, PE
Dorianne Shivers, PE
Austine Gaydos, EIT

Watershed Assessments / Floodplain Studies / Flood Control Assessments / H&H Modeling / Climate Resiliency
Kristianne Sandoval, PE, CFM
Kaitlyn Morrow, PE, CPESC
Julie Hess, PE
Taylor Rabidoux, PE

Civil Site / Contract Documents / E&S Design
Jennifer Zebley, PE
Dorianne Shivers, PE
Nora Howard, EIT
Austine Gaydos, EIT

Stream & Outfall Restoration / Assessment / Monitoring / Evaluations
Rebecca Oaks, PE
Nora Howard, EIT
Celine Brundridge
Sara Yinger

Waterway Improvements Design - Boat Launches, Shoreline Restoration
John Farley, PE, DBIA
Patrick DiNicola, REM, CCM
Katherine Gordon, PWS, CA, LTE
Robert Shaffer

NPDES SERVICES

NPDES MS4 Program Management & Compliance / IDDE Inspections
Brittany Ayers Moyer, PE
Nora Howard, EIT
Julianne Ramey
Celine Brundridge

NPDES MS4 Geodatabase / Asset Management
Stephanie Gordon-Bazan, PE
Danielle Schwanke
Celine Brundridge
Lindsey Miller

Education & Outreach / Training
Nora Howard, EIT
Stephanie Gordon-Bazan, PE
Jennifer Zebley, PE
Lindsey Miller
Julianne Ramey

Property Management / Maintenance
Celine Brundridge
Julianne Ramey

Grant Writing / Funding Assistance
Joseph Lombardo, PhD
Terry Fearins

NATURAL RESOURCES

Wetland & Floodplain Delineation & Permitting
Gregory O'Hare, LPF, CA, LTE, PWS
Michelle Harden, PWS
Edward Tinney, PWS
Natalie Byers, PE
Jackie Krayenvenger, PE

Forest Conservation / Alternative BMP Practices
Katherine Gordon, PWS, CA, LTE
Richard Lefebure, CA, LTE
Kristen Hyde

Ecological / Habitat Restoration Design
Stacey Young, CSE
Alex Nussbaum, CA, LTE, QP
Rich Lefebure, CA, LTE

Water Quality Monitoring / Pollutant Load Analysis
Karl Hellmann, CA, LTE, PWS, QP
George Carney
Julianne Ramey

ADDITIONAL KEY SERVICES

Geotechnical Services
Scott Berkheimer, PE, BC.GE, DBIA
Jennifer Trimble, PE, BC.GE
Bibek Shrestha, PE
Dipesh Tajhya, PE

Surveying Services / Right-of-Way / Easements
Frederick Greim, PLS
Jacob Deaner, PLS
Leslie Hopkins, PLS
We will utilize our pool of 50+ field crew members.

Construction Oversight / Bid Phase Services / Construction Inspection / Management / As-built Certification
Patrick DiNicola, REM, CEM
Derek Krueger, PE, CEP
Alexander Schaffer, PE, CCM, CCR
Sara Yinger

GIS / GPS Services
Thomas Earp, GISP
Daniel Passman, GISP

ADDITIONAL ENGINEERING / SUPPORT SERVICES

SUE / Utility Coordination / Design Elford Jackson, PE Jonathan Markland, PE, PLS	Structural Evaluations / Design Brent Trimble, PE Cortney Natalicchio, PE	Landscaping / Sustainable Planning & Design Melissa Miklus, PLA, ASLA Zoha Niazi, PLA, LEED AP ND
Roadway / Maintenance-of-Traffic Robert Gillespie, PE	Peer Review & Evaluations Robert Palmer, PE, CPSS Dorianne Shivers, PE	Cultural Resources / Archaeologic-Historic Svcs. Karen Hutchins-Keim, PhD, RPA Nicole Diehlmann, MHP
Administrative Assistant Monique Edens	Graphic Design William Kramer	CAD Technician Ralph Dixon

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Lucia Noya, PE	Contract Manager	31	31

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #200370

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Lucia is the Director of Water Resources at RK&K and brings over 31 years of experience delivering innovative, cost-effective stormwater and ecological restoration solutions for municipal clients. She specializes in comprehensive MS4 programmatic services and the full lifecycle of stormwater projects from watershed assessment and feasibility studies through design, permitting, construction management, and post-construction monitoring. Lucia has led hundreds of projects under indefinite quantity/on-call contracts, bringing immediate value with no learning curve. Her expertise spans upland BMPs, green infrastructure, stream restoration, wetland creation, and habitat enhancement, paired with deep technical skills in hydrologic and hydraulic (H&H) modeling for both stream systems and stormwater infrastructure. She has also supported municipalities in meeting MS4, TMDL, and NPDES compliance requirements through program management, prioritization of high-impact opportunities, and development of public outreach and education materials to engage communities. As a proactive and trusted manager, Lucia has successfully overseen numerous high-profile stormwater and community improvement initiatives across Maryland and the Chesapeake Bay region. Her ability to integrate technical expertise, regulatory knowledge, and stakeholder engagement makes her a key resource for municipalities seeking responsive, practical, and sustainable water resources solutions.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Charles County Mattawoman Wastewater Treatment Plant Food (Charles County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2025	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
a.	Principal-in-charge responsible for quality control oversight for the team’s work in updating and evaluating the FEMA HEC-RAS model to assess existing (2024) and projected future (2100) flood conditions at the Mattawoman Wastewater Treatment Plant. Under her leadership, the team developed a comprehensive HEC-RAS model to analyze flooding impacts from the western tributary bordering the facility. The team also conducted a detailed assessment of the stormwater drainage network and surface channels to determine their effectiveness in mitigating flooding along critical access drives. Key deliverables included a H&H report, two refined HEC-RAS models, and a set of proposed flood mitigation solutions for on-site implementation.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Montgomery County DEP On-Call Watershed Management (Montgomery County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
b.	Project manager on five consecutive DEP on-call contracts, where she played a crucial role in helping the county address NPDES MS4 permit requirements. Her responsibilities included investigating and designing environmental restoration projects, which encompassed both new and retrofit designs for SWM facilities, stream restoration, H&H studies, watershed assessments, and water quality improvements. Additionally, the team conducted wetland delineations and natural resource inventories (NRI), as well as forest stand delineation (FSD) and forest conservation planning (FCP). Projects under these contracts also encompassed permitting, project coordination, public involvement, construction document preparation, geotechnical investigations, surveys, erosion sediment control, cultural resource assessments, cost estimates, specifications, landscaping planning and design, easement and site access analysis, and construction management and inspection services. Notably, she was instrumental in the <i>Glenmont Forest Green Streets project</i> , where she assisted with public outreach efforts and developed construction documents and specifications for 140 BMP facilities, including 120 micro-scale ESD/LID retrofits (such as bioretention, bioswales, rain gardens, and curb bump-outs) and 20 proprietary practices. Additional relevant projects included <i>Little Falls Library Bioretention</i> ; <i>Landfare Stormwater Management Retrofit</i> ; <i>Brookville Maintenance Depot SWM Retrofits</i> ; <i>LID Retrofits Opportunities & Storm Drain Systems at Montgomery County Public School Facilities</i> ; and <i>Snowden’s Mill/Falling Creek Stream Restoration Concept Design</i> .		

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Frederick County DPW & DEE On-Call National Pollutant Discharge Elimination System (NPDES) Design Services (Frederick County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	Ongoing	N/A
	☒ Check if project performed with current firm	
c. Contract & technical advisor/QA-QC manager leading a team on several consecutive on-call contracts to help the county achieve Phase I MS4 permit compliance for 15+ years. Over the years these efforts have included both MS4 programmatic and design and construction phase services. She has offered expertise in public outreach and education, staff augmentation, and the development of restoration plans to meet TMDL requirements. In addition, her team has provided support for water quality monitoring, laboratory analysis services, and the assessment of stormwater controls, including the preparation of additional annual report services. Relevant design project includes <i>Double Pipe Creek Stream Restoration</i> and <i>Englandtowne Stream Restoration Rehabilitation</i> projects, duties included geomorphic assessments, geotechnical investigation, H&H analyses, development of restoration alternatives, preparation of concept and semi-final design plans, design reports, E&SC, cost estimates, and special provisions. Permitting for the projects included Frederick County FRO Exemption, Soil & Conservation District, Grading, MDE, and USACE. She also provided assessment and analysis related to the County's NPDES MS4 permit compliance requirements including <i>watershed restoration opportunities in the Point of Rocks Watershed</i>, which included GIS/desktop evaluation, field investigation, project prioritization, and water quality computations leading to an assessment report with a priority list of twenty viable retrofit projects that could be completed to fulfill MS4 permit requirements and meet community goals to reduce localized flooding and stream degradation.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Cecil County DPW On-Call Stormwater Management Engineering Services (Cecil County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	Ongoing	N/A
	☒ Check if project performed with current firm	
d. Contract manager providing NPDES/MS4 Phase II program management and design services. MS4 program management activities have included developing impervious baseline assessment; impervious area restoration work plan; restoration activity schedule; conducting watershed assessments and project prioritization, public outreach/education, pollutant load calculations, BMP tracking database and inspections; and assistance in preparation of the MS4 reports submitted to MDE on an annual basis. She performed QA/QC reviews, assisted with grant funding acquisition, and provided technical guidance for the <i>Bayview Interceptor Sewer Repair & Stream Restoration</i>; <i>CCPS Administration Services Center Stream Restoration & Stormwater Project</i>; and <i>Elk Neck State Park BMP Design</i>. She is responsible for overseeing the delivery of projects which includes assessments; site investigations; H&H analyses; geomorphic assessments; surveying; utility coordination/designation; E&SC; inter-agency coordination; cost estimates; construction documents; and final permit approvals.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Prince George's County DOE On-Call Civil Engineering, Environmental Engineering & Construction Management Services (Prince George's Co., MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	Ongoing	N/A
	☒ Check if project performed with current firm	
e. Contract manager for more than 50 H&H and environmental/water quality enhancement tasks, including <i>College Park/Calvert Hills Flooding Feasibility Study</i>; <i>Wynneleigh Outfall & Stream Restoration</i>; <i>Anacostia River/Lower Beaverdam Stream Restoration</i> and <i>water quality retrofit</i> projects; <i>Settler's Way Slope Stabilization</i>; <i>Yorkville Road Emergency Restoration & Natural Channel Design</i>; <i>Laurel Lakes/Bear Branch Sediment Reduction Project</i>; <i>Tinkers Creek/Cattail Branch Shallow Gravel Wetlands</i>, and many more. Lucia coordinated with Prince George's County Department of the Environment, Department of Permitting, Inspections & Enforcement, Sediment Control Division, MDE, USACE, and DNR, and prepared permit packages for MDE, DPIE, M-NCPPC and SCD approvals. She prepared the complete set of contract plans, specification bid manual and engineer's estimate and provided specialized inspection during construction as requested.		

For over 18 years, Lucia has managed consecutive on-call contracts supporting Harford County's MS4 programmatic services, watershed assessments, and stormwater design projects. She oversees a team responsible for Phase I NPDES/MS4 program management, including CIP and staffing budgets, watershed assessments, public outreach, water quality monitoring, TMDL compliance, pollutant load calculations, GIS database management, H&H modeling, staff training, and annual MS4 reporting. Lucia has also coordinated interagency efforts on new accounting guidelines and reporting requirements. She is currently overseeing multiple MS4 design projects for the County, including Emmord Branch and Woodland stream restorations, stormwater retrofits at Jarrettsville Elementary and Fallston Library, and stream restoration at Harford Community College.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Robert Palmer, PE, CPSS	QA/QC Manager	41	39

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Soil Science | BS, Conservation & Resource Development

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #32596 | Certified Professional Soil Scientist: #33256

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Robert has decades of experience in environmental research, monitoring, design, contract document preparation and management of water resource engineering projects such as H&H studies, culvert rehabilitations, storm drains, GI/LID SWM facilities, stream restoration, site development and E&SC. He possesses an extensive knowledge of the various environmental permitting processes for local, state and federal jurisdictions, including Charles County. Robert is a qualified "MDE Non-tidal Wetlands and Waterways Consultant Reviewer" responsible for reviewing stream restoration designs and H&H studies for compliance with COMAR regulations.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Prince George's County Open-End Environmental & Engineering Services (Prince George's County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
a.	Project manager/engineer responsible for the design and contract document preparation of 18 environmentally sensitive stream, SWM, and drainage enhancement projects for MS4 credit. Specific tasks assigned included <i>Anacostia River Watershed Implementation Retrofit Projects</i> (some with EPA Grant Funding), LID standards development, stormwater management pond retrofits, storm drainage reconnaissance and retrofit design, outfall remediation, stream relocation and restoration, IDIQ Specifications, embankment stabilization, permitting, and coordination with various task forces/stakeholders/agencies, including MDE, M-NCPPC, and USACE.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
SHA NPDES Program Services, BCS 2010-12A (MD Statewide)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
b.	Lead design engineer responsible for feasibility studies, design, and specialized inspection of several watershed improvement projects. On the <i>Outfall Structure & Stream/Channel Stabilization Projects along MD 210</i> , Robert performed field investigations, H&H analysis, design, and prepared construction plans for seven degraded stormwater outfalls, three of which included highly degraded stream systems that required geomorphic studies, including stream surveys, stability analysis, bank pin installation and monitoring, and stream restoration TMDL crediting computations. He also coordinated natural resource inventories, wetland and forest delineation and JPA permit plates and SWM. For the <i>Drainage System Inspection & Retrofits</i> in Washington, Allegany, and Garrett Counties, Robert performed retrofit assessments for 150+ SWM BMPs, outfalls and other SHA drainage assets in District 6.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Frederick County DPW NPDES Design Service (Frederick County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
c.	Project manager for two stream restoration projects leading the geomorphic assessments, geotechnical investigation, H&H analyses, development of restoration alternatives, preparation of design plans, design reports, ES&C, cost estimates, and special provisions. Permitting included Frederick County FRO Exemption, SCD, Grading, MDE, and USACE. <i>Double Pipe Creek Stream Restoration</i> consisted of 1,500 LF an integrated stream and floodplain restoration design which slightly raises the channel invert with excavation of a lower floodplain area, resulting in a stream/floodplain system which is highly connected to the groundwater aquifer to maximize MS4 credit opportunities while creating a long- term sustainable ecosystem. A threshold channel was designed to carry baseflow while runoff from most events will overflow into the floodplain. Log and rock grade control measures were incorporated into the design to provide long-term stability. <i>Englandtowne Stream Restoration Rehabilitation</i> involved approximately 600 LF of forensic assessment and repair design of a previously restored unnamed tributary to Fahrney Branch.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jessica Krueger, PE	Project Manager	12	2

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Environmental Engineering & Science | BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #52742

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Throughout her career, Jessica has built a reputation as an expert in MS4 permit compliance, supporting various counties and municipalities with their NPDES/MS4 programs and stormwater compliance requirements. She possesses a wealth of knowledge in TMDL guidance and documentation, coupled with extensive experience across both Phase I and II permits in multiple regions. Her expertise encompasses wasteload accounting and crediting verification documentation, as well as the design and construction of stormwater BMPs and green infrastructure. Additionally, she excels in site development, grading and drainage design, modeling, and regulatory permitting, making her an invaluable resource to this contract.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Charles County Mattawoman Wastewater Treatment Plant Food (Charles County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		2025	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Project manager responsible for the evaluation of the effective FEMA HEC-RAS model for existing flood conditions (2024) and potential future flood conditions (2100) at the Mattawoman Wastewater Treatment Plant. An existing HEC-RAS model was developed to evaluate flooding impacts contributed by the western tributary along the edge of the WWTP. Jessica managed the evaluation of the efficiency of the existing stormwater drainage network and surface channels to reduce flooding on plant access drives. Project deliverables included a H&H report detailing the analyses performed, two HEC-RAS models, and the proposed solutions to be implemented on site.			
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Frederick County DPW & DEE On-Call NPDES Design Services (Frederick County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Project manager facilitating the successful completion of the MS4 related tasks, including: as-built credit documentation, developing project management training and SOP documents, IDDE Program inspections and annual reporting, GDB reporting and source layers, Creek ReLeaf program management, and MDE annual report support. Jessica manages multiple MS4 related tasks for the County in order to meet compliance and crediting requirements for their MS4 permit.			
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Town of Smithsburg DPW MS4 PM Services (Smithsburg, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Project manager responsible in bringing the Town into compliance with the MS4 permit. Jessica and the project team developed a compliance work plan to catch the Town up on MS4 permit requirements, completed the impervious area baseline for the Town, developed IDDE and Good Housekeeping program SOPs, completed outfall screenings, and developed the Town’s MS4 Annual Report. Additionally, a watershed analysis was completed to identify restoration opportunities to satisfy the Town’s restoration requirement.			
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Frederick County DEE IQC for NPDES Engineering & Survey Services (Frederick County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Project manager responsible for assisting Frederick County by providing site investigations and developing concept plans for the Spring Ridge neighborhood utilizing a holistic watershed approach. The design included 11,000 LF of stream restoration and six stormwater pond retrofits that were split into four separate design groups. She managed and led RK&K efforts to perform geomorphic assessments, hydrologic modeling, stormwater improvement, and storm drain modeling. The goal of the design is to reduce neighborhood flooding while reducing in-stream degradations and maximizing Frederick County TMDL credit.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Brittany Ayers Moyer, PE	Stormwater Design Services; NPDES Services	a. TOTAL	b. WITH CURRENT FIRM
		7	5

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Environmental Engineering & Science |
BS, Biological Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer:MD #53393

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Brittany has a strong background in SWM design and retrofit, stream restoration, and MS4 program management, supporting numerous counties and municipalities. She has significant experience in designing and inspecting a variety of BMPs, including infiltration trenches and basins, bioretention facilities, grass swales, bioswales, and extended detention ponds. During facility inspections, Brittany assesses both design and functionality, identifying flaws and providing recommendations for restoring systems to their original performance. She is well-versed in NPDES and MS4 permit requirements as well as TMDLs in the Chesapeake Bay Watershed, and has experience with H&H modeling. Brittany is skilled in using HEC-RAS for analyzing existing and proposed stream conditions, and she has managed E&SC measures for various projects, including writing sequences of construction. She is proficient in plan production as well as conducting construction and post-construction inspections.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Cecil County DPW On-Call Stormwater Management Engineering Services (Cecil County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
a.	Design engineer Brittany was responsible for managing Cecil County’s MS4 permit and assisting in the completion of year one and two permit tasks. She evaluated credit potential for existing BMPs in the County and updated the County’s MS4 geodata-base. Brittany created a Restoration Activity Schedule and tracked percentage of impervious area goal reached. She completed several tasks including refreshing two watershed assessments, creating concept designs for five facilities to submit for grant proposal, a Gap Analysis to determine what parts of MS4 permit compliance were lacking, and a prioritization matrix to determine how to bring failing facilities into compliance. She assisted with the completion of the County’s annual report. <i>Elk Neck State Park BMP Design:</i> Responsible for design coordination of multiple stormwater BMPs on-site at Elk Neck State Park. The design included several micro-bioretention facilities, bioretention facilities, Filterra treatment units, conservation landscape BMPs, and tree planting BMPs. Brittany worked with the County to manage the grant submission and update the field docs portal.		

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Harford County On-Call Environmental Design & Assessment Project Management Services (Harford County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
b.	Project manager providing NPDES/MS4 Phase I program management services, including CIP and staffing budgets, public outreach and education, assisting in development of Good Housekeeping plans, TMDL compliance, water quality monitoring, water quality credit verifications, pollutant load calculations, GIS database management, MS4 reporting, staff training, and project implementation. Brittany participates in interagency multi-county coordination of new accounting guidelines and performs MS4 Annual Report compilation and review. She was the lead engineer on several MS4 design tasks including <i>Emmord Branch Stream Restoration, Jarrestville Elementary BMP Design, Woodland Stream Restoration, and Fallston Library Stormwater Retrofit.</i>		

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Town of Smithsburg MS4 Project Management Services FY25 (Smithsburg, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
c.	Project manager responsible for overseeing BMP inspections performed, calculated credit for tree planting sites, and drafted the town’s annual report. RK&K staff updated the Town’s IDDE SOP, created inspection checklists for routine BMP and good housekeeping inspections, and presented to Town Staff. RK&K conducted a watershed assessment to prioritize project locations for maximizing credit potential and minimizing cost for the Town to meet their restoration goals. Brittany oversaw a concept design for a stream restoration in the town to meet permit requirements.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Stephanie Gordon-Bazan, PE	Stormwater Design Services; NPDES Services	5	4

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Civil Engineering | BS, Environmental Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #57839

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Stephanie is a water resource engineer focused on all facets of environmental and stormwater compliance, including inspection, design, and public outreach and education efforts. Her responsibilities include developing MS4 permit compliance support from development of Standard Operation Procedures (SOP) for MS4 management, watershed assessments, project privatizations, BMP designs, and stormwater pollution prevention plans (SWPPP). Additionally, she provides extensive support for community involvement efforts for MS4 programs involving development of good housekeeping education materials and managing social media platforms and project websites.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED
Montgomery County DEP Glenmont Forest Green Streets (Montgomery County, MD)	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
	2021 N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm
a. Engineer that aided in a watershed assessment within a 237-acre tributary. The assessment identified and evaluated potential ESD/LID restoration options and alternatives for potential water quality/pollutant reduction benefits. She assisted with the construction inspection services for the selected BMPs providing ESD to the maximum extent practicable. The primary objective for the restoration project was to manage the largest volume of stormwater runoff possible using nonstructural and microscale practices. RK&K performed desktop analysis and detailed field investigation to identify numerous potential sites within the public ROW and provided public outreach services.	
Cecil County DPW On-Call Stormwater Management Engineering Services (Cecil County, MD)	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
	Ongoing N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm
b. Design engineer responsible for BMP compliance task, including updating the County's geodatabase and MS4 baseline. She developed a standard operating procedure (SOP) for addressing failing stormwater facilities within the County. Stephanie also conducted desktop analysis, fieldwork, and reporting for both the <i>Elk River Watershed Assessment</i> and the <i>Back Creek, Bohemia River, and Lower Elk River Watershed Assessments</i>. She prepared reports and geodatabase materials for Cecil County's Year 1 and Year 2 Annual MS4 Reports, working closely with the County to ensure MS4 permit compliance and support. For the <i>Elk Neck SP BMP Design task</i>, she completed hydraulic and drainage calculations and contributed to the design of eight SWM facilities, which treat existing impervious areas and provide MS4 restoration credits. She was responsible for the developed of the contract documents, cost estimates, construction management, and specifications.	
Harford County DPW On-Call Environmental Design & Assessment (Harford County, MD)	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
	Ongoing N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm
c. Design engineer for the <i>Jarrettsville Elementary Water Quality Retrofit</i> project, where she conducted a hydrologic analysis of the drainage area, assessing factors such as soil type and land use. She assisted in the design of a bioretention facility retrofit of an existing dry extended detention pond to enhance the hydraulic performance. Additionally, Stephanie developed a complete plan set using MicroStation, along with a detailed design report, cost estimate, and specifications.	
Frederick County DPW Spring Ridge Stream Restoration & BMP #463 Stormwater Retrofit (Frederick County, MD)	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
	Ongoing N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm
d. As Design engineer, Stephanie is working on developing a wet extended detention pond retrofit and a submerged gravel wetland design. She completed a hydrologic analysis of the drainage area, including TR-55 and HydroCAD computations. She is assisting in the stream restoration design and is responsible for the MS4 credit calculations. Stephanie worked on developing the plan set in MicroStation, along with a report and cost estimate.	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Dorianne Shivers, PE	Stormwater Design Services	16	14

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Water Resource Engineering | BS, Civil & Environmental

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #31822

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Dorianne's experience includes GIS development for water resources projects, sea level rise projections, site development, grading and drainage design rehabilitation and SWM including BMP/Green Infrastructure design, and water quality impacts. She presented "Sea Level Rise and Effects on Infrastructure" for staff professional development hours. She is proficient in GIS applications and related databases, specifically for floodplains and drainage infrastructure. She also has experience managing environmental restoration projects to help municipalities throughout Maryland meet its MS4 permit requirements.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Baltimore County DPW&T Drainage Design-Build Services (Baltimore County, MD)		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Project engineer for a variety of design, construction, maintenance, and repair activities for DPW&T's Green Infrastructure Design Section at designated locations. She is currently working on two design task orders under this contract. <i>North Point Road Drainage Improvement</i>: Redesigned the existing dry swale to function as a stormwater buffer between the sidewalk and roadway, effectively alleviating persistent roadway flooding issues. This design not only improves SWM but also enhances community safety by reducing flood-related hazards for both pedestrians and vehicles, contributing to a safer and more resilient neighborhood. <i>Woodbine Avenue Drainage</i>: Upgraded the existing storm drain system to significantly increase hydraulic capacity, mitigating localized flooding, and integrated a filter box for green infrastructure, promoting sustainable stormwater filtration and environmental benefits.			
Howard County DPW Savage Complete Streets (Howard County, MD)		2021	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Project engineer responsible for drainage, stormwater, and E&SC design for a pedestrian safety/sidewalk project. She performed a drainage analysis to identify new inlet locations based on the new curb alignment. She developed exhibits for the Howard County PM identifying pros and cons for different SWM treatment options. She designed a micro-bioretenention and pervious sidewalk.			
SHA MD 249 Feasibility Study (St. George Island, MD)		2020	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Project engineer responsible for developing three alternative designs to address shoreline erosion and recurring flooding at two sites along MD 249 on St. George Island in St. Mary's County. She performed a preliminary analysis of factors contributing to erosion, including, tidal and wave impacts. She performed a H&H analysis for two existing culverts. She developed cost estimates and feasibility reports. She recommended a preferred alternative and developed a 10-percent design, including plan and sections, for the recommended alternative. She assisted in exhibit development for a grant application.			
Chevy Chase Village Drainage Review Services (Chevy Chase, MD)		2022	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Project engineer responsible for reviewing over 30 building permits for compliance with Village Codes, specifically Section 8-25. She made recommendations for permit contingencies and/or modifications in order to prevent adverse drainage impacts to adjacent private properties. She designed a new storm drain system to address the drainage complaints along the rear of 12 properties between Hesketh Street and West Irving Street.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Kristianne Sandoval, PE, CFM	Stormwater Design Services	11	11

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Civil & Environmental Engineering, Water Resources |
BS, Art & Art History

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #52722 | Certified Flood
Manager #US-25-13543

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Kristianne is a water resources engineer with expertise in stormwater BMPs and green infrastructure design, H&H analysis, watershed and floodplain modeling, and watershed planning studies. Her experience includes development of conceptual designs and cost estimates for priority ranking; H&H model development and analyses; development of construction plans, specifications, and cost estimates; design reports for permitting and project documentation; and public involvement, coordination, and preparation of public meeting displays including renderings. She completed stormwater retrofit and watershed assessment projects in a variety of developed environments and is currently creating designs for permeable pavement, bioretention, bioswales, and green streets. Kristianne is experienced in developing and evaluating GISHydro, WinTR-20/WinTR-55, HEC-RAS, and PCSWMM models for project analysis. Kristianne has experience working on County SDAM projects and has developed PCSWMM 2D models according to the County's standard operating procedures. Certifications: MDOT SHA, E&SC.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Montgomery County DEP On-Call Water Resources Engineering (Montgomery County, MD)	2022	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
a. Project engineer responsible for assessment and design of restoration projects to meet the County's MS4 permit requirements. Retrofit projects include initial desktop evaluation and site assessment to develop concept design; H&H studies; design of BMP facilities, including rain gardens, bioretention, bioswale, and proprietary SWM devices, and construction document preparation. She presented the projects using developed renderings and visual aids to obtain public support and acceptance. Kristianne is providing construction management and oversight for the <i>Glenmont Forest Green Streets</i> project, which included retrofits to integrate LID SWM exclusively within the public ROW in a residential neighborhood. Retrofit projects included initial desktop evaluation and site assessment, H&H studies, design of BMP facilities, and construction document preparation. The project included designs for rain gardens, bioretention, proprietary SWM devices, and modification of roadway alignment (curb extensions) at set locations for increased treatment as well as traffic calming purposes. Kristianne was responsible for final development of 100% design documents, as well as construction oversight and support. Kristianne assisted in presentation of this project using project renderings and visual aids to obtain essential public support.		
Harford County DPW On-Call Environmental Design & Assessment (Harford County, MD)	2019	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
b. Project engineer responsible for reviewing project documentation (as-built records and design analysis studies) for completed projects to verify applicable MS4 credit calculations (impervious area and pollutant loading). Performed support analyses for multiple projects and restoration types including infiltration basins, micro-bioretention, permeable pavements, pond retrofits, SWM outfall stabilization, stream restoration, and reforestation.		
Charles County DPW Mattawoman Wastewater Treatment Plant (WWTP) Flood Management Evaluation (Charles County, MD)	2025	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm		
c. Technical QA/QC reviewer responsible for providing QA/QC on the H&H modeling analysis, which used HEC-RAS to evaluate flooding impacts under peak rainfall events and projected 2100 tidal conditions with climate change. WWTP is located immediately upstream of the environmentally significant Mattawoman Creek Natural Area, adjacent to the FEMA-regulated floodway, and tidally influenced by the Potomac River—making flood protection critical to both the local community and the Chesapeake Bay. She ensured the accuracy and reliability of the model results, reviewed conceptual design recommendations for flood mitigation, and continues to support the project team through QA/QC of final contract documents.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Kaitlyn Morrow, PE, CPESC	Stormwater Design Services	8	3

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Environmental Engineering & Science |
BS, Natural Resources Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #61428 | MDE Erosion &
Sediment Control Certified (CPESC)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Kaitlyn has extensive experience addressing complex water resource challenges and implementing sustainable watershed engineering in urbanized areas, including stream and wetland restoration, SWM retrofits and comprehensive flood management. She is well-versed in H&H model development and analyses for flood assessments and mitigation, as well as floodplain delineation in development areas. She leads the stream restoration field team in conducting geomorphic assessments and sediment transport analysis for stream restoration projects. Her technical skills include proficiency in ArcGIS, AutoCAD Civil 3D, MicroStation, WinTR-55, PCSWMM (1 and 2-D), and HEC-RAS.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Charles County DPW Mattawoman Wastewater Treatment Plant (WWTP) Flood Management Evaluation (Charles County, MD)	2025	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project engineer tasked with determining the H&H flooding impacts of Mattawoman Creek on the operations and accessibility of the Mattawoman WWTP. The WWTP is precariously located immediately upstream of the environmentally significant, Mattawoman Creek Natural Area and adjacent to the FEMA regulated floodway of Mattawoman Creek. It is also tidally influenced by the Potomac River. Flooding of the Mattawoman WWTP would not only be disastrous for the local community, but the Chesapeake Bay, as a whole. To identify the flooding risks, Kaitlyn utilized HEC-RAS modeling to determine water surface elevations in the WWTP during peak rain events and anticipated 2100 tidal influences increased by climate change. She proposed concept designs for mitigating the found flooding risks to the WWTP from the HEC-RAS results. Kaitlyn is leading the next phase of this project developing final contract documents for the proposed flooding mitigation designs.		
b.	Frederick County DPW Spring Ridge Watershed Restoration (Frederick County, MD)	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project engineer responsible for assisting the County by developing a PCSWMM model to study the watershed encompassing the Spring Ridge neighborhood. The existing conditions model evaluated surface flooding throughout the watershed and determined the level of service for all existing storm drain infrastructure over 12 inches in diameter. She utilized the results of the PCSWMM model to develop holistic watershed stream restoration and stormwater improvement concept designs to reduce areas at risk for flooding. The goal of the design is to reduce neighborhood flooding while reducing in-stream degradations and maximizing Frederick County TMDL credit. Kaitlyn will be assisting with the next phase of the project which includes final construction documents for 11,000 LF of stream restoration and six stormwater pond retrofits.		
c.	Harford County DPW Little Deer Creek Reservoir #3 - Dam Safety Inspection (Harford County, MD)	2019	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project engineer responsible for assessing the existing conditions and safety of Little Deer Creek Reservoir #3 in Harford County, MD. She led the development of the Dam Safety Report, which summarized the downstream limits of disturbance resulting from various analysis scenarios mandated by the Maryland DOE Dam Breach Analysis for Small Ponds & Dams. Additionally, she created a 2D HEC-RAS model to illustrate the findings of these analyses.		
d.	Town of Easton Tanyard Branch Watershed Study & Flood Mitigation Design (Easton, MD)	2024	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project engineer responsible for developing a comprehensive existing and proposed PCSWMM model of the Tanyard Branch watershed to evaluate 10 proposed stormwater improvements to effectively address significant flooding issues. She led the preparation of the final contract documents, incorporating the modeling results along with data from additional surveying, subsurface utility engineering, and geotechnical investigations to create both gray and green infrastructure solutions.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Julie Hess, PE	Stormwater Design Services	8	3

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Engineering (Mechanical & Sustainable Design Concentration)

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #62873

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Julie is experienced in assessment and design of water resources projects in urban and rural settings. Her experience includes complex water resources issues and sustainable watershed engineering such as stream restoration, stormwater analysis, drainage analysis, and E&SC. Julie is well-versed in performing engineering computations, including H&H analyses of proposed developments including analyzing FEMA floodplains and modeling large scale conveyance systems for resiliency in the face of increased flooding due to climate change. She has extensive experience using ArcGIS, AutoCAD Civil 3D, WinTR-55, HEC-RAS, and PCSWMM.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Baltimore County DPW&T Turner Station Flood Mitigation Project (Baltimore County, MD)	2024	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	Engineer responsible for development of the initial PCSWMM model per per the County standard operating procedures and protocols as outlined in the County's Storm Drain Asset Management system in order to model the Turner Station neighborhood. This effort included the required GIS data review and pre-processing as per the County's standard operating procedure. She also researched alternative rainfall precipitation depth sources projecting the effects of climate change. This project included identifying and assessing all reasonable opportunities for flood attenuation within the small and historically Black community of Turner Station which is susceptible to frequent flooding during sever weather events and high tides.		
b.	Baltimore County DEPS On-Call Watershed & Stream Restoration, Lower Scotts Level Branch Park Stream (Baltimore County, MD)	2024	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	Engineer responsible for starting the FEMA LOMR process, including writing a report, building a new HEC-RAS model based on the current effective FEMA model of the Scotts Level Branch, and draft applications. DEPS identified several sites within Scotts Level Branch for ecological enhancement to the stream and floodplain corridors to support the County's NPDES MS4 permit requirements between McDonogh Road and Old Court Road as part of the overall Scotts Level Branch Watershed restoration efforts.		
c.	Virginia Beach DPW Upper North Landing River Drainage Basin (Virginia Beach, VA)	2024	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	RK&K developed a Stormwater Master Plan for areas within the Basin, which identified Simulated Flooding Areas (SFAs) within the basin where flooding occurs. The objective of the SWMP was to develop and prioritize projects at a conceptual design level to reduce flooding for each identified SFA. As part of the engineering team, Julie conducted PCSWMM analysis to identify and assess the flood reduction benefit of potential improvements within each SFA. As part of the process to prioritize improvements, Julie completed various scoring analyses including ASC, PPC, BCR forms, and cost estimates, and compiled that data in the study report, resulting in a program of recommended improvements.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Nora Howard, EIT	Stormwater Design Services; NPDES Services	7	3

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
MS, Environmental Engineering & Science BS, Biology	Engineer-in-Training: MD #60841

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Nora is experienced in assessment and design of water resources projects to achieve TMDL credit and asset protection. Her experience includes assessing complex water resources issues and holistic watershed engineering such as stream restoration, stormwater analysis, and erosion and sediment control. Nora regularly performs engineering computations including H&H analyses of proposed projects and TMDL credit calculations. She has extensive experience using MicroStation, AutoCAD Civil3D, ArcGIS, WinTR-55, HEC-RAS, and HydroCAD. Nora also has extensive experience with the MS4 permit program and performing MS4 compliance activities.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Cecil County DPW On-Call Stormwater Management Engineering Services (Cecil County, MD)		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
a. Engineer assisting in preparing Cecil County's MS4 Permit Annual Progress Report. This included assisting with management of the County's geodatabase of their stormwater facilities to ensure accuracy and completeness of data and assisting with the Gap Analysis to support full MS4 permit compliance. Nora used her MDE experience to provide expert advice on MS4 compliance and reporting.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Frederick County DPW IQC for NPDES Engineering & Survey Services (Frederick Counties, MD)		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
b. Engineer on multiple stormwater and stream projects. <i>BMP #463 Stormwater Retrofit</i> : Assisted with the development of stream restoration and stormwater retrofit construction plans for an existing stream and in-line pond that was affected by erosion causing the existing downstream in-line pond to fill with several feet of sediment. Nora assisted with this project to reduce resident flooding concerns, bring the pond into compliance, prevent further stream erosion, and provide MS4 credits. <i>Spring Ridge Watershed Holistic Watershed Design</i> : Included data collection, analysis, H&H analysis and concepts to address neighborhood flood complaints and maximize MS4 credit in a holistic watershed approach. Nora assisted the field crews and design teams through data collection and concept designs, coordinating regularly with the team and client to maintain schedule.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Town of Smithsburg DPW MS4 PM Services (Smithsburg, MD)		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
c. Engineer responsible for bringing the Town into compliance with the MS4 permit. Nora completed the impervious area baseline for the Town, developed IDDE and Good Housekeeping program SOPs, completed outfall screenings, and developed the Town's MS4 Annual Report. Nora also completed a watershed analysis to identify restoration opportunities to satisfy the Town's restoration requirement.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Baltimore County DEP&S On-Call Watershed & Stream Restoration (Baltimore County, MD)		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
e. Engineer on multiple tasks on this contract. On the <i>Scotts Level/Allenswood Tributary</i> , Nora was responsible for post construction permit monitoring, which included performing field work to measure channel and floodplain extents and elevations, performing a visual inspection of site conditions, and writing a report to document findings and provide recommendation to ensure the site maintains TMDL credit towards the County's MS4 permit. For the <i>Upper Scotts Level</i> , Nora was responsible for providing on-site engineering services during construction. Nora led pre- and post-construction permit monitoring to document the project's success in achieving TMDL credit towards the County's MS4 permit. For the <i>Lower Scotts Level</i> Nora executed design updates to bring the plans from 90% to final and approved designs.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jennifer Zebley, PE	Stormwater Design Services	6	6

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Civil/Water Resource Engineering |
BS, Environmental Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #29022

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Jennifer is an experienced water resources engineer with extensive expertise in MS4 programmatic and design services for numerous counties and municipalities. Her skill set includes BMP inspections, GIS database management, and IDDE assessments, as well as inspecting outfalls, creating stormwater inventories, and assisting counties with gap analyses to identify deficiencies and provide recommendations. She also plays a key role in watershed assessments, project prioritization, good housekeeping measures, public outreach, and compiling annual reports. Her MS4 design experience spans stormwater BMPs, green infrastructure, stream restoration, H&H analysis, E&SC, and construction inspection support services.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Cecil County DPW On-Call Stormwater Management Engineering Services (Cecil County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
Engineer for the Elk Neck SP BMP Design task under this contract. Jennifer was responsible assisting with the design of 7 stormwater ESD designs and preparing contract documents for proposed BMP facilities. She used MicroStation to develop plan sets and drainage profiles for various locations and assisted with MS4 credit calculations. Additionally, she assisted with the public outreach and addressed stakeholder comments throughout the review process and contributed to the completion of design reports, estimates, and specifications. She assisted with the construction inspection and management.			
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Cecil County DPW MS4 Support FY22 (Cecil County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
Engineer responsible for managing Cecil County’s MS4 permit, contributing significantly to the completion of year two permit tasks. She conducted a thorough analysis of the County’s stormwater permit program, identifying potential gaps in stormwater coverage and areas of non-compliance with MS4 permit requirements. In addition, she helped update the impervious area baseline and supported the completion of the County’s annual report, ensuring continued progress toward permit compliance. Recently she has assisted the County with their BMP inspections for MS4 compliance.			
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Harford County DPW On-Call Environmental Design & Assessment (Harford County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
Engineer under the MS4 compliance task on this contract. She was responsible for supporting team for NPDES/MS4 Phase II program management services, including developing GIS database management, impervious baseline assessment; impervious area restoration work plan and schedule; conducted watershed assessments and prioritization, and Good Housekeeping measures. Jennifer also assisted the design team on the Woodland Stream Restoration project assisting with the geomorphic field data collection, stream restoration design, and community outreach.			
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Town of Smithsburg DPW MS4 PM Services (Smithsburg, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
As an engineer, Jennifer was responsible for bringing the Town into compliance with its MS4 permit. She developed a compliance work plan and worked closely with the Town Manager to meet permit requirements. Jennifer completed the impervious area baseline assessment for the Town, developed IDDE and Good Housekeeping program SOPs, completed outfall screenings, and developed the Town’s MS4 Annual Report. Jennifer also completed a watershed assessment to identify restoration opportunities to satisfy the Town’s restoration requirement. She is currently designing a stream restoration for credit.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Rebecca Oaks, PE	Stormwater Design Services	9	4

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Environmental Engineering & Science |
BS, Environmental Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #56564

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Rebecca is one of RK&K's stream restoration leads and has experience in assessment, design, monitoring, peer review, and construction supervision for water resources projects in urban and rural settings. Her experience includes complex water resources issues and sustainable watershed engineering such as stream and wetland restoration, SWM and analysis, drainage analysis, and E&SC. Rebecca is well versed in performing engineering computations; H&H analysis of proposed developments including analyzing FEMA floodplain, delineating floodplains within development areas; analyzing water inundation depths for solar development; geomorphic assessment of streams; and sediment transport analysis for stream restoration. She has extensive experience using ArcGIS, Microstation, AutoCAD Civil 3D, WinTR-55, Win TR-20, and 1D and 2D HEC-RAS.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Frederick County DPW Spring Ridge Watershed Restoration (Frederick County, MD)	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
a. Project manager responsible for assisting Frederick County by providing site investigations and developing concept plans for the Spring Ridge neighborhood utilizing holistic watershed approach. The design included 11,000 LF of stream restoration and six stormwater pond retrofits that were split into four separate design groups. She managed and led RK&K efforts to perform geomorphic assessments, hydrologic modeling, stormwater improvement, and storm drain modeling. The goal of the design is to reduce neighborhood flooding while reducing in-stream degradations and maximizing Frederick County TMDL credit. The hydraulic analysis included a PC-SWMM analysis of the watershed to evaluate the level of service for all existing storm drain infrastructure.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Harford County DPW Woodland Stream Restoration (Harford County)	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
b. Project manager leading the efforts for approximately 2,500 LF of stream restoration and outfall stabilization. She led the efforts for the geomorphic surveys and assessments following Rosgen's BANCS methodology, H&H analysis, stream restoration design using an integrated stream and wetland floodplain approach, stormwater outfall stabilization, TMDL credit computations, construction document development, and preparing all environmental and construction permit applications and supporting documents. The stream restoration design incorporated the use of 2D modeling using TUFLOW to assess existing stream corridor impairments and to assess potential vulnerabilities and modifications required to produce a stream and floodplain restoration design that is stable for the long-term. Rebecca supported the County by conducting public outreach to discuss each homeowners' individual concerns. We are finalizing construction bid documents to obtain all permit approvals for the waterway construction (joint-permit application), E&SC, and the County's grading and stormwater requirements.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Baltimore County DEPS Scotts Level Branch Tributary Restoration (Baltimore County, MD)	2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
d. Rebecca supported three separate projects for ecological enhancement to support the NPDES MS4 permit requirements. The projects serve to reduce local flooding, stabilize sanitary sewer and stormwater drainage infrastructure, and to improve park amenities. The restoration includes two reaches on <i>Scotts Level Branch</i> mainstem and one reach of an unnamed tributary totaling approximately 9,000 LF of stream channel. She led RK&K's efforts to perform geomorphic assessments, hydrologic modeling, 1D modeling using HEC-RAS, 2D modeling, stream/ floodplain restoration design, stormwater improvements for 40 storm drain outfalls to the floodplain areas being restored, and landscape feature park improvements. The design balanced wetland impacts with floodplain excavation to promote long-term stability and remove homes from the 100-year floodplain.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
John Farley, PE, DBIA	Stormwater Design Services	32	32

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MBA, Business Administration | BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #23092 | Certified Design-Build Professional #2649

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

John has managed several projects from each discipline necessary for coastal and waterfront projects, including structural, geotechnical, H&H, civil/site/roadway, utilities, landscape architecture, cultural resources, environmental and local permits, and public outreach. John also has structural design and leadership experience for waterfront structure projects on tidal and flood-prone locations on the Potomac River, Baltimore's Inner Harbor, Indian River Inlet, the Christina River, and the Delaware River.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
DC Water Design-Build, Blue Plains Advanced Wastewater Treatment Plant (AWTP) Floodwall Segment C (Washington, DC)	2021	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm
a. Design project manager in support of DC Water's undertaking a series of projects to construct floodwalls to protect the Blue Plains AWTP plant from flooding on the adjacent Potomac River with a 500-year return frequency. John led the RK&K design team in the development of a floodwall solution for Segment C of the four planned phases of floodwall construction. The overall solution to the floodwall design was installation of a steel sheet pile wall extending from the required flood elevation plus freeboard to a subsurface tip elevation sufficient to provide both lateral stability under flood load and required seepage gradient under the wall. Specially engineered sections of floodwall were required to cross the 60-foot-wide buried plant outfall structure, significant underground electrical transmission lines, and removable gates at the plant access road.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
City of Wilmington Design-Bid-Build Wilmington Riverfront Improvement (Wilmington, DE)	2016	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm
b. Structural project manager for the \$75M redevelopment of the Wilmington Riverfront has spanned 20+ years and included a wide variety of bulkhead, shoreline, pathway, park, roadway, and environmental restoration improvements to encourage pedestrian and vehicular access along the Christina River. John worked on a number of these projects, including: <i>Riverwalk Structures</i> : John was responsible for structural design of several types of waterfront structures on the Christina River, including existing timber bulkhead repairs, pile-supported timber boardwalk, floating dock supports and approach piers, pile-supported overlook pavilion and rehabilitation of existing concrete crane-ways for pedestrian use as well as a 110-foot T-shaped timber pier and restoration of historic waterfront cranes to be used as site features; and <i>South Bank Bulkhead Replacement (Market Street to Walnut Street)</i> : John managed the design of a driven steel sheet pile bulkhead along the south bank of the Christina River. The bulkhead was 900 feet long and was tied back to pile-supported concrete deadman anchors utilizing steel tie rods. Design elements included the sheet piling, anchor rods, walers, concrete deadman to span between pile supports and the deadman piles. The bulkhead supported a parking lot and adjacent high-rise development. After construction, the deadman system had to be modified to accommodate the foundation installation of the adjacent high rise building which was constructed closer to the bulkhead than anticipated.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
City of Frederick Design-Bid-Build Carroll Creek Flood Control and Linear Park (Frederick, MD)	2015	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm
c. Structural project manager for this creekside linear park, located in the heart of downtown Frederick, includes features which enhance the concrete surface of the flood control box culverts with walkways, planting areas and pedestrian bridges, including 8,500 feet of pathways; three pedestrian bridges; three fountains; handrails, guardrails, ornamental fencing, and more. John oversaw and managed structural design aspects, including design of masonry and concrete retaining and planter walls faced with brick or stone, modular block walls supporting pedestrian ramps, concrete fountain structures, and a steel frame trellis structure. The project included design of two pedestrian bridges which spanned the creek – a two-span prefabricated concrete arch with stone facing and a steel beam bridge with concrete decking.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Patrick DiNicola, REM, CCM	Stormwater Design Services; Construction Oversight	26	23

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Environmental Science | BA, Biology

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Registered Environmental Manager #517580516 |
Certified Construction Manager #25929

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Patrick brings over 25 years of experience in the environmental field as a scientist, designer and construction manager. His diverse experience includes water quality/watershed studies, stormwater and erosion sediment control design, environmental permitting, monitoring, and environmental construction management and inspection. For the past 14 years, he has been a manager focused on the management and construction of environmental projects. Certifications: MDE, ESC Responsible Person; VA DEQ, E&SC Inspection; OSHA 40-Hour Hazardous; Waste Operations & Emergency Response

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	SHA NPDES Program Services (MD Statewide)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Design milestone reviewer for SHA TMDL related/MS4 required projects, including reforestation planting and establishment contracts, stream restoration and outfall projects, and stormwater management retrofits. Reviews are focused on construction features, including access, staging/stockpiling, MOT, as well as a technical detail review of proposed structural components, bioengineering, E&SC, resource protection, and landscaping. In addition, this task includes the generation and coordination of standard special provisions common to stream restoration and/or SWM retrofits, estimating and price index compilation for project costs, and accelerated construction incentives. Once projects went to construction, he was responsible for performing periodic field inspections to check on QC and compliance with the contract documents.		
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	City of Alexandria Windmill Hill Park Shoreline Restoration Construction Management/Inspection, Alexandria, VA	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		2019	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Construction manager for this \$4M living shoreline restoration and park development project adjacent to the Potomac River. He was responsible for supervising field inspection and environmental specialist work, biweekly progress reports, review and analysis of proposed changes orders, RFI coordination, and response with the design team and City staff, utility coordination, and issue resolution with the contractor. The project included filling an embayment of the Potomac River to create a living shoreline wetland, restoration of a stream outfall using natural channel techniques, installation of park features (new pedestrian bridge, walking paths, and concrete decorative walls, irrigation and electrical conduit installation, landscaping, and installation of green infrastructure along N. Union Street). Patrick coordinated bi-weekly construction meetings, summary reports to document progress, issue resolution, and payment recommendations.		
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Little Conestoga Creek Blue/Green Corridor (Lancaster County, PA)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Environmental construction consultant on this multi-year, multi-phase stream restoration and public amenity project. Located along several Townships in Lancaster, the project encompasses seven phases totaling 8,900 LF of stream work, and 27.5 acres of floodplain restoration. Patrick assisted the Foundation in developing master agreements and work orders for the design—build, and design-bid-build, contracting mechanisms; this has included a review of general provisions and cost considerations. Patrick and his team have provided constructability reviews on the first three phases of the project and continue to review plans as developed (for design milestones). Review also includes a comprehensive analysis of the H&H reports and overall parameters used to model the design.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Katherine Gordon, PWS, CA, LTE	Natural Resources; Stormwater Design Services	20	16

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Forest Resources & Watershed Stewardship | BS, Environmental Systems

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Licensed Tree Expert, MD #5002110 | Professional Wetland Scientist #2387 | ISA Certified Arborist #MA-594OA

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Katherine has two decades of experience in natural resource assessments, restoration landscape design for MS4 compliance, regulatory agency coordination, and permit acquisition. She is an experienced program and project manager with excellent organization and communication skills and her technical expertise includes wetland delineation and functional assessment; forest stand delineation and tree inventory; tree protection design; tree, forest and wetland permitting; GIS analysis and GDB management; rare, threatened and endangered species coordination; reforestation and landscape plan development; contract document preparation; and environmental monitoring and construction support.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Cecil County DPW On-Call Stormwater Management Engineering Services (Cecil County, MD)	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
a. Senior environmental scientist responsible for assisting with the review of NRI and permitting efforts associated with the <i>Bay View Interceptor Sewer Repair & Stream Restoration</i> (2,150 LF), and <i>CCPS Admin Services Center Surface Sand Filter, Stream Restoration</i> (2,500 LF), and <i>Tree Planting projects</i> for County TMDL needs. Tasks included NRI/FSD; FCP and forest conservation exemption requests; pre-application meetings; JPA preparation; coordinating agency approvals with Cecil County P&Z, DNR, USFWS, MHT, MDE and USACE; preparation of plans, specifications, and cost estimates for forest conservation/tree protection, invasive species control, and restoration landscaping/reforestation.		
Harford County DPW On-Call Environmental Design & Assessment (Harford County, MD)	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
b. Project manager providing natural resources, environmental landscape design (tree, meadow, and forest planting), and arboricultural consulting services as part of the RK&K Program Management team to the Department of Public Works for MS4 compliance projects. She is responsible for leading the MS4 compliance tree and meadow planting program, conducting site searches for MS4 BMP planting opportunities, inspecting and evaluating existing TMDL tree planting sites, coordinating with partner public agencies, developing landscape designs that meet MDE's NPDES BMP requirements, reviewing and commenting on landscape plans, coordinating with landscape contractors, evaluating substitution requests, coordinating landscape inspections for stream restoration and landscape BMP projects (including plant material, layout, post-installation, and one-year warranty inspections), reviewing tree protection measures for stream restoration projects, evaluating grant opportunities, conducting MS4 credit verification inspections, and supporting public outreach efforts, including developing content for the County website. Other tasks under this contract have included managing natural resources assessments, restoration landscape design, and permitting for the <i>Anita C. Leight Estuary Center Stream Restoration</i> project; conducting wetland delineations and natural resources inventories for two stormwater pond retrofits within the <i>Wheel Creek Watershed</i> ; and assisting with natural resources permitting and landscape design associated with the <i>Woodland Run Stream Restoration Project</i> .		
Frederick County DPW NPDES Design Services (Frederick County, MD)	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
c. Senior environmental scientist responsible for assisting with the natural resources inventory and permitting associated with the Double Pipe Creek Stream Restoration Project (1,500 LF) on private property in Keymar, MD for the Division of Public Works and the Office of Sustainability and Environmental Resources to meet Frederick County MS4 permit compliance. She reviewed the NRI/FSD plans and forest conservation exemption request submittal for Forest Resource Ordinance compliance through the Division of Planning and Permitting; JPA submittal; special status species and cultural resources coordination with regulatory agencies; and reforestation/restoration landscaping design.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Gregory O'Hare, LPF, CA, LTE, PWS	Natural Resources	30	22

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Forest Resources Management

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Licensed Professional Forester MD #658 | Licensed Tree Expert, MD #511
| Professional Wetland Scientist #2452 | ISA Certified Arborist #MA-3158A

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Gregory has extensive design and permitting experience associated with environmental restoration including outfall stabilization, riparian buffer, wetland, and stream restoration assessment, design, and monitoring including natural resource evaluations, wetland delineation and functional assessment, forest stand delineation (FSD), invasive species management plans, reforestation and landscape plans, ecological/habitat restoration design, forest conservation/tree preservation plan development, avoidance/minimization studies, Joint Permit Application (JPA) preparation, alternatives analysis, agency coordination and permit acquisition, specifications and cost estimate preparation, planting inspection, and pre and post construction monitoring.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Baltimore County DEPS On-Call Watershed Stream Restoration Assessment, Design & Monitoring Services (Baltimore County, MD)		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
a.	Senior environmental manager responsible for providing senior-level oversight for natural resources inventory (NRI) and permitting efforts associated with the <i>Scotts Level Branch Tributary</i> (850 LF), <i>Lower Scotts Level Branch Park</i> , and <i>Upper Scotts Level Branch Park Stream Restoration Projects</i> for MS4 compliance. His work efforts involved wetland delineation, tree inventory, restoration landscape design, pre-application meetings, JPA preparation and coordination of approvals through MDE and USACE; pre-construction monitoring; and post-construction monitoring.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Montgomery County DEP Glenmont Forest Green Streets (Wheaton, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2021	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
b.	Senior environmental manager responsible for providing tree impact avoidance/minimization consultation during design and construction and oversight of Contractor landscape submittal reviews and plant inspections during construction. This project involved installation of rain gardens, bioretention, and proprietary SWM devices, and modification of roadway alignment (curb extensions) at set locations for increased treatment as well as traffic calming purposes within the public ROW in residential neighborhoods.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
City of Takoma Park Flower Avenue Green Streets (Takoma Park, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
c.	Senior environmental scientist responsible for natural resources and permitting associated with construction of ADA compliant pedestrian improvements along Flower Avenue from Carroll Avenue to Piney Branch Road, including sidewalks, crosswalks, LED pedestrian lighting, ramps and bus pads at 15 stops, traffic calming curb bump outs, and low impact Environmental Site Design stormwater retention facilities. Tree preservation design was a critical component of the project, including the use of air spading to install sidewalks and utilities through critical root zones of specimen trees. Natural resources tasks included special status species and cultural resources coordination with regulatory agencies; tree inventory and assessment; tree avoidance/minimization analysis; NRI/FSD and Forest Conservation exemption package preparation; development of tree preservation plans and specifications including supplemental tree care measures; arboricultural technical support; Planting Plan preparation; preparation of the MD Roadside Tree Permit Application package; coordination with the City Arborist, M-NCPPC, and Maryland DNR to facilitate plan and permit approvals.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Michelle Harden, PWS	Natural Resources	24	11

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Environmental Science

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Wetland Scientist #2931

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Michelle provides environmental consultation services to federal, state, municipal, utility, industrial, and private sector clients. She has extensive knowledge of regulatory compliance and permitting requirements, and her experience includes NEPA compliance, resource management/restoration; habitat assessment studies; baseline terrestrial and aquatic surveys; and rare, threatened, and endangered plant species surveys. Michelle has provided assessment and compliance services in support of stormwater/drainage improvements, flood mitigation, shoreline stabilization (living shorelines), utility improvements in the coastal, piedmont and mountainous physiographic areas. Certifications: Environmental Management Certificate 2011; OSHA 8-hour and 40-hour.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Cecil County DPW On-Call Stormwater Management Engineering Services, Additional Watershed Assessment (Cecil County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2024	N/A
		☒ Check if project performed with current firm	
	Senior project scientist , leading natural resource inventories and environmental permitting efforts to support the Bay View Interceptor Sewer Repair and Stream Restoration and the Cecil County Public Schools Surface Sand Filter, Stream Restoration, and Tree Planting. Michelle conducted NRI/FSD with forest plot points within project limits, including tree inventory and wetland/waters delineation to meet Cecil County Forest Conservation, MDE, and USACE requirements. She requested information on RTE species from state and federal agencies and prepared NRI memo/plan that describes site conditions. Michelle prepared and attended the pre-application field review meetings with Cecil County DPW, MDE, and USACE staff to determine jurisdictional status of the delineated wetland/waters boundaries. She also prepared JPAs and FCP Exemption Requests and obtained approvals.		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
b.	Montgomery County DOT Heritage Triangle Trail Dr. Bird/Norwood Road Shared Use Path (Montgomery County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2022	N/A
		☒ Check if project performed with current firm	
	Project manager responsible for conducting a NRI/FSD and provided QA/QC on the technical documents for Phase 1 of the Heritage Triangle Trail, which will expand existing and add new shared use paths along MD 182. She conducted QA/QC of the NRI/FSD memo and plan, Forest Conservation Exemption Request, and Tree Save and Planting Plan, and coordinated Tree Canopy Conservation Law approval through MCDPS, including fee-in-lieu payment by MCDOT. Documents were submitted to M-NCPPC through e-Plans and approvals were provided for the Forest Conservation Exemption request.		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
c.	Montgomery County DOT Veirs Mill/Randolph BiPPA Preliminary Design (Montgomery County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2022	N/A
		☒ Check if project performed with current firm	
	Environmental engineer/project manager responsible for environmental services for the MCDOT BRT and BiPPA improvements, including 12 new BRT stations along 7.6-miles of Veirs Mill Road and MD 355, and 14,800 feet of a new shared use bicycle/pedestrian path and sidewalk, intersection, signal, signing, pavement marking, and lighting improvements, and stormwater management facilities. Michelle provided oversight and QA/QC on the supporting natural resources technical documentation for the Categorical Exclusion; rare, threatened, and endangered species information requests; NRI/Simplified FSD in accordance with the State Forest Conservation Technical Manual and the City of Rockville requirements; 65% Tree Protection Plan; and Planting Plan. Currently, Michelle is providing oversight for development of the NRI/FSD Plan and Memo and Forest Conservation Exemption request, JPA, final Tree Protection Plan, Planting Plan, Roadside Tree Permits, Specimen Tree Variance, and City of Rockville FCP.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Richard Lefebure, CA, LTE	Natural Resources	13	10

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BA, Environmental Studies

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Licensed Tree Expert, MD #002303 |
ISA Certified Arborist #MA-6147A

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Richard's experience has focused on environmental restoration and consulting. His areas of expertise include GIS, invasive species control, and installation and maintenance of reforestation projects. He is currently serving as an in-house consultant to MD SHA, Landscape Operations Division assisting with the development and coordination of six Integrated Roadside Vegetation Management (IRVM) projects. Richard is an integral team member in the monitoring of SHA wetlands and streams throughout Maryland, and wetland and stream delineations for several miles of SHA roadside in support of the IRVM Program. Prior to joining RK&K, Richard managed reforestation projects (planting, monitoring, and maintenance) with Baltimore County's Department of Environmental Protection & Sustainability to meet the County's mitigation requirements as defined in Maryland's Forest Conservation Act. This role included development of long-term strategies for reforestation projects throughout the County using Integrated Pest Management and Integrated Vegetation Management technologies, site evaluations of planting projects with reports on findings, development of planting plan maps using ArcGIS, management of AmeriCorps and Chesapeake Conservation Corps members, and tree nursery operations support. Certifications/Training: Forest Conservation Qualified Professional (TEC-350-A4P) Training, 2017; MD DNR, Certified Quality Professional.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Montgomery County DOT Veirs Mill Bus Rapid Transit (BRT) & Bicycle & Pedestrian Priority Area, Montgomery County, MD		PROFESSIONAL SERVICES CONSTRUCTION (if applicable)	
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
a.	Project scientist responsible for leading NRIs and environmental permitting efforts. He conducted NRI/FSDs within project limits, including tree inventory and wetland/waters delineation to meet the County's Forest Conservation, MDE, and USACE requirements, as well as requested information on RTE species from state and federal agencies; and prepared NRI memos/plans that describe site conditions and field observations. He scheduled/prepared pre-application field review meetings with MDE, and USACE staff to determine jurisdictional status of the delineated wetland/waters boundaries. Additional tasks will include the preparation of JPAs and Tree Preservation Plans and Exemption Requests.		

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
SHA Environmental Design & Permitting Services (MD Statewide)		PROFESSIONAL SERVICES CONSTRUCTION (if applicable)	
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
b.	Richard's experience has focused on environmental restoration and consulting. His areas of expertise include GIS, invasive species control, and installation and maintenance of reforestation projects. He is currently serving as an in-house consultant to SHA's Landscape Operations Division assisting with the development and coordination of six Integrated Roadside Vegetation Management (IRVM) projects. He is an integral team member in the monitoring of SHA wetlands and streams throughout Maryland, and wetland and stream delineations for several miles of SHA roadside in support of the IRVM Program. Prior to joining RK&K, Rich managed reforestation projects (planting, monitoring, and maintenance) with Baltimore County's Department of Environmental Protection & Sustainability to meet the County's mitigation requirements as defined in Maryland's Forest Conservation Act. This role included development of long-term strategies for reforestation projects throughout the County using Integrated Pest Management and Integrated Vegetation Management technologies, site evaluations of planting projects with reports on findings, development of planting plan maps using ArcGIS, management of AmeriCorps and Chesapeake Conservation Corps members, and tree nursery operations support.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Stacey Young, CSE	Natural Resources	20	11

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

PhD, Plant Ecology | BS, Biological Science

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Certified Senior Ecologist 2014

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Stacey is an environmental scientist with wetland and waterway permitting and mitigation project management experience in Maryland. Her multi-disciplinary experience includes leading natural resources assessments, regulatory agency coordination, and permit acquisition for private, county, and state government clients in the mid-Atlantic Region. Her technical expertise includes leading wetland delineations as a calibrated wetland delineation field team leader. She also leads forest stand delineations, natural resource inventories, rare plant surveys, wetland restoration plan preparation, natural resources permitting including DNR Forest Conservation, RTP, JPA preparation, Critical Area permitting coordination, ArcGIS mapping and data processing including Field Maps, and wetland and stream restoration project planning and monitoring. In addition, Stacey has project experience with specifications and estimates design milestones, and the advertisement process. Stacey uses her strong organizational skills to lead projects from field work preparation through permitting and communicates effectively with both management and support staff. She is considered a staff expert in botany and plant ecology. Certifications: DNR Forest Conservation Qualified Professional Certification, 2020.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	DelDOT Pepper Creek Living Shoreline Stabilization (Dagsboro/Sussex County, DE)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project scientist responsible for setting up and leading annual monitoring to meet permit requirements. She set up included establishing monitoring plot locations using Field Maps in ArcGIS online. Stacey led the monitoring which comprised of collecting data on the percent cover of vegetation and health of species installed for the living shoreline, documenting any volunteer species that had moved into the site, observing the rock sills for stability, and confirming that the marsh plain was being submerged twice daily. She led post-processing of monitoring data, including maps, data analysis, photographic documentation, and report. Met on site with stakeholders to close out the planting portion of the contract.		
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	City of Wilmington South Wilmington Wetland Park (Wilmington/New Castle County, DE)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project scientist lead for the South Wilmington Wetland Park that transformed a Phragmites-infested, heavily contaminated 24-acre public property into a vibrant wetland park that offers stormwater storage capacity to address chronic flooding while creating a public amenity with trails and state-rare wetland habitat and encouraging economic development opportunities. Assisted in establishing the initial monitoring transects throughout the site in 2023. She served as field lead for annual wetland vegetation monitoring which includes vegetation cover analysis, point-quarter, and point-intercept monitoring methods. Stacey mapped invasives species throughout the site for future treatment and took photos to monitor vegetation change at permanent photo stations. She contributes observations of other wildlife observed while on site. She conducts post-monitoring statistical analysis on vegetation data, including point-quarter analysis. Stacey revises annual vegetation cover mapping and writes up descriptions of vegetation based on the data collected.		
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	WSSC Water Water Parklawn Memorial ESA Sewer Rehabilitation (Rockville, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2025	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
	Project scientist responsible for natural resources inventory and permitting services associated with 2,200 LF of sewer rehabilitation including sewer lining and replacement and stream stabilization for protection of exposed sewer assets located on Parklawn Cemetery, M-NCPPC Rock Creek Park, federal and private property. Conducted special status species and cultural resources coordination with regulatory agencies; natural resources inventory including wetland delineation, specimen tree and >6" DBH tree inventory, and forest stand delineation to meet MDE, USACE, MDNR and M-NCPPC park requirements; M-NCPPC park access permit acquisition; FCP and Planting Plan preparation for MDNR and M-NCPPC review and approval; Pre-Application field and office meetings; forest and wetland/waterway mitigation site search and design; JPA; developed stream monitoring plan to meet conditions of USACE permit; and M-NCPPC park construction permit application preparation and follow-up agency coordination to obtain authorizations.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Karl Hellmann, CA, LTE, PWS, QP	Natural Resources	19	15

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Environmental Science

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Licensed Tree Expert MD #2172 | Professional Wetland Scientist #2699 | ISA Certified Arborist #MA-5954A

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Karl is an environmental scientist with RK&K's Transportation Department. His responsibilities include assisting with wetland and natural resource investigations, impact permitting, and mitigation monitoring. He began his career working with MDNR's Maryland Biological Stream Survey, where he gained experience collecting and analyzing biological, chemical, and physical habitat data in non-tidal streams throughout Maryland. Prior to joining RK&K, he worked with M-NCPPC, reviewing stream and wetland mitigation projects for the Inter County Connector. While at M-NCPPC, he led field efforts to collect stream data for the county's biological monitoring program. Certifications: MD DNR, Certified Quality Professional

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Baltimore County DEPS On-Call Watershed & Stream Restoration — Scotts Level Branch (Upper, Lower & Tributary) Restoration (Baltimore County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
		☒ Check if project performed with current firm	
Environmental scientist responsible for conducting pre- and post-construction monitoring for the Scotts Level Branch Restoration Projects. Monitoring included collecting wetland plot point data in temporary impact areas, walkthrough vegetation assessments, planting/seeding inspections, invasive species cover mapping, floodplain soil profiles, stream habitat assessments based on Maryland Biological Stream Survey (MBSS) protocols, and stream/wetland functional uplift assessments. Monitoring results were analyzed to confirm the performance standards of the project were being met and documented in annual monitoring reports that were submitted to MDE and USACE for approval.			
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Harford County DPW Water Resources Design & Assessment — Harford Community College Stream Restoration (Harford County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
		☒ Check if project performed with current firm	
Environmental scientist responsible for providing environmental permitting and agency coordination for restoring approximately 2,600 LF of an unnamed tributary on the Harford Community College Campus. Karl led crews in conducting NRI, wetland delineation, stream rapid habitat assessments, and benthic macroinvertebrate sampling. This information will be used to develop an NRI memo/plan, FCP, wetland/waterway impact plates, and a JPA that will be submitted to the regulatory agencies for review and approval. Planting plans will also be developed to satisfy the on-site mitigation requirements associated with the project impacts.			
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	SHA US 219 Mitigation Delineation & MSMF (Bittering, MD)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
		Ongoing	N/A
		☒ Check if project performed with current firm	
Environmental scientist responsible for leading the wetland and waterway mitigation site search for the US 219 project and developed a Draft Compensatory Mitigation Plan that presented the mitigation approach for the project. Several mitigation opportunities were explored including on-site mitigation, mitigation banking, in-lieu fee programs, and off-site permittee-responsible (PRM) mitigation. Karl led landowner coordination efforts for the potential PRM mitigation sites that were identified and presented the sites to the regulatory agencies during field review meetings. Mitigation site types that were investigated included wetland restoration/creation, stream restoration, stream buffer planting, fish passage restoration, and acid mine drainage. One site was selected that exceeds the mitigation needs of the project and includes approximately 4,800 LF of stream restoration, 1.05 acres of wetland restoration, and 18.14 acres of stream buffer plantings.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Scott Berkheimer, PE, BC.GE, DBIA	Geotechnical Engineer	18	18

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Civil Engineering | BS, Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #39913 | Board Certified Geotechnical Engineer #1417 | Certified Design Build Professional # D-2981

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Scott is experienced in the development and oversight of subsurface exploration programs, preparation and review of calculations, development of geotechnical recommendations, preparation of construction documents and cost estimates, review of geotechnical deliverables, and construction phase services. He is involved in a variety of projects including roadways, embankments, cut and fill slopes, bridges, transitways, buildings, excavation support systems, staged construction over soft and compressible soils, retaining walls, floodwalls, tie-backs, helical screw anchors, shallow and deep foundations, slope stability analysis, culverts, dams, stream and slope stabilization, SWM, and failure studies. Scott uses standard soil and rock sampling and testing techniques and has worked in restricted areas such as in interstate highway and transit/rail ROW, and environmentally sensitive areas. He is also experienced with in situ testing techniques such as dynamic cone penetrometer, water data loggers, and packer testing. Scott has expertise in geophysical and non-destructive testing techniques including ground penetrating radar, electrical resistivity, seismic refraction, falling weight deflectometer, and step-frequency ground penetrating radar. He is experienced with risk analysis, constructability reviews, reviewing geotechnical engineering reports, shop drawings, RFIs, and other construction phase submittals. Scott coordinates geotechnical work and design with other disciplines and manages the geotechnical design of projects.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Charles County Mattawoman WWTP Flood Management Evaluation (Charles County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
a.	Geotechnical engineer responsible for reviewing available geotechnical subsurface data to aid in concept level planning for flood protection for the Mattawoman WWTP. Scott provided recommendations for detailed investigation including inspection of the existing berm, geotechnical subsurface exploration with test borings and laboratory testing, topographic survey, and floodwall design to deliver a cost-effective floodwall that will be safe, secure, sustainable, and low maintenance. He provided concept level cost estimate for the proposed floodwall.		

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Prince George’s County DER College Park/Calvert Hills Drainage Improvements (Prince George’s County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2024	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
b.	Geotechnical engineer responsible for providing geotechnical engineering services for three project areas in College Park. Area A portion of the project involved the replacement of two existing culverts along Guilford Drive. Area B portion of the project involved the extension of an arch culvert’s wingwalls, channel armoring with imbricated rip rap, and installation of twin culverts. He performed geotechnical exploration, which consisted of drilling SPT soil borings at the locations of the proposed culverts, wing walls, and imbricated riprap walls, and developed laboratory testing programs. Scott organized site access, maintenance of traffic, boring location field stake out, subcontractor, utility clearance, and site safety. He prepared separate Geotechnical Engineering Reports for Area A and Area B with recommendations for shallow foundation for headwall construction, culvert bedding, imbricated rip rap wall, soil corrosivity, earthwork, and dewatering. Aided in development of Contract plans and specifications. Area C portion of the project involves the addition of two SWM underground extended detention storage vaults. He led geotechnical exploration, which consisted of drilling five 40-ft deep SPT soil borings at the locations of the proposed vaults and developed a laboratory testing program. Scott organized site access, staging of soil filled drums, boring location field stakeout, subcontractor, utility clearance, and site safety. He prepared a Geotechnical Engineering Memorandum with recommendations for the slab foundations, permanent below grade walls, earthwork, dewatering, temporary cut slopes, support of excavation (SOE), utility monitoring and seismic monitoring. He developed specifications for SOE, construction vibration monitoring, and utility monitoring and deformation points. Scott worked with the County to develop a “Noise & Vibration Fact Sheet” to distribute to neighboring residences prior to construction. He supported the County in coordination with specialty contractors for installation options for the SOE, which need to be installed within 20 to 50-foot of several residences under strict vibration limitations. Scott provided bid phase support to the County in answering contractor questions and meeting with contractors. He is currently providing construction phase services including review of submittals and RFIs.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Frederick Greim, PLS	Surveyor	41	10

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

HS, Diploma

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Land Surveyor: MD #21518

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Frederick has 41 years of land surveying experience including over 15 years as a Professional Land Surveyor, and has worked on many different types of survey projects for localities throughout Maryland including topographical surveys and preparing easement plats for property acquisitions.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Montgomery County DOT Heritage Triangle Trail (Montgomery County, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2022	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
a.	Surveyor directing a field-run field-run topographical survey for the proposed Hiker-Biker Trail. He oversaw the development of the topographical survey cad files that included all physical features, ground elevations, one-foot contours and a Digital Terrain Model (DTM) (3-D Surface). He quality checked the survey cad file ensuring the correct levels, colors and linestyles where used, that utilities where labeled with pipe inverts and pipe sizes. For the ROW plat preparation, he oversaw the property mosaic cad file including deed and plat research, then directed the survey crew through the recovery and location of property monuments and other boundary evidence. After the field located data was processed and adjusted, he reviewed the development of the Survey Workmap cad file. Fred oversaw the preparation of 4 County ROW plats. This plat submittals included completing the county ROW plat checklist, submitting computation files and cad files to the County. He was responsible for communicating with the County plot reviewer and addressing plat comments, then signing and sealing the final mylar plats for recording.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Baltimore County Gunpowder Forcemain (White Marsh, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2022	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
b.	Survey manager overseeing the research of the property deeds and plats along the sewer corridor. Then the development of the property mosaic cad file, that included parcel/lot lines, property owner names with recording information and calls to monuments and adjoining properties. This project also included an existing sewer easement which was researched in the land records, and plotted in the mosaic cad file. Fred next directed the survey crews in recovering existing property monuments and locating them in the field. He would review the findings with survey crew and direct them if more property monuments were needed. Once all property monuments where located Fred reviewed the survey technician’s property boundary analysis, computations, and final property line determinations. Fred next oversaw the development of 70+ easement plats for easement acquisitions from private property owners. The easement plats included property owner names, property lines of proposed easements with metes & bounds and land area. All plats where prepared in accordance with COMAR Regulations.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
City of Takoma Park Flower Avenue/Sligo Creek (Takoma Park, MD)		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2019	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒	Check if project performed with current firm
c.	Survey manager survey manager, leading the survey office and field staff through the process of preparing a Topographical Survey of existing roadway and stream consisting of more than 900 feet in length for a road improvement and stream restoration project. The Topographical surveys included all physical features within the project scope area including streets, roads, curb, sidewalks, driveways, and lane markings within streets, Utilities such as storm drain, sewer, watermain, and utility poles, Natural features such as tree’s, bushes, streams, and landscaping, Environmental flags for wetlands, specimen tree’s and waters of the U.S., as well as all grade-breaks such as the crown of roads, tops and bottoms of banks, stream thalwegs and pools. After all field data was collected and raw data files processed and adjusted, Fred oversaw the development of the Topographical Survey cad files that included all physical features, ground elevations, 1-foot contours and a Digital Terrain Model (3-D Surface). Fred Quality Checked the Topographical Survey cad file.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Derek Krueger, PE, CCM, CEP	Construction Oversight	13	12

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
ME, Engineering Management BS, Construction Engineering & Management	Professional Engineer: MD # 52743 Certified Construction Manager # 12119 Certified Estimating Professional #12119

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Derek has experience in utility, infrastructure and water/wastewater inspection, estimating, claim reviews, document control, constructability reviews and is proficient in Maryland Construction Management System, Primavera P6, Bid2Win, and Primavera Contract Management. His responsibilities include ensuring projects adhere to the contract documents; coordinating with the designer, contractor and client, RFI, PCO, and CO documentation and analysis; logging and tracking documentation and record; coordinating and reviewing the schedule; attending progress meetings; reviewing pay applications; and performing project closeout. He is confined space certified and has supported numerous storm drain inspections and IDDE services for RK&K's environmental water resources team. Certifications: MARTCP-MD: HMA Field, Soils & Aggregate Compaction, Concrete Field, Pavement Marking; NASSCO: PACP, LACP, MACP; SHA: Temporary Traffic Control Manager, E&SC; MDE E&SC Responsible Person; ACI Concrete Field Technician Testing; Nuclear Gauge Safety Training; OSHA 10-Hour; OSHA 8-Hour Confined Space

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Cecil County DPW On-Call Construction Inspection Engineering Services (Cecil County, MD)	Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
a. Project manager responsible for contract administration, assuring compliance with the contract documents, coordination with the designer, contractor and client, RFI, PCO, and CO documentation and analysis using RK&K's RDMS document control system for tracking and logging, schedule coordination and review, project constructability review, change order and claims analysis, leading meetings, pay application review, and project closeout on the following projects: Marley Road Sewer Extension: The project involved the \$1.3M construction of gravity sewer along US-40 in the Elkton West Sanitary Sewer Subdistrict. This project is the first of many phases to build out the sewer infrastructure in Elkton. Work included the installation of 520 LF of 8-inch sewer, 2,600 LF 12-inch gravity sewer, 12 manholes, a 24-inch jack & bore across US-40, and the associated pavement restoration and coordination with SHA. This project was funded by the USDA and required American Iron and Steel compliance. Mill Run Service Area: The project involved the \$6.3M construction of gravity sewer, force main, and pump station in the Elkton West Sanitary Sewer Subdistrict. The work includes 2,200 LF of 12-inch and 9,100 LF of 8-inch gravity sewer, 38 manholes, 11,600 LF of 8-inch force main, 8 BOV & ARV, 24-inch jack and bore across US-40, the 0.4 MGD Mill Run Pump station, and associated pavement restoration and coordination with SHA. This project was funded by the USDA and required American Iron and Steel compliance. Belvedere Road Culvert Replacement: This project involved the \$0.7M replacement of existing corrugated metal pipe culverts with new reinforced concrete pipes, concrete headwalls, roadway reconstruction, erosion and sedimentation control, MOT, grading operations, and associated work.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Anne Arundel County Maryland City SPS Upgrades (Anne Arundel County, MD)	2020	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
b. Project manager responsible for adherence to the contract documents, coordination with the designer, contractor and client, RFI, PCO, and CO documentation and analysis, documentation/records logging and tracking, schedule coordination and review, progress meetings, pay application review, and project closeout. The scope of work of this \$2.8M upgrade to the existing pump station project includes the replacement of existing suction, isolation, control, and surge relief valves, as well as wet well modifications, new grinder system, new electrical building with new MCC, VFDs, control equipment, new duct banks, new bubbler system, new ventilation system, building demolition, and extensive bypass pumping.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Thomas Earp, GISP	GIS Specialist	26	12

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Geography

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Geographic Information System Professional, #4856

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Thomas leads RK&K's GIS and Drone Services departments. He has experience managing large multi-year contracts and GIS tasks. He has previously managed large-scale Enterprise GIS implementations and GIS web application development projects for clients. He has experience leading project teams, gathering requirements, and implementing GIS solutions. Thomas also has expertise designing and maintaining applications utilizing ArcGIS Server and ArcGIS Online and has extensive experience directing field crews in GIS data collection. His background includes project management, GIS database design and management, geospatial analysis, GIS needs assessments, GIS training, floodplain mapping, 3D modeling, QA/QC, cartography, and data collection. Thomas is an FAA-certified remote pilot with more than 500 hours of drone flights. He has developed curriculum and taught Introduction to GIS as an Adjunct Faculty at the Community College of Baltimore County. Certifications: FAA Remote Pilot #4072001

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
SHA NPDES Program Services, BCS 2010-12A (MD Statewide)		2015	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
a.	GIS specialist responsible for managing the project 's GIS data for SHA's TMDL program. The data is an ESRI geodatabase replica in a versioned environment sourced from SHA's eGIS system. Thomas created versions of the data for use by internal staff and subcontractors and ensured all edits were reconciled and posted throughout the database hierarchy. He performed QA/QC and database management tasks on a regular basis and prepared the data for periodic deliveries to SHA, as well as upgraded ArcGIS Server and SQL Server to latest versions.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Prince George's County Horizontal Engineering Contract A/E Design, CM & Planning: East Channel Outfall (Prince George's County, MD)		2018	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
b.	GIS manager responsible for the development of a Bluespot Analysis. Thomas used the Bluespot modeling approach developed by Dr. Thomas Balstrom and modified it to work in Prince George's County. The tools are a collection of python scripts in an Esri Toolbox. The scripts were modified to work in newer ArcGIS environments and to convert units from metric to imperial.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Carroll County Bureau of Resource Management Lake Restoration & Watershed Design: Cascade Lake Stream Restoration (Carroll County, MD)		2016	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
c.	GIS manager and chief pilot responsible for planning and executing drone missions to capture imagery and develop geospatial products, including orthomosaic, 3D point cloud, digital surface models, and contours.		
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
SHA I-495 & I-270 Managed Lanes Study SWM, GIS, Public Involvement (Prince George's & Montgomery County, MD)		2017	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
d.	GIS manager responsible for developing various GIS products, including an interactive mapping site to display Alternatives and relevant project data. As included in his responsibilities, He developed GIS-based field data collection protocols for Historical Property Evaluations and a GIS-based Stream Calculator tool using ArcGIS Pro and Modelbuilder to calculate stream loss for SWM mitigation efforts.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Daniel Passman, GISP	GIS Specialist	31	28

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Geography

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Geographic Information System Professional, #91054

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Daniel utilizes numerous products to perform spatial analysis associated with environmental, planning, and transportation engineering projects. Daniel has participated in multiple local utility mapping and update projects to create an original network / perform updates to existing networks. He maintains RK&K's GIS inventory of resources and catalogs all GIS data used on projects. Daniel is an expert in Esri products, including ArcGIS for Desktop, ArcPRO, ArcGIS Online, and Collector for ArcGIS; he is knowledgeable in AutoCAD, Micro Station, and Trimble GPS Solutions.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
a.	City of Baltimore City of Baltimore Stony Run Interceptor Improvements (Baltimore, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Senior GIS analyst responsible for using ArcGIS in support of engineering during the Lower Stony Run stream restoration project. Tasks included creation of site-specific mapping for reports and public displays detailing various alternatives; using GIS to help locate and determine storm pipe locations, sizes and inverts; and calculating impacts of the design alternatives on surrounding environmental features. Responsible for managing all field collection and GPS survey efforts.			
b.	SHA SHAHHD Environmental Permits Processing Services (MD Statewide)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2017	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Senior GIS analyst responsible for using GIS to aid in analysis of permitting issues for various sites throughout the state. Managed all GIS components related to the statewide task. Includes inventory of all GIS data (basemap and project specific), and creation and cataloging of all mapping for project (field survey maps and final report figures). Also responsible for incorporating any GPS information into GIS.			
c.	SHA Wetland Delineation & Permitting Services (MD Statewide)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
GIS and GPS specialist in charge of maintaining and updating GIS layers and mapping of wetland creation and mitigation monitoring at over 40 sites throughout the state. Tasks include creation of initial mapping for all sites; maintaining, updating as necessary and modifying geodatabase of sites and accompanying maps based on annual field surveys, and GPS collection; also responsible for calculating changes in size and impacts on yearly basis.			
d.	Anne Arundel County Open-End for A/E Professional Services, Anne Arundel ROW Clearing Task (Anne Arundel County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Senior GIS analyst responsible for using GIS to help locate areas where vegetation / tree clearing will be needed to access various county owned facilities including sewer lines. Responsible for acquisition of all GIS data layers for contract, conversion of data layers to supported CADD format and updating of GIS based on GPS field surveys. Also created all field mapping and final report GIS figures associated with ROW clearing task.			
e.	Town of Mt. Airy, MD Basic Engineering Services & Upcoming Capital Projects (Mount Airy, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒ Check if project performed with current firm	
GIS specialist responsible for developing ArcGIS dataset of water distribution network for the Town. Tasks included scanning and cataloging of the town's approximately 2,000 paper water documents; review and interpretation of engineering drawings and the resulting digitization and attribution of the water features; incorporation of GPS field survey data into existing GIS feature classes; cartographic water feature attribute QA/QC review; topological QA/QC reviews; and creation of town wide water distribution map book.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Elford Jackson, PE	SUE/Utility Coordination/Design	34	27

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Civil Engineer | BS, Civil Engineer

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: MD #31180

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Elford is a utility manager with practical engineering experience with small to large infrastructure improvements. His skills are key in the design, coordination, and development of utility improvements and relocations. He has extensive experience in public and private utility coordination involving impacts to existing water, sewer, telecommunication, data communication, cable, gas, electric conduit, electric transformers, emergency power, and steam and chilled water facilities. Elford's specialty involves coordinating and designing utility relocations related to high profile highway and mass transit projects. He has specialized sub-surface utility engineering (SUE) expertise to provide the entire scope of SUE services that include, researching record information, field investigation, and utility conflict mitigation. Additionally, he recently served as the Chair of the AWWA Chesapeake Section.

19. RELEVANT PROJECTS

#	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
a.	City of Baltimore On-Call Urgent Needs Water Design & Engineering Services (Baltimore, MD)	2021	N/A
	☒ Check if project performed with current firm		
	Utility manager responsible for supervising the construction documents for the rehabilitation and the replacement of the aging watermain of various sizes between 8- and 30-inches. This work involved subsurface utility investigation, record utility research and utility owner coordination. In addition, the task included the preparation of MOT plans, shutoff diagrams, by-pass piping, construction sequencing and hydraulic evaluations to confirm pipe capacity. Other evaluations included the review of pipe materials such as PVC and HDPE products as a corrosion prevention measure.		
b.	Howard County Engineering Design for Guilford Road Elevated Water Storage Tank & Public Roadway (Howard County, MD)	2022	N/A
	☒ Check if project performed with current firm		
	Utility manager responsible for a new 2.5MG elevated water storage tank to serve the 400-pressure zone. In addition to the new elevated storage tank, this project included the design and construction of approximately 1,500 LF of 16" potable water transmission main and approximately 2,000 LF for a two-lane public roadway to access the proposed Guilford EWST and the new public High School #13. He was responsible for preparing site plans, including grading, roadway design, geometric stakeout, survey request, boring designations, and SWM for the new 2.5 MG EWST to serve the 400-pressure zone in Howard County.		
c.	Anne Arundel County Open End A/E Professional Services, Agreement No. 8570, SMRR Bay Ridge I, Part II (Anne Arundel County, MD)	2022	N/A
	☒ Check if project performed with current firm		
	Project engineer responsible for the engineering design and related services for repair, replacement, upgrade, and extension of the County's water distribution, wastewater collection, and stormwater drainage systems and facilities. He supported the design and relocation of approximately 2,900 LF of 10-inch sewage force main for the Bay Ridge Sewer Pump Station. Project specifics involve HDD techniques, combination air release and vacuum relief evaluation, upgrades to existing air release and blowoff vaults, hydraulic modeling, HDPE pipe transitions, bypass piping, soil conservation details, and traffic control plan. The complete project involved plan review process, schematic design report, design development, construction documents, cost estimation, construction scheduling, bidding/negotiation, and services during construction.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
William Kramer	Graphic Designer	31	14

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

BS, Architecture

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

William is a 3D Graphic Artist with experience in computer-generated illustrations and animations for architects, engineers, and developers, working his first 17 years at an architectural rendering firm. He has experience with AutoCAD, 3d Studio Max, V-ray, and various Adobe products. His projects have involved illustrating site plans, floor plans, elevations, sections, sun studies, zoning studies, contour modeling, and urban planning designs, as well as, creating CGI animations and videos. Relevant experience includes *Silver Springs's Apartment Building Renderings*, *Rockville's Sunrise Assisted Living Renderings*, *Congressional Club Golf Course Renderings*, *Multiple Purple Line Station Renderings*, and Photo Sims Renderings & Animations for the *Midcounty Corridor Study*.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	MCDOT Transportation Engineering Services BOA (Montgomery County, MD)	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	3D graphics artist and graphic designer responsible for supporting recent tasks including Veirs Drive/Scott Drive Shared Use Path: Responsible for built several 3D Models of the proposed Shared Use Paths (SUP). Models were then merge into a photo of the actual site to create a Realistic Photo Sim Rendering. Created a map representing the SUP locations. <i>East Gude Drive Improvements</i> : created multiple 2D typical sections that included multiple travel lane configurations, as well as, turn lanes, sidewalks, grass buffers, vehicles, pedestrians, and landscaping. <i>MidCounty Corridor Study</i> : Responsible for creating 3D models and animations of Stick maps, eye lines and aerials of proposed alternatives. Models included highway sections, street lights, traffic lights, transportation vehicles, pedestrians, bridges, and utility poles. Animations were used as part of an introduction video at a public workshop. Other tasks he supported include <i>Goldsboro Road Pedestrian & Bicycle Improvements</i> , <i>Emory Lane & Muncaster Mill Road SUP</i> , <i>Life Sciences Loop Trail</i> , <i>US 29 Bus Rapid Transit</i> , <i>Dorsey Mill Bridge</i> , and <i>Bike Support Program</i> .		
b.	City of Takoma Park Comprehensive Engineering Services: New Hampshire Avenue Bikeway (Takoma Park, MD)	2023	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	Graphic designer responsible for supporting recent tasks including New Hampshire Bikeway and Met Branch Trail: created trail maps. Flower Avenue Green Street Design: created 3D models, of multiple schemes, for the proposed bioretention pond/ rain garden illustrations. Photographed the site to be use as a base for multiple Photo Real Simulation Illustrations. Model/ schemes included stone retaining walls, stormwater drainage, and site-specific landscaping (flowers, shrubs, gravel, mulch).		
c.	SHA I-495/I-270 Managed Lades Study (Montgomery County & Prince George's Counties, MD)	2023	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	3D graphic artist and graphic designer responsible for building several full 3D Models representing the proposed SUP paths north of American Legion Bridge and along I-495. Model included the proposed roadway, bridges, terrain and SUPs. Create 3D and 2D roadway sections representing possible manage lane schemes.		
d.	MTA Purple Line P3 (Montgomery & Prince George's Counties, MD)	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	3D graphic artist and graphic designer responsible for creating 3D models for Photo Sims Renderings off 21 proposed Purple Line Stations. He completed site visits to get the photos needed for the Photo Sim Renderings.		
e.	MTA GEC Red Line (Baltimore, MD)	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	☒	Check if project performed with current firm
	3D graphic artist and graphic designer responsible for creating 3D model for eye lines and aerial of proposed light rail station. The model included rails, street lights, station, transportation vehicles, landscaping, bus stops, and banners.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Melissa Miklus, PLA, ASLA	Landscape Architect	23	7

15. FIRM: NAME AND LOCATION (City and State)

RK&K (Baltimore, MD)

16. EDUCATION (Degree and Specialization)

MS, Landscape Architecture | BS, Journalism & Mass Communications

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Registered Landscape Architect: MD #3875 | American Society of Landscape Architects

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Melissa brings 20+ years of experience in outreach, multimodal design, and placemaking. She far exceeds the minimum qualifications for a key staff support role and has worked with large and small communities in rural, coastal, and urban settings. She thrives on crafting unique and fun public involvement strategies and enjoys leading teams in intensive multi-day field analysis to maximize efficiency and immerse her team in a study area. In addition, her work executing charrettes for redevelopment master plans, complete streets, and greenways has provided communities across the east coast with inspiration, vision, and robust feedback that drives successful grant applications and facility implementation. Melissa's unique combination of sensitivity to context and livability, environmental design, and public engagement makes her ideally suited for client's focus on multimodal corridors, livability, and great public spaces.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Baltimore County DEPS On-Call Watershed & Stream Restoration - Lower Scotts Level Branch Park Stream (Baltimore County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
Landscape architect working with the natural resources team, Melissa led the landscape architectural design for this stream restoration project that aimed to relieve adjacent properties from flooding. Adjacent to the stream, a neighborhood road was peppered with landscape areas to restore vegetation removed to adjust grading around the site and enhance the aesthetics of the neighborhood. In addition to the streetscape, a parcel across from Church Lane Elementary is envisioned as a park, using fill from the stream restoration to build rolling mounds, stormwater features, an outdoor classroom, and dry creek beds inspired by the patterns caused by river deltas. A pedestrian path and bridge will connect neighbors on both sides of the stream to the new park.			
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Montgomery County Transportation Engineering Services BOA (Montgomery County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
Planner and landscape architect that led the effort to transform the newly developed brand and logo for the US 29 BRT Flash Bus Rapid Transit (BRT) system into a package of wayfinding elements that will effectively guide people to BRT connections and legibly draw people to nearby destinations. Worked with the County and the team to determine placement for new signs within a one-mile radius of each of the eleven transit stops. Signs drew motorists to park and ride locations, link pedestrians to local and regional transit systems, and provide guidance for bicyclists using the BRT system to extend their trip reach and shorten commute timing. The project effort involved creating a new sign package, implementing innovative “breadcrumb” sidewalk markings, designing sign details, and crafting a placement plan to prepare for fabrication and implementation. Oversaw the bioretention plantings, tree reforestation, and buffer plantings for Emory Lane Shared Use Path. Melissa is working on the team to design a sidepath along Emory Lane. The new path completes a critical missing link between the Georgia Avenue Trail and Rock Creek Trail—identified by MDOT as a critical gap in the statewide network—it will provide safe passage for bicyclists and pedestrians to points south of Holly Ridge Road and the Route 52 bus stop. Melissa crafted materials for public input, community newsletters, and wrote a Bikeways grant seeking funds and the client received \$300K to complete final design. Led landscape architecture services for the East Gude Drive Improvements, including modifications to travel lanes, realignment and vegetation improvements to median islands, microbioretention facilities, buffer treatments, and pedestrian accommodations. Once complete, the redesign will improve traffic operation, provide safe access for pedestrians, and treat stormwater from adjacent parking lots.			
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	SHA BCS 2011-05B, Task-US 1 Conowingo Truck Weigh & Inspection Station Improvements - Final Design (Darlington, Harford County, MD)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	
		☒	Check if project performed with current firm
Landscape architect for the planting plan as part of the truck weigh and inspection station improvements. Trees and native vegetation will frame the new service building and parking areas, slopes will be stabilized adjacent to the new truck circulation driveways, and a wet pond will be expanded and planted to provide SWM and habitat. All vegetation will be native and comply with SHA species selection and placement.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS*(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT #

1

21. TITLE AND LOCATION (City and State)

**Water & Wastewater Task Order Engineering Services
(La Plata, MD)**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

Ongoing

Ongoing

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Charles County

Sam Walter

301.609.5629

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

RK&K is providing Charles County with multi-disciplined engineering services for water and wastewater related projects. Notable tasks include:

MATTAWOMAN WWTP FLOOD MANAGEMENT EVALUATION | RK&K completed a H&H study to evaluate and address flooding issues at the Mattawoman Wastewater Treatment Plant (WWTP), managed by **Jessica Krueger**, **Kristianne Sandoval** and **Kaitlyn Morrow** developed the study utilizing the FEMA effective HEC-RAS model, then updated the model based on current conditions and future conditions due

to climate change. Additionally, Mattawoman Creek and an unnamed tributary surrounding the Mattawoman WWTP were analyzed to determine the locations of frequent flooding issues that impede plant operations. Due to the current inadequate conveyance capacity of the existing WWTP stormwater system, the modeling study provided an analysis of the 25-year and 100-year flood elevations within the WWTP. Utilizing the H&H model results, the areas of flooding within the WWTP have been identified by **Kaitlyn** to provide potential mitigation measures to reduce flood risk from the surrounding creek and tributary. RK&K worked closely with Charles County DPW to determine specific project recommendations for flood management improvements at the WWTP including stabilizing the existing berm, increasing culvert sizing, upstream stream restoration, providing volume storage by retrofitting an existing pond, and redesigning flood gates.

DEVELOPMENT OF MASTER SET OF DESIGN DOCUMENTS, DETAILS & SPECIFICATIONS | RK&K was retained to develop a comprehensive master set of design documents, standard specifications, and technical details (Design Manual) for pumping stations with capacities up to 3.0 MGD. The task aimed to standardize the design process, ensuring efficiency, regulatory compliance, and cost-effectiveness for future Charles County pumping station projects, both new pumping stations and pumping station rehabilitations/upgrades. Scope of work included design documentation development, CADD and template standardization, pump station designs standards, electrical and control systems, and safety and site improvements.

RELEVANCE TO RFP SCOPE

- SWM
- Flood Mitigation
- H&H Modeling



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS*(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT #

1

MATTAWOMAN WWTP CENTRIFUGE PROJECT TRUCK BAY & LIME SYSTEM REPLACEMENT | RK&K is providing design, bidding and construction phase engineering services. Prior to this project, RK&K served as the design engineer on a design-build team that upgraded the dewatering system. The new centrifuge dewatering system capacity exceeds the capacity of the downstream lime addition and truck loading equipment capacity. The existing lime and loading system are also aged and past useful life. The County retained RK&K to design a replacement lime and truck loading facility. RK&K designed a new conveyor system, 100-ton lime silo storage and feed system, a new dual truck loading bay facility with integral truck scales, and related support and site modifications. The truck loading facility is provided of a single story masonry construction building. The new truck loading facility is connected to the Dewatering Building through a customized enclosure of the previous lime addition and conveyance area. Demolition of the existing lime addition, conveyors and truck loading equipment is being provided along with selective demolition of the enclosure.

Additional improvements to the Dewatering Building include a new laboratory and office in the upper level of Building 2. The laboratory and office were provided with cabinetry and furniture. A new stairway from the upper level of the building to the truck loading area was also provided. The truck loading bay building also houses a new electrical room. The footprint of the new truck loading building is significantly larger than the existing single truck bay enclosure. Paving improvements were required to access the new dual truck bays. **Kristianne** designed an above grade SWM device, as the drainage is limited in the area of the new facility. The truck bays are elevated to avoid past flooding issues. The project required significant building and site permitting efforts. The project is currently under construction, and **Jessica** is managing construction RFIs and submittals for the stormwater management. To facilitate construction, a temporary dewatering, lime addition and truck loading facility was provided by the County's dewatering contractor.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

2

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

Indefinite Delivery Quantity for National Pollutant Discharge Elimination System (NPDES) Design Services (Frederick County, MD)

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

Ongoing

N/A

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Frederick County

Donald Dorsey

240.830.1975

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

For more than 20 years, under the leadership of **Lucia Noya** as project manager, RK&K has supported Frederick County in meeting their MS4 TMDL requirements by delivering a wide range of stream restoration and SWM projects. **Lucia** has consistently maintained open lines of communication with the County to ensure their goals are met and projects are aligned with their priorities. Our services have also included design, construction inspections, permitting, topographical surveys, geotechnical analysis, feasibility studies, and post-construction support, consistently providing innovative and effective solutions. Additionally, RK&K continues to assist Frederick County with their ongoing MS4 compliance efforts, ensuring sustainable regulatory adherence. Our team consists of **Rebecca Oaks, Brittany Ayers, Stephanie Gordon-Bazan, Nora Howard, Kristianne Sandoval**, and **Jessica Krueger** have been instrumental to the success of these task orders. Recent projects have included:

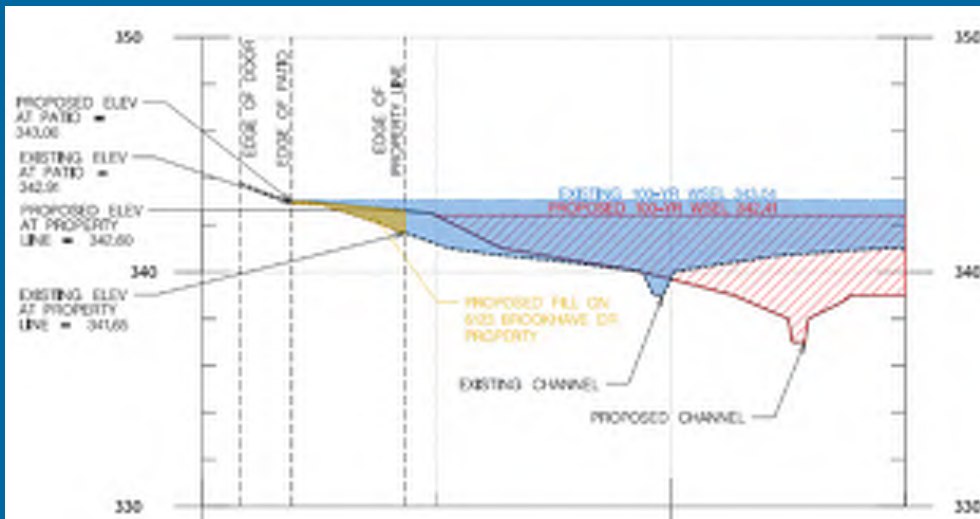
DOUBLE PIPE CREEK STREAM RESTORATION | RK&K provided engineering services for this stream restoration project located at 13202 Detour Road in Keymar, MD. The project consists of restoring and unnamed tributary to Little Pipe Creek on a single property for approximately 2,500 LF. Design elements required for the stream restoration project include: a stream cattle crossing, culvert replacements at driveway/ farm equipment crossings, installation of a water trough, modification of the existing stream channel to reduce severe bank stress, and installation of riparian buffer plantings along the stream corridor. RK&K completed geomorphic, environmental, and geotechnical investigations to develop restoration alternatives which represent feasible, sustainable, and cost-effective restoration strategies that are acceptable to the property owner and meets the requirements of Maryland Agricultural Land Preservation Foundation (MALPF). RK&K staff reviewed available information, performed site investigations and studies, developed concept sketches, assisted the County with property owner coordination and negotiations, produced construction documents from 30% Design Development milestone through 100% Construction Bid Set for the Frederick County Office of Sustainability & Environmental Resources (OSER), and provided bid and construction phase services.

ENGLANDTOWNE STREAM RESTORATION | Our team prepared construction plans and specifications to restore the stream channel leading to a SWM pond located in the Englandtowne Subdivision. The pond was an inline pond attenuating flow within the channel. The upstream channel was described as a Rosgen F Type channel with a progressing headcut supplying more sediment to the pond than it was designed to handle. The SWM pond was constructed in 1993 as a dry detention pond with a metal pipe riser and barrel structure to manage quantity. The goals for this project encompassed stormwater quality control, peak flow reduction, and channel protection for reduction of sediment loads.

POINT OF ROCKS WATERSHED ASSESSMENT | RK&K was tasked with providing a watershed assessment for Point of Rocks, located on the northern bank of the Potomac River. RK&K developed a list of restoration projects using BMPs that would improve water quality and reduce stormwater runoff volumes in an effort to protect County assets and meet anticipated NPDES MS4 permit requirements. We completed field reconnaissance of the study area to identify, map, and compile background information and identify ESD and LID opportunities. We developed a series of watershed restoration recommendations, including possible BMP facilities, a stormwater pond retrofit, and a stream restoration opportunity. Detailed information regarding the

RELEVANCE TO RFP SCOPE

- MS4 permit compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/ alternative BMPs
- Ecological restoration
- Flood studies/mitigation/ climate resiliency
- Environmental assessments/ NR permitting
- Environmental assessment & planning
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- IDDE inspections & reporting
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/Inspections
- Construction inspection/ management
- Pre- & post -construction monitoring
- MS4 training/education & outreach
- Property management & maintenance plans, inspections, technical support & training



type, location, and estimated required footprint of the potential BMP opportunities was provided, along with preliminary cost estimates.

SPRING RIDGE STREAM RESTORATION & BMP #463 STORMWATER RETROFIT

RK&K was tasked with developing stream restoration and stormwater retrofit construction plans for an existing stream and in-line pond located off of Spring Ridge Parkway, just north of the Spring Ridge Community Pool and Visitor Center in Frederick County, Maryland. Erosion in the stream channel has caused the existing downstream in-line pond to fill with several feet of sediment. Because of this, the pond has a reduced capacity to adequately provide quantity control for large storm flows. Nearby residents experienced flooding as a result. Alterations were made to the riser structure by the HOA with approval from the County in order to alleviate flooding, rendering the facility out of compliance during triennial inspections. The overall goals of the project are to reduce resident flooding concerns, bring the pond into compliance, prevent further stream erosion, and provide MS4 credits.

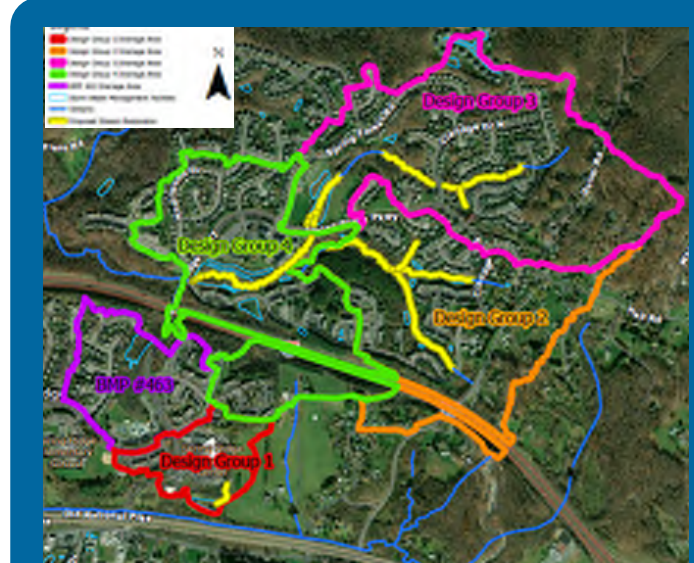
The existing stream shows significant vertical instability via headcuts and lateral instability, which contributes to sediment transport downstream. To address this, RK&K designed a multi-channel stream design that distributes baseflow and stormwater through multiple channels, reducing erosive impacts and providing easier access to a larger floodplain area. By reconnecting the stream to its floodplain the design provides shear stress reduction, additional floodplain storage, and wetland creation. Additionally, RK&K's design converts the existing dry detention pond into a wet pond, generating MS4 credit to meet the County's restoration requirements and bringing the pond into compliance. The design includes excavating 4 feet of sediment from the pond bottom to enhance storage capacity and provide permanent ponding for quantity and quality control. This design is projected to lower the 100-year water surface elevation by over 6 inches, significantly reducing flood risks to nearby homes. The cross section below shows the changes to one specific property that was flooding due to the increased sedimentation in the pond. The yellow represents the portion of their back yard that will be receiving fill in order to protect it from flood events. The blue is the existing 100-year water surface elevation and the red is the proposed 100-year water surface elevation. Overall, the restoration will provide Frederick County with approximately 25 acres of impervious area credit toward their MS4 restoration goals. The project is scheduled to begin construction in late Spring 2025.

The design also includes the addition of a submerged gravel wetland facility to treat untreated impervious area from the parking lot of the Community Pool and Visitor Center parking lot before entering the headwaters of the stream. The submerged gravel wetland will capture the flow from three storm drain outfalls and will provide water quality treatment and quantity management up to the 10-year storm. By placing a SWM facility at the headwaters of the stream, the design takes a holistic approach to addressing flooding and erosion concerns by treating stormwater at its source before it enters the stream.



RK&K's Rebecca Oaks and Brittany Ayers Moyer performing structure verification measurements to verify PCSWMM model inputs.

SPRING RIDGE WATERSHED RESTORATION | The County contracted RK&K to provide engineering services for the Spring Ridge Community Watershed Restoration Project located near Spring Ridge Parkway in Frederick, Maryland. This project consists of three stream restorations, totaling approximately 11,000 linear feet, and six BMP retrofits that were identified by the County via the Lower Monocacy River Watershed Assessment and the Spring Ridge HOA Feasibility Study, dated May 2020. RK&K was tasked with performing site investigations and developing design plans through the 30% design development milestone for four separate design groups within the community. The image below shows the watershed drainage area and the way that the design teams has split the design groups. Utilizing a holistic watershed approach, the goal of this project was to maximize MS4 credit while reducing downstream flooding and erosion and providing functional uplift for the stream.



Spring Ridge Watershed Map depicting the contributing drainage area for each Design Group

- **Design Group 1:** Included retrofit of BMP #464 from an existing extended detention dry pond into a wet pond, which will allow for additional storage and MS4 credit opportunities. The design includes a new riser structure and spillway pipe and the addition of a 10-foot emergency spillway. An RSC is proposed in the existing inflow channel located northwest of the pond. The design of the RSC will stabilize the inflow channel, stopping the current erosion and head cutting that is jeopardizing water and sewer infrastructure.
- **Design Group 2:** Included 5,000 LF for the stream restoration, using a combination of design methods. The design goals for design group 2 are to assist the stream in establishing a stable channel that can effectively convey modern storm flows while reducing erosion and sediment deposition downstream. Design methods include excavating floodplain benching and/or raising the channel to meet historic floodplain elevations in order to minimize erosive forces, environmental impacts and grading extents. In addition, one RSC measuring 430 linear feet was proposed. The intent of these designs is to increase stormwater detention throughout the watershed and reduce water velocity entering the mainstream, tributaries and RSC channels.
- **Design Group 3:** Included 3,000 LF of stream restoration. The design utilizes a combination of techniques including raising the channel and excavating wider floodplains to create floodplain reconnection in order to minimize erosive forces, maximize environmental benefits and minimize grading impacts. In addition, multiple drainage disconnections, two stormwater retrofits, and three RSCs are proposed. Existing conditions currently show a complicated drainage system that is contributing to neighborhood flooding and stream erosion. Part of the goal within this portion of the project is to simplify and reduce the need for redundant drainage structures. This portion of the watershed was modeled extensively using PCSWMM to understand how the stream and drainage were interacting in existing conditions and to create a concept plan to reduce flooding for proposed conditions. The image below shows the existing level of service map for the current drainage system within this portion of the watershed. The red represents all the pipes that do not currently pass the one-year storm and overflow into residents' backyards. The intent of these designs is to increase stormwater detention throughout the watershed, reduce flooding from the overflowing drainage system, and minimize the erosive forces entering the main stream channel.



Level of Services Map developed from PCSWMM for storm drain system of design Group 3 depicting undersized storm drainage network leading to flooding re-occurrence.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS

(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

2

- **Design Group 4:** Included 3,000 LF for the stream restoration, using a combination of design methods. Design methods include maximizing floodplain reconnection while creating riffle pool sequencing to increase flow diversity and function uplift. This design group is the most downstream for the watershed and acts as the control point for the upstream design groups. In existing conditions, the sediment from upstream erosion has deposited here causing decrease storm capacity at the culvert. In The intent of these designs is to increase stormwater detention throughout the watershed and minimize the erosive forces causing bank erosion and downstream sediment deposition.

Multiple field investigations were conducted to gather all the pertinent information required for the analysis and design. This included, but was not limited to, longitudinal profiles, cross sections, pebble counts, riser measurements, and site photos. Overall, this holistic restoration approach will provide Frederick County with approximately 300 acres of impervious area credit toward their MS4 restoration requirement. RK&K was recently tasked to take Design Group1, 2, 3, and 4 to final contract documents.

MS4 PROGRAM SUPPORT | RK&K has been assisting the County with various management programs, public outreach and education, restoration plans and TMDLs, monitoring, lab analysis services, assessment of controls and other annual report services.

- **SOP Development:** RK&K developed several SOPs for Frederick County DEE including training and documentation for the implementation of Capital Improvement Program projects and Milestone Reviews Guidance SOP – this SOP will assist with reviewing and managing contract document review procedures internally. Additionally, RK&K developed an SOP for Stream Restoration Inspections, which included developing an outline of “how to” for stream inspections based on MDE’s guidance from the expert panel for both internal inspectors and consultants.
- **MS4 As-Built Documentation:** RK&K assisted Frederick County with 415 BMP As-built document reviews to meet MS4 permit requirements. FK&K developed an SOP for the documentation process of as-built data research, creation, and possible crediting for existing BMPs missing pertinent information.
- **MS4 Creek ReLeaf Program Support:** RK&K has worked together with Frederick County to assist in the program management of the Creek ReLeaf Program, which is designed to increase the total amount of forested area within Frederick County. RK&K staff has assisted in the applicant review and coordination, outreach to property owners, evaluating properties for tree success based on conditions, and maintenance and warranty inspections.
- **IDDE Monitoring:** RK&K is performing IDDE Monitoring Services in collaboration with the county. This includes annual selection and screening of 100 outfalls in commercial and industrial areas. In addition to the systematic IDDE inspections, RK&K performs episodic outfall screenings, as needed, annually. RK&K has developed Field Maps inspection forms for use and documentation. Additionally, RK&K updates the commercial and industrial source layer for inclusion in annual MDE reporting.



Creek ReLeaf program signage at a completed planting site.



IDDE outfall monitoring for Frederick County commercial and industrial areas.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

3

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

On-Call Water Resources (Montgomery County, MD)

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

2016

2023

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Montgomery County DEP

Phil Jones

240.777.7789

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

Since 1994, RK&K has been providing on-call water resources services to Montgomery County Department of Environmental Protection (DEP) under five consecutive contracts, with **Lucia Noya** serving as the project manager for all of them.

Our services have encompassed a wide range of environmental design activities, including those related to CIP programs and NPDES MS4 compliance. This work has also included specialized inspections during construction to ensure adherence to stormwater management and water quality standards. Under **Lucia's** leadership, RK&K has consistently delivered high-quality, innovative solutions to support the County's environmental goals, contributing to improved SWM, watershed restoration, and long-term sustainability initiatives. These tasks encompassed a wide range of services, including engineering analysis for stream restoration; stormwater facility and storm drain design; ESD stormwater facility retrofit design; feasibility analysis for repair and retrofit of various types of SWM facilities; H&H analysis; dam breach analysis; geotechnical, subsurface soil analysis, including evaluation of existing dam embankments; topographical surveys; engineering estimates; technical report writing; structural design to include finite element analysis; watershed planning; preparation of construction documents; landscape design; obtaining regulatory agency approvals/permits; easements documents and site access analysis; preparation and obtaining approval of as-built plans post construction services; assessing the performance of stream restoration techniques through biological assessments and/or geomorphic analysis; construction inspection; and certified as-built plans and other project close out documents for construction projects. Relevant contract representative assignments included:

LANDFARE STORMWATER MANAGEMENT RETROFIT | RK&K developed stormwater retrofit plans for the Landfare SWM releases to Use III waters. This project was a rehabilitation of the existing Landfare Pond to replace the failed riser structure and increase the quantity storage of the pond. The Landfare Pond has a drainage area of 54.65 acres in a residential area. DEP requested the design to convert the pond from a riser-controlled outlet to a weir-controlled structure, while increasing the flood capacity to meet current water quality and safety standards. The existing brick riser structure and concrete outlet barrels were replaced with a concrete weir structure to aid in increasing the capacity of the pond. RK&K conducted various H&H analyses scenarios, including routing the pond through various weir options and developing grading plans to accommodate the required water quality volume and new 100-year flood quantity volume requirements. RK&K prepared a dam breach analysis for MDE's Dam Safety Division's review to ensure that the dam remained at the low hazard classification. The County requested RK&K address several erosion issues stemming from the drainage locations at the north end of the pond. Graded channels lined with riprap were added to the plan to help control the drainage. The change of the pond from a riser outlet to a weir control structure required tearing down the existing embankment and replacing it with a new one meeting the MD-378 pond embankment standards.

RK&K's scope included performing a NRI/FSD, FCP, geotechnical analysis, topographical survey, tree survey, wetland delineation, environmental buffers, H&H evaluation, permit acquisition and dam breach analysis. RK&K provided CM/I for the duration of the construction period. The construction inspector performed regular site inspections, met with County inspectors, project

RELEVANCE TO RFP SCOPE

- MS4 permit compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/alternative BMPs
- Ecological restoration
- Flood studies/mitigation/climate resiliency
- Environmental assessments/NR permitting
- Environmental assessment & planning
- Water quality monitoring/pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- IDDE inspections & reporting
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/Inspections
- Construction inspection/management
- Pre- & post -construction monitoring
- MS4 training/education & outreach
- Property management & maintenance plans, inspections, technical support & training
- Grant assistance

managers and construction managers, responding to contractor's requests for information and approved materials and contractor's submittals. RK&K performed redline drawings and certified the as-builts.

INVENTORY OF LID RETROFIT OPPORTUNITIES AT MONTGOMERY COUNTY PUBLIC SCHOOLS & FACILITIES

This task order consisted of two primary objectives: a) identify and inventory all opportunities to retrofit 70 County schools and MCPS facilities with low LID and SWM practices; and b) identify and inventory all existing storm drain systems at all 212 MCPS facilities. The LID and storm drain inventory were conducted to address requirements in the County's NPDES MS4 permit to restore 20% of existing impervious to the MEP and to identify and track illicit storm drain connections/discharges. Extensive GIS database was created and integrated into the County's GIS system.

RK&K reviewed all available building plans and GIS data; conducted field assessments to locate and map all components of the storm drain system; evaluated drainage patterns and identified opportunities to capture, reuse, filter or infiltrate stormwater runoff on the site. More than 200 treatment locations were identified and included opportunities for retrofit of bioretention areas, bioswales, permeable pavement, rain gardens, and upgrade of older structural SWM facilities. All findings were summarized in a conceptual design report that included recommendations for proposed LID facilities, preliminary analysis of sizing and design criteria, conceptual cost estimates, a detailed site map showing all LID opportunities, ranking, and geodatabase containing individual drainage area polygons for all LID opportunities and the associated impervious areas treated. RK&K provided close coordination between County representatives from the DEP, MCPS and the DPS. The County is currently advancing the concepts to full design through its on-call Water Resources Engineering contracts, and RK&K is involved in several of these design projects.

The storm drain inventory required a complete electronic and geographically referenced inventory of existing stormwater systems, including inlets, outlets, manholes, pipes and stormwater treatment/storage structures. For each MCPS site and facility, RK&K reviewed any available contract and as-built documents to update the storm drain utility geodatabase. Work maps were created displaying the digitized storm drain utility features on top of current orthophoto imagery. A field survey crew visited each site to validate the storm drain utility GIS features. GPS and was used to capture the locations of missing features and validate the location of other surface features. The crew captured additional feature attribute data, which was incorporated into the geodatabase.

WATERSHED RESTORATION PROJECT PRE- & POST- CONSTRUCTION MONITORING | RK&K conducted technical studies for the DEP to evaluate the effect of County restoration projects. County projects evaluated included stream restoration, wetland creation, amphibian habitat creation, SWM and water quality enhancements. RK&K studied pre- and post-restoration conditions as appropriate to each County restoration project and provided successive evaluation for each project through annual reports. The technical studies included:

- Benthic macro invertebrate population and densities were evaluated. A total of 20 SF of benthic habitat was proportionally sampled using a D-net to collect the benthos. Collected macro invertebrates were sub sampled, identified to genus and entered into a database used to calculate standard IBI metrics.
- Fish population and density were evaluated by electro-fishing confined stream reaches. Collected fish were identified to species, game fish were weighed and measured, and fish diseases were noted on all species. Fish IBI metrics were calculated using the collected data.
- Stream characteristics and erosion potential were evaluated using standard quantitative stream survey methods, including a longitudinal profile, cross section profiles, and pebble counts. Additionally, Rosgen's bank erosion hazard index was used to further evaluate erosion potential.
- Thermal impact and reduction techniques were evaluated using in stream temperature loggers to collect hourly temperature



Landfare SWM Retrofit, post-construction



RK&K team performing storm drain inventory in Montgomery County



RK&K team collecting geomorphic data at Snowdens Mill.

data throughout the summer. Temperature data was graphed and analyzed to determine treatment effectiveness.

- Reptile and amphibian searches were conducted at wetland and vernal pool creation to evaluate faunal utilization at created sites.
- Wetland creation success was evaluated using point intercept transect methods to determine percent wetland species occurring in created wetlands. Reforestation and tree planting success was evaluated using survival plots located along transects.

SNOWDENS MILL STREAM ASSESSMENT & CONCEPT RESTORATION PLAN I

RK&K developed a Preliminary Assessment and Plan to restore approximately 8,600 LF of deeply incised streams along the Snowdens Mill main-stem, four Unnamed Tributaries to Snowdens Mill, and Falling Creek near Fairland, primarily located within M-NCPPC property. Additionally, 20 storm drain outfalls and eight drainage swales with severe headcuts were assessed for restoration, 11 of which discharge to additional Waters of the U.S. (WOTUS) comprising an additional 2,600 LF. Geomorphic assessments, hydrologic analysis, and restoration design alternatives were prepared for each reach. The concept plan included I geomorphic data collection and assessments; detailed H&H analyses; NRI, including identifying more than 3,500 trees, FSD, and FCP; concept design development; minimization of natural resource impacts; evaluation of private property impacts; evaluation of construction access locations and stockpile locations; preparation of summary of benefits and risks of proposed project; identification of potential site constraints; preparation of preliminary cost estimate; and calculations of anticipated stormwater treatment credits.

LITTLE FALLS LIBRARY & BUSHEY RED CENTER ESD/ LID RETROFIT PROJECTS

I RK&K identified and designed innovative practices, including ESD/LID techniques, to address sources of water quality impacts draining from these two county facilities. The retrofit design improved the sites by providing water quantity and quality control by adding SWM BMPs sized to meet the current MDE requirements. The Library facility bioretention area was designed to intersect an existing storm drain culvert and daylighting the pipe, collecting runoff to the bioretention cell. The bioretention garden enhances the site aesthetics and provide ecosystem benefits through habitat enhancement. The Bushey Rec Center LID project consisted of designing four bioretention facilities: north of the playing fields next to the parking lot, north of the theatre entrance between the parking lot and sidewalk, northeast of the building between the two east entrance driveways, and east of the building adjacent to Bushey Drive. The county sold the Bushey Rec center prior to this project going to construction; therefore, the project was shelved for future construction. Runoff was redirected to these facilities rather than directly conveyed to the closed drainage system. The bioretention facilities reduced the overall volume of stormwater runoff discharged from the site through infiltration and evapo-transpiration of the collected runoff. RK&K performed H&H, NRI/FSD, wetland delineation, survey, geotechnical, feasibility analysis, cost estimate, permit acquisition (MCDPS, MDE, M-NCPPC), design development contract and CM/I.

GLENMONT FOREST GREEN STREETS I Led by **Lucia Noya**, RK&K was tasked to perform a watershed/flood assessment within the Glenmont Forest neighborhood. This area drains to a tributary of Rock Creek. The goal of the project was to identify all potential LID/GI restoration opportunities within the Glenmont Forest neighborhood public ROW, evaluate identified options and alternatives for potential flooding and water quality/pollutant reduction benefits, and develop designs for selected BMPs providing ESD to the MEP. Montgomery County DEP implemented these projects to provide water quality treatment and alleviate street flooding while providing a community amenity and healthy



Little Falls Library Bioretention Facility - one year post construction.

green space.

The approximate 237-acre study area is located within the watershed of the Josephs Branch tributary of Rock Creek. The project site is a residential area of Montgomery County that is approximately 35% impervious, was built in the 1950s without any stormwater quality or quantity management and includes minimal existing stormdrain system infrastructure. Glenmont Forest is in an area of the County that ranks high in Demographic Index, meaning the community is composed of the highest percentile of minority and low-income residents in the County.

Several innovative design approaches were used to address project constraints and challenges. A modified curb inlet was used to convey runoff from the existing gutter to the ESD facilities rather than a simple curb cut. This inlet provides for a safe step out space next to the curb, which was critical since most homeowners in the neighborhood use on-street parking. The inlets address concerns with curb cuts related to driver safety and long-term maintenance (e.g., less risk of damage from snowplows) while also providing velocity dissipation and an area for sediment to accumulate and be easily removed by maintenance crews. The design of the retrofit facilities also included an innovative underdrain design using an upturned elbow to raise the outlet elevation; this approach results in a higher infiltration volume and full utilization of the gravel layer for water storage, improves overall water quality treatment (the addition of an internal water storage layer and anoxic zone promotes denitrification, as shown in research by Bill Hunt of NC State), and solved underdrain connection issues where the existing storm drain system was too shallow to connect a traditional underdrain. In some areas with no existing stormdrain infrastructure, where facility construction would otherwise not have been possible, this innovative underdrain accommodated implementation by allowing for underdrain discharge to the downstream curb and gutter.

As part of the RK&K design team, **Kristianne Sandoval** performed desktop analysis, followed by a detailed field investigation including collecting storm drain field measurement, and in order to identify numerous potential sites within the public ROW. The many existing site constraints, such as underground utilities, trees, sidewalks, walkways, driveways, and private property (fences, retaining walls), high-profile locations, degree of flooding and the degree of water quality benefit were all considered in locating, sizing, and prioritizing each BMP in development of the watershed restoration plan. RK&K developed concept designs for 140 BMP facilities within the public ROW, including 120 micro-scale ESD/LID retrofits (bio-retention, bioswales, rain gardens, curb bump-outs) and 20 proprietary practices (Filterra type). For the final design, construction documents and specifications were developed for 53 facilities.

RK&K performed all required H&H analysis, natural resources inventory, forest stand delineation, wetland delineation, topographic survey, tree survey, geotechnical investigations, utility locating and designation, feasibility analysis, cost estimate, and permit acquisition. The RK&K team, led by Stephanie Bazan, provided construction management and inspection services during the construction of these facilities. In early July, RK&K and community leaders joined the residents for a ribbon cutting celebration on the success of the project.

Public support and design acceptance was critical for this project, thus a community outreach and engagement strategy was integral to the design process. Outreach conducted by the RK&K team included public meetings (live and virtual) as well as a field-based day long workshop to visit and discuss all proposed BMP locations with community residents. RK&K prepared graphical display boards, PowerPoint presentations, and a fact sheet for the residents of Glenmont Forest. Public input and acceptance of BMPs were of paramount importance in the success of the project. The outreach strategy, which included previously untapped partners and a high level of committed community involvement, resulted in a very successful project.



*Glenmont Forest GI Facility: (L) Completed 6/2022
| (R) One year later 9/2023*



Green Infrastructure Community Site Tour Map

The project team provided design choices to the community and kept them informed about progress and upcoming construction impacts through a new approach using the project webpage (<https://www.montgomerycountymd.gov/water/restoration/glenmont-forest.html>), which remain online to provide project information and a self-guided tour through a portion of the completed project area.

In July of 2022, a project ribbon cutting ceremony was held in conjunction with the annual community block party. County Executive Mark Elrich attended the event and provided the following comments:

"I am honored to take part in the dedication of this new Green Streets project in the Glenmont Forest and Wheaton Hills communities. This project is proof that communities working with the government can achieve results. The people of this community came to the County asking for rain gardens and tree boxes to add natural beauty to the streets and capture stormwater to alleviate flooding. We listened, acted, and today we have a neighborhood project that reduces pollution and erosion and beautifies the area. Great work all around!"

One final aspect of the project was the installation of bilingual, interactive signs with challenges that engage participants along a walking tour of the new ESD facilities.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

4

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

On-Call Environmental Design & Assessment (Harford County, MD)

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

Ongoing

varies

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Harford County DPW

Danielle Hankins

410.638.3217, ext. 1176

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

For the past 15 years, RK&K has provided comprehensive watershed assessment and design services, including MS4 compliance support, through multiple consecutive open-end, on-call Environmental Design & Assessment Service contracts with Harford County DPW. Throughout the entire duration of these contracts, **Lucia Noya** has served as the project manager, overseeing all aspects of the work and ensuring consistency, quality, and alignment with the County's environmental goals. More than 55 tasks were assigned, which encompassed a comprehensive range of Phase I NPDES/ MS4 permit and related TMDL design and MS4 compliance services for the Watershed Protection & Restoration Division including Stormwater Program Management Support Services, IDDE, drainage inventory, data collection; source identification; engineering design/remediation of drainage infrastructures; SWM BMP design/retrofits; field investigations of storm drains/outfalls; stormwater permits support for SHA industrial activities; discharge characterization; long-term pre- and post-construction stream and outfall monitoring; water quality analysis, physical, biological and chemical monitoring services; database/GIS development; and data compilation and analyses for Annual Report to MDE. Some recent projects include:

MS4 COMPLIANCE /STAFF AUGMENTATION SERVICES | Harford County DPW is a Medium MS4 Phase I permittee. RK&K staff, including **Brittany Ayers**, **Nora Howard**, **Stephanie Bazan**, **Celine Brundridge**, and **Rebecca Oaks**, are working hand-in-hand with the County to provide program management services assisting with fiscal year staffing and project budgets, public outreach and educational programs; MS4 documentation and annual reporting support; technical/H&H reviews, and credit delivery through project implementation and construction. We meet monthly with County staff to attend their Capital Project Review Meetings, discussing project status, schedules, permits, ROW status, and approval for bid or construction. The coordination meetings help keep projects on schedule and meet overall permit goals.

RK&K has partnered with Harford County for over seven years to provide comprehensive program management services for their MS4 permit and CIP program. Our tasks encompass a range of activities, including technical plan review support and staff augmentation, ensuring adherence to the County's Project Management Standard Operating Procedures at various contract document submittal stages: Concept, 30%, 75%, 95%, and 100%. In conjunction with the plan reviews, the specific TMDL credit calculations are checked to ensure the County is maximizing their MS4 credit potential. Additional services provided under the MS4 program management task include overseeing design projects by other consultants, in-house staff augmentation and support, strategic planning, RFP development, easement acquisition, coordination with property owners, as-built approvals, MS4 credit calculation and documentation, implementation planning, and assistance with securing grant funding.

We also serve as an on-call resource for supplemental staffing and emergency support. The County has relied on RK&K for a range of services, including credit calculations, permit assistance, addressing construction RFIs, resolving material sourcing issues, providing staffing support, and conducting public outreach such as the County's planting campaigns.

Our expertise in NPDES MS4 permit compliance has resulted in program assessments which allow the permittee to adjust

RELEVANCE TO RFP SCOPE

- MS4 permit compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/ alternative BMPs
- Ecological restoration
- Environmental assessments/ NR permitting
- Environmental assessment & planning
- Water quality monitoring/ pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/Inspections
- Construction inspection/ management
- Pre- & post -construction monitoring
- MS4 training/education & outreach
- Property management & maintenance plans, inspections, technical support & training
- Grant assistance



RK&K staff assisting County personnel in fish shocking for aquatic monitoring at Plumtree Run in Harford County.

programming, funding, and staffing levels for long-term planning to best utilize existing resources to maximize water quality benefits, as well as strategies for implementation of future stormwater infrastructure.

RK&K offers comprehensive support for Harford County's MS4 Program at all levels. Our team has actively participated in fieldwork alongside County monitoring crews, assisting with fish shocking, aquatic species sampling, and monitoring across various locations within the County. Notably, our staff has provided support at Plumtree Run and Wheel Creek, contributing to the County's ongoing environmental monitoring efforts.

RK&K assists Harford County in project planning to meet restoration goals. This includes running spot problems that are identified throughout the year and watershed assessment projects through a project prioritization matrix to determine the best projects with the most credit for the least cost. For the past 4 years, RK&K has added new sites to the matrix as they become available, conducted field visits to the top 20-30 sites, and presented the findings to the County. From the top 20-30 sites and based on RK&K's evaluation of project constructability, severity, and accessibility, the County chooses 4-6 projects to implement in the next fiscal year.

Our staff also works to support Harford County's public outreach efforts. RK&K manages the County's Harford Streams Facebook page and posts weekly about topics relating to the MS4. We also maintain the Harford Streams section of the Harford County website. Our staff creates a webpage for each CIP project that the County has in design or construction. The website includes frequently asked questions, plans, a project explanation, and a timeline for project implementation.

RK&K's Natural Resources staff also leads the coordination of the County's Conservation Landscaping program. This task includes identifying County-owned properties with potential for tree and meadow plantings for MS4 credits. Additionally, the team provides vegetation inspections and monitoring services for tree BMP sites and stream restoration locations to ensure long-term success and compliance with the county/MS4 goals.

EMMORD BRANCH CONSTRUCTION MANAGEMENT | RK&K provided construction management support for the recently constructed Emmord Branch Unnamed Tributary Stream Restoration & Stormwater Treatment Bar project. The County requested to fulfill the on-site construction management role because the design team was not available to provide the service. We had a stream specialist on-site during construction who worked collaboratively with the County Inspector and Contractor to ensure the plans were constructed properly. The project consisted of approximately 875 LF of stream restoration to meet MS4 permit requirements, reducing pollutant loading to meet TMDL goals and provide functional uplift for the stream. Several floodplain depressions were constructed and during construction wildlife began to migrate back into the reach. Our staff attended bi-weekly construction meetings with the County and provided daily inspection reports. We provided post construction landscape inspection.

WOODLAND RUN STREAM RESTORATION | RK&K is currently supporting the Woodland Run Stream Restoration project, a tributary to Bynum Run in the Upper Farnandis Branch watershed, located in Bel Air, MD. This project has been developed to meet the County's NPDES



Assisted Harford County with their "Plant With a Purpose" public outreach campaign.



Emmord Branch - one year post- construction walk-through



RK&K team performing longitudinal profile and cross-sectional survey at Woodland Run Stream Restoration Project.

needs by restoring approximately 2,500 LF of stream and outfall stabilization. The County completed the Upper Farnandis Watershed Study Report (October 2017) with the intent to develop a prioritization of field assessed restoration projects to develop a Small Watershed Assessment Report (SWAR) for the Upper Farnandis watershed. Based on the findings of the Upper Farnandis Watershed Study, Harford County assigned the Woodlands Drive Stream Restoration to RK&K. A Study Area Assessment Report was prepared to assess current

stream conditions, natural resource inventory, site constraints, and hydrologic, hydraulic, morphologic conditions throughout the watershed. The report defined goals and objectives for the project and identified methods to create additional wetlands, recharge groundwater, provide flood attenuation, enhance riparian buffer, improve wildlife habitat, and maximize sediment and nutrient reductions. The primary utility conflict at this site is the existing sewer pipes that run parallel to and/or are crossed by the stream in several locations. Record drawings provided by the County indicate that the clearance is minimal at the locations of the stream crossing.

RK&K is closely coordinating the stream restoration efforts with the County's Division of Water & Sewer to confirm design requirements and approvals. Concept alternatives were prepared and the recommended design was advanced to Schematic (30%) Design. Design Development (75%) plans, report and permits were then prepared. Support services include performing environmental due diligence assessments, NRIs for streams, wetlands, forest, RTEs, and cultural/ historic resources, geomorphic surveys and assessments following Rosgen's BANCS methodology, H&H analysis, stream restoration design using an integrated stream and wetland floodplain approach, stormwater outfall stabilization, TMDL credit computations, construction document development, and preparing all environmental and construction permit applications and supporting documents. The stream restoration design incorporated the use of 2D hydrodynamic modeling using TUFLOW to assess existing stream corridor impairments and to assess potential vulnerabilities and modifications required to produce a stream and floodplain restoration design that is stable for the long-term. RK&K recently supported the County by conducting a public meeting to discuss each homeowners' individual concerns regarding the project, since the restoration efforts will require easements from approximately 20 homeowners. Currently, we are finalizing construction bid documents to obtain all permit approvals for the waterway construction (JPA), ESC, and the County's grading and stormwater requirements.

WHEEL CREEK WATERSHED SWM RETROFITS – PHASE I (PONDS B&C) & PHASE II (PONDS D&E) | RK&K provided assessment and design services for the retrofit of four dry extended detention SWM ponds within the Wheel Creek Watershed. These facilities were identified as priority retro-fits to reduce sediment loadings and improve the overall water quality of Wheel Creek and its receiving waters. The facilities consisted of an SHA in-stream pond located at the southeast corner of Route 24 and Wheel Road (Pond B), a dry SWM pond located on Festival at Bel Air Mall (Pond C), and two instream ponds formed by the roadway embankments of S. Tollgate Road and Cinnabar Lane, respectively. Each facility was retrofitted with one or more permanent pool cells below the existing grade. The designs were developed in such a way to avoid MD Pond 378 requirements while maximizing available water quality treatment. For the preliminary investigation phase, RK&K performed an in-depth review of all applicable and available site-related information, including existing SWM plans and respective computations, storm drain information, as-built plans, studies, H&H computation reports, topography maps, surveys, GIS data, and ROW/ tax map information. A detailed field investigation was conducted to visually verify all drainage relief patterns, hydraulic openings, floodplain overbank areas, sump areas, outfalls and dam seepage/other deficiencies. Existing conditions hydrologic models were prepared, and the land use parameters were inputted into the Watershed Treatment Model for determination of the existing pollutant loadings to each facility. RK&K provided construction inspection support and as-built services.

COUNTRY WALK SWM RETROFIT | As part of the Country Walk Facility 1B SWM Retrofit project with Harford County, the Maryland DOE Dam Safety Division inspected the outfall structure and identified several maintenance issues including the condition of the culvert pipe. Under RK&K's on-call agreement with the County, we were tasked with inspecting the 180-foot long 66-inch diameter corrugated metal pipe (CMP) roadway culvert and assessing its condition, recommending appropriate corrective actions, preparing the needed culvert repair documents. RK&K was also tasked with providing post-award services that included reviewing the contractor's repair plan submittals and performing during post-repair inspections to rehabilitate the culvert. All inspections of the culvert were completed in accordance with OSHA's 29 CFR 1910.146 guidelines for confined space entry. Inspections revealed the culvert had significant structural deficiencies, including a disbonded internal protective coating, a significantly deteriorated/corroded invert section, and severe groundwater leakage. RK&K developed the needed repair documents (plans, specifications, cost estimates, and required permitting) for the insitu (in-place) structural rehabilitation of the deteriorated roadway culvert. Infiltration control grouting was used to address the active infiltration and CIPP lining selected as the appropriate structural rehabilitation method to address the issues associated with the roadway culvert.

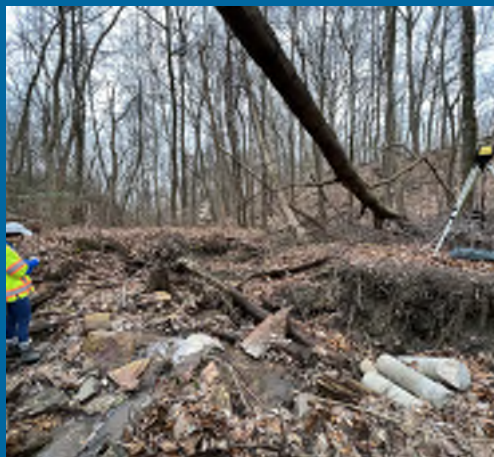
The CIPP liner was designed in accordance with ASTM F1216 as a full structural repair system. Due to installation limitations, the upstream end of the culvert that entered the flow control structure required an alternative rehabilitation method to be utilized. While working with the Contractor and product manufacturer, structural epoxy coating was used to address the deterioration. Warren Environmental's S-301 spray-on structural epoxy coating was selected as the appropriate method to address the remaining portion of the deteriorated culvert due to accessibility issues. The epoxy coating was designed as a full structural repair and applied by hand to complete the composite repair system for the full roadway.



Crews at the Country Walk Culvert applying a structural epoxy coating to the storm drain inlet structure.

ANITA LEIGHT CENTER STREAM RESTORATION | RK&K provided design services for a stream restoration project located within Leight Park at the Anita C. Leight Estuary Center. In existing conditions, the stream is characterized by an eroded outfall and moderately eroded banks, approximately 3 to 4 feet tall along the entire reach. The project site is located entirely within the Chesapeake Bay Critical Area and the project limits are very close to the FEMA 100-year flood zone. The design includes a plunge pool at the culvert outfall followed by a series of riffle cascade step pools in the steep upstream reach. The riffle cascades are sized to contain the 100-year storm and serve to dissipate energy while armoring the longitudinal slope. The downstream reach is flatter in existing conditions. In this area, the design is to raise the channel bottom invert and grade in a floodplain bench, reducing shear stresses and velocities.

Because of the location within the critical area, this project was designed with the goal of minimizing tree loss to the maximum extent practicable. To accomplish this, the design largely utilizes the existing channel baseline. Filling the channel to access the existing floodplain minimizes required excavation, which can damage tree critical root zones. The project aims to stabilize the channel and reduce the erosion and sediment transport in the stream. The project is currently at 95% design and is anticipated to go to construction in summer of 2025.



RK&K staff performing geomorphic survey of existing conditions at Anita C. Leight project site.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS

(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

4



Brittany Ayers collecting soil samples for protocol 5 utilized for outfall gully and stabilization.

ABBHEY CIRCLE OUTFALL STABILIZATION | Harford County tasked RK&K to provide engineering services for the Abbey Circle Outfall Design. The goal of the project is to repair and stabilize an existing erosional gully that formed downstream of the outfall, protect stormwater infrastructure, and achieve MS4 credits through Stream Restoration Protocol 5. At project initiation, Harford County requested that RK&K evaluate the degraded outfall of a 24-inch storm drain behind the homes along Abbey Circle. The initial site investigation measured a 282 LF gully with an average bank height of 14 feet. The existing storm drain outfall is at the top of a steep hillslope. Overtime, this hillslope has eroded, resulting in sediment transport to a tributary of Bynum Run, downed trees, and a safety hazard to the residents on Abbey Circle. Two restoration options with estimated cost and MS4 credit were presented to the County at concept design. The County has chosen to implement the design involving extending the existing storm drain to the bottom of the hillslope via a series of manholes and filling the gully to match surrounding grade. The proposed design will stabilize the area with native vegetation, prevent sediment transport into Bynum Run, and will result in MS4 credit by preventing an encroaching headcut from moving further upstream. This outfall project, which will provide 48.94 acres of impervious area credit using the Protocol 5 methodology is currently at 100% design and awaiting formal easement agreements before going to bid.

JARRETTSVILLE ELEMENTARY BMP RETROFIT | RK&K has completed a stormwater design for an existing facility that once served as an HVAC overflow. The entire school property drains to the existing facility. The retrofit consists of modifying the existing facility to provide properly sized forebays for maintenance, and the bottom of the facility is being converted to a bioretention media to provide additional water quality treatment. The outfall structure is being replaced and rerouted to a better tie-in to the downstream system along the state highway. Coordination with MDOT SHA is currently underway.

DAM SAFETY INSPECTIONS FOR LITTLE DEER CREEK POND #3 | This task involved evaluating the dam at Little Deer Creek Pond #3. The Dam was designed and constructed by the US Department of Agriculture in 1962. The rolled earthen embankment with cutoff trench has outlasted its 50-year design life. The dam is 726 feet long and 45 feet high and created an approximately 8.8-acre lake. MDE inspected this dam in 2020 determining it to be unsatisfactory. RK&K completed a dam inspection including a field evaluation using the MDE dam inspection checklist. Staff noted areas of seepage and erosion along the embankment. RK&K then completed a comprehensive dam safety review including a hydraulic analysis, dam breach analysis, and hazard classification. Engineers also utilized the NRCS SITES software to determine erosion potential of the emergency spillway. The final task was to provide design options for bringing the dam back into compliance. RK&K recommended additional investigation of the embankment filter trench and perforated pipes, which field crews determined may be clogged. Additional recommendations included further inspection of the riser structure and potential replacement of the seepage control system and sections of the embankment.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

5

21. TITLE AND LOCATION (City and State)

**On-Call Stormwater Management Engineering Services
(Cecil County, MD)**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

Ongoing

varies per task

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Cecil County DPW

Van Funk

410.996.5265

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

RK&K has provided multi-disciplined engineering services to Cecil County DPW over the past 10 years to help manage the County's MS4 program and permit needs. Assignments include miscellaneous engineering services, including civil/site engineering, drainage and SWM, natural resources, ecological restoration, water resources management, highway/bridge engineering, utilities design, geotechnical services and construction management and inspection. RK&K has provided the strongest team possible, combining experience and in-depth knowledge to assist the County. The following of recent relevant tasks:

MS4 PERMIT COMPLIANCE | Our initial efforts found us assisting the County in submitting their NOI paperwork for coverage under the MDE General Permit for Phase II permittees. **Brittany Ayers** and **Stephanie Bazan** worked with the County to define their MS4 Boundary, establish their baseline impervious, required treatment targets, and developed their Restoration Activity Schedule.

Over the following years, the RK&K team further refined the County's baseline using industry acceptable exclusions and documented treatment from previously completed projects, designed MS4 projects for credit, documented as-built memos for MS4 credit, and researched permit coverage for additional impervious exclusions. RK&K reformatted the County's BMP geodatabase to match the MDE required format and fields and has been helping the County with managing their database for several years.

Over the past three years, RK&K has been supporting the County by conducting Stormwater BMP inspections to assist with the County's triennial BMP evaluations. Our team collaborated closely with County staff to establish a Standard Operating Procedure (SOP) for assessing BMP performance, ensuring that any failing facilities are properly identified and evaluated for potential negative impacts on water quality and the County's baseline credit. In addition, RK&K has worked with the County to update and refresh several outdated watershed assessments. Collectively we developed an evaluation matrix that aligns with the County's priorities and goals, allowing for a comprehensive baseline of watershed conditions. This matrix has helped prioritize restoration projects for implementation and increased the potential for securing grant funding.

Before submitting their Notice of Intent (NOI), the County had constructed over 30 Environmental Site Design (ESD) practices across the County. RK&K conducted field measurements and calculated credits for each of these facilities. We also developed the County's Restoration Activity Schedule, which tracks progress toward achieving their 20% restoration goal. Annually, we review the credits for completed MS4 projects and update the Restoration Activity Schedule to reflect on the County's continued efforts in meeting this goal.

RK&K has actively participated in numerous public outreach events, setting up booths and providing educational walking tours focused on stormwater facilities for various clients.

These events offer valuable opportunities for communities to learn about the importance of clean water, watershed protection, and the effects of stormwater pollution. By engaging residents, these initiatives support ongoing environmental efforts. For the past two years, the RK&K team has participated in Cecil County's Annual "Wade-In" event, which, in 2024, featured a ribbon-cutting ceremony for the Elk Neck State Park ESD project designed by RK&K. During the event, the project's designers led public tours of the bioretention and micro-bioretention facilities, further promoting awareness of sustainable SWM practices.

RELEVANCE TO RFP SCOPE

- MS4 permit compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices / alternative BMP's
- Ecological restoration
- Environmental assessments / NR permitting
- Environmental assessment & planning
- Water quality monitoring/ pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment / contract documents
- Geodatabase management & reporting
- BMP Maintenance/Inspections
- Construction inspection/ management
- Pre- & post -construction monitoring
- MS4 training/education & outreach
- Property management & maintenance plans, inspections, technical support & training
- Grant assistance

In 2021, we authored a Gap Analysis for the County, evaluating their program, documenting their strengths and making recommendations for improvements, particularly in areas of interest pertaining to the MS4 permit. We have been authoring and compiling the County's required Annual Report, a requirement of the permit. Once the County submitted the report, we met with MDE and helped the County coordinate comment responses.

RK&K maintains Cecil County's overall Urban BMP geodatabase. Each year, RK&K takes exported data from the County's inspection program, Fulcrum, and adds any newly built BMPs to the geodatabase with accompanying attributes such as drainage area, impervious area, PE, BMP type, built date, inspection date and status, and maintenance requirements. Often this requires combing through design and as-built plans to ensure the reported information is accurate, delineating drainage areas and outfall locations, and updating information as it becomes available. In addition, inspection dates and statuses are updated each year for all BMPs that have undergone their triennial inspection. Each year, the geodatabase becomes more and more complete as we work to fill in missing data gaps. We export the geodatabase into MDE's required excel format before submitting it with the annual report deliverables.

To aid the County in maintaining BMP assets and performing required maintenance, RK&K developed a maintenance priority matrix to evaluate facilities that fail their triennial inspections. The matrix serves to aid the County in separating major maintenance from minor maintenance and prioritizes which facilities should be addressed first, based on their impact to the baseline, severity of maintenance, and cost of the repairs or maintenance. Each year, we draft Cecil County's annual report. We assist the County in filling out MCM and IA Forms that are required of the Phase II permittees. We also compile appendices with supporting documentation to show compliance with the six Minimum Control Measures. As part of the annual report submittal, we address and respond to MDE's comments from the year prior and draft a cover letter for submittal.

CECIL COUNTY PUBLIC SCHOOL ADMINISTRATIVE SERVICES CENTER STREAM RESTORATION

RK&K designed a 2,500 LF stream restoration and surface sand filter BMP for MS4 credit at the school's Administrative Services Center. This project was grant funded and had an aggressive schedule for completion. In addition to maximizing MS4 credit potential and minimizing flooding risk, we coordinated with adjacent property owners at MDTA to facilitate the repair of failing infrastructure, ultimately leading to the success of the project. RK&K performed site evaluations and studies and developed concept plans and permits and prepared construction documents for the Cecil County DPW within an identified approximate 2,500 LF reach of an Unnamed Tributary to North East Creek.

The project provides a holistic watershed restoration approach including stream restoration, infiltration/filtering best management practices, and tree planting methods. This work is assisting the Cecil County DPW with working towards meeting state water quality standards and TMDLs according to their NPDES Phase II permit requirements by treating impervious areas and eliminating existing stream bank erosion that currently occurs within the noted reach of the Unnamed Tributary to North East Creek. This project also featured landscaping with the neighboring Bayview Elementary School students and collaboration and coordination with the MDOT Maryland Transportation Authority on the upstream and downstream ends of the project to tie into their ROW and infrastructure.



RK&K's Jenn Zebley providing public outreach services at Cecil County's Annual Wade-In Event.



Cecil County Public School Administrative Services Center stream restoration project right after construction.



In addition to designing this project, RK&K pursued grant funding for its construction and also provided construction oversight services. RK&K staff prepared a grant application for the DNR Chesapeake and Atlantic Coastal Bays Trust Fund. The grant was successful and aided in construction costs of the project. RK&K staff also provided construction oversight for the duration of the project. Staff provided construction management and oversight, ensuring that the project was built according to plans and assisting and answering technical questions for the contractor as needed.

BAYVIEW STREAM RESTORATION AND SEWER REHABILITATION

RK&K's team performed site evaluations and studies, developed concept plans, acquired all permits, and prepared construction documents within an identified approximate 2,200 LF reach of an unnamed tributary to Stony Run. The proposed stream restoration assisted the client with protecting approximately 1,500 feet of sewer line along the unnamed tributary while also working towards meeting state water quality standards and Total Maximum Daily Loads (TMDLs) according to their National Pollutant Discharge Elimination System (NPDES) Phase II permit requirements by eliminating existing stream bank erosion. During the bid phase, RK&K worked with the County to answer RFIs, evaluate qualified bidders, and recommend award. This project is grant-funded and also has grant requirements for contract advertisement and construction. The team has staff on-site performing construction management consisting of full-time inspection oversight to facilitate the construction process. Technical staff worked with the design team and construction staff to facilitate RFI/Change Order support, a post-construction walk-through inspection, and as-builts. Before construction began, the team completed pre-construction monitoring and summarized the findings in a report for the County and agencies. The monitoring included a visual field inspection, detailed photo documentation, stability analysis, habitat assessment, wetland delineation, and vegetation and invasive species monitoring assessment.

This data will be used baseline for comparison post-construction as required by the permit. They will repeat the inspections in the next five years as required and specified in the project-specific permit. Monitoring assessments are submitted to the agencies at the end of each calendar year and are used to evaluate the success of projects and determine proactive adaptive management as needed. The monitoring reports were also submitted to the grant funders to evaluate the success of the project.

ELK NECK STATE PARK NORTH EAST BEACH AREA ENVIRONMENTAL SITE DESIGN PROJECT

RK&K was tasked with environmental site design and maximizing MS4 credit at the Elk Neck State Park North East Beach Area in Cecil County. The County was awarded a Chesapeake and Atlantic Coastal Bays Trust Fund grant through the Maryland DNR for the site. The project lies within the Lower Elk River/Upper Chesapeake Bay watershed as well as the Resource Conservation Area (RCA) of the Chesapeake Bay Critical Area (CBCA). The location is a popular day-use area located in the western portion of the park and features a swimming area, canoe/ kayak launch, picnic shelters, picnic tables, and grills.

RK&K proposed the design of multiple stormwater practices to manage and treat stormwater runoff from large existing parking areas and other untreated impervious areas within the park where SWM practices are not currently in place. Open space around parking areas presents opportunities for retrofitting these spaces with stormwater BMPs that will enhance both the ecological benefits and aesthetics of the area. A paved area that is no longer used for access to Park amenities will be removed and naturalized to decrease impervious runoff.



Bioretention facilities 1, 3, and 5 designed and constructed at Elk Neck State Park. These photos were taken during and right after construction completion early 2024.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS

(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

5

The final design includes eight SWM facilities, five street tree plantings, one conservation landscaping planting, one urban tree canopy planting, one forest planting, and an area of proposed pavement removal. This project had a vast array of stakeholders. RK&K, the Cecil County Stormwater Management Division (SWMD), DNR, and Maryland Park Service (MPS) worked collaboratively on the overall design to meet the project goals of all stakeholders involved.

During Construction, RK&K also provided technical construction support including construction material submittals and shop drawing reviews, performed on-site construction support and inspections, reviewed RFIs and change orders and will perform a post-construction walk through and inspection and review and approve the as-builts. Construction was completed in May 2024.

Elk Neck State Park is the bi-annual location of the County's public outreach Wade-In event. We have used the event to update the public on the status of the design and upcoming construction and look forward to hosting this year's event and ribbon cutting at the completion of construction.

BOHEMIA RIVER STATE PARK LIVING SHORELINE CONSTRUCTION ADMINISTRATION | RK&K provided construction management and inspection services for Cecil County Department of Public Works and the Maryland Park Service on a \$661,000 living shoreline project at Bohemia River State Park. The park, a highly valued community resource, had been experiencing significant shoreline erosion from boat wake and storm surge, conditions with an estimated erosion of 0.669 linear feet per year. To address these challenges, the project installed approximately 1,000 linear feet of native trees, shrubs, grasses, and marsh vegetation, supported by five vegetated rock sills and three log sill structures. These features work together to stabilize the shoreline, mitigate erosion, and restore habitat while also improving water quality and aquatic ecosystems. The project also advanced public education and recreation goals by coordinating with planned water access improvements and a future observation platform. RK&K oversaw daily operations, ensuring quality and compliance with all environmental requirements, including erosion and sediment control measures and in-stream work restrictions.



During the Elk Neck ESD project Ribbon Cutting Ceremony in Spring 2024, RK&K was presented with a Certificate of Recognition for our outstanding work and successful completion of the project from Cecil County Executive Danielle Hornberger and DPW.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

6

21. TITLE AND LOCATION (City and State)

On-Call Civil Engineering, Environmental Engineering & Construction Management Services (Prince George's County, MD)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

Ongoing

varies per task

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Prince George's County DOE

Frank Galosi, PE

301.883.5876

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

Since 2003, RK&K has been working with the Prince George's County DOE providing full-service and multi-discipline engineering, environmental, and construction management and inspections services. To date, RK&K has been assigned 50+ assignments.

These tasks encompassed a wide range of services, such as resolution of drainage complaints; design for various county drainage improvement projects; watershed and floodplain studies and modeling; SWM design and retrofits; water quality and quantity assessment; planning and design for flood mitigation and damage reduction; feasibility studies; outfall remediations; design of stream/channel restoration and habitat improvements; implementation of NPDES/MS4/TMDL requirements and goals; design of E&SC measures; forest stand delineation (FSD), development of tree conservation plans (TCP); wetland assessment, analysis and mitigation design; JPA, specialized inspections and construction management as well as immediate response to emergency project expedited evaluation and design.

RK&K coordinated closely with various agencies and stakeholders including Prince George's County DOE, DPW&T, DPIE, M-NCPPC, MDE, USACE, and DNR. RK&K has also managed six subconsultants under these contracts for various services ranging from surveying to utility designation and geotechnical investigations. The following is a brief synopsis of a few sample task assignments under this contract:

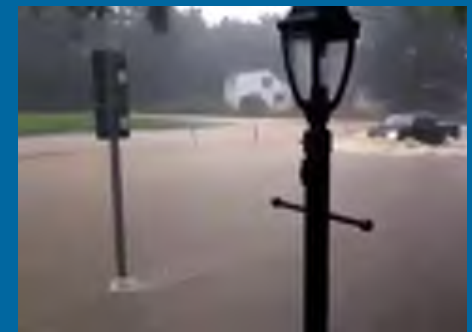
COLLEGE PARK/CALVERT HILLS FLOODING FEASIBILITY STUDY & DRAINAGE IMPROVEMENT PROJECTS

The project area is located immediately south of the University of Maryland, College Park Campus. This highly urbanized area has an approximate drainage area of just under one square mile and has repeatedly experienced flooding during storms events greater than 10-year storm. Some areas experienced flooding during even smaller storms. The area is part of the Paint Branch sub-watershed of the Anacostia River and is served by natural and man-made stream channels, a multitude of storm drain systems, and major culverts. As the area of College Park/Calvert Hills and the University of Maryland grew substantially over the past three decades, more impervious areas have been added and due to close proximity of FEMA delineated floodplain of Paint Branch immediately downstream of the corridor and backflows during major storms events, more frequent flooding has been experienced in the neighborhood, causing street closures, business, and private properties damage, and respective revenue losses.

RK&K performed a study of the multiple flooding areas, hydraulic connectivity analysis of multitudes of drainage infrastructures, and considered a range of alternatives to mitigate the flooding conditions while enhancing the natural resources environment. RK&K obtained and studied GIS topography of the entire watershed, available as-builts for existing culverts and storm drainage systems, previous related study reports, previously attempted minor drainage enhancement information, FEMA maps for the immediate downstream/upstream areas, historical flooding records, interviewed long-time residents regarding past flood events and estimated elevations, obtained photographs and available posted "YouTube" videos during previous flooding events, performed video inspections of approximately 1.5 miles of main storm drainage system and selected tributary branches, and conducted a thorough field reconnaissance of the area to verify and obtain additional data. We performed analyses of the drainage system and flooding using H&H related programs such

RELEVANCE TO RFP SCOPE

- MS4 permit phase 1 compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/alternative BMPs
- Ecological restoration
- Flood studies/mitigation/climate resiliency
- Environmental assessments/NR permitting
- Environmental assessment & planning
- Water quality monitoring/pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/inspections
- Construction inspection/management
- Pre- & post -construction monitoring
- MS4 training/education & outreach
- Grant assistance



College Park/Calvert Hills existing conditions.

as HEC-1, HEC-RAS, TR-20, StormCAD, CulvertMaster, SWMM, etc. for various storm events. The existing complex drainage system has been augmented in a variety of ways in multiple directions and sizes over the years.

RK&K analysis identified and revealed inadequacies of the drainage systems and “bottleneck” areas. Considering downstream backwater scenarios for Paint Branch and respective peaking times, RK&K established that portions of the existing system were only capable of handling between two to five-year storm event, while other portions were found to have capacity for conveyance of the 25-year storm and a small portion between 50- to 100-year storm event. Some low-lying areas were found to have direct connectivity to major culverts with full-flow elevations higher than inlets in the low-lying areas. Video inspections also revealed large blockages in some portion of the system thereby exacerbating the flooding issues. Following several stakeholders meetings and availability of funds, several project segments were moved forward for final design.

RK&K is completing final design for the selected alternative for segments A & C. RK&K’s team scope included additional surveys, utility designation and test pits, geotechnical investigation, easements plats, environmental permitting, wetland/FSD, erosion and sediment control design, underground vault SWM storage detention and attenuation design, major culverts design, HEC-RAS/SWMM modeling and refinements, presentations to public outreach/stakeholders, multiple environmental agencies review and coordination, including CSX/Metro/Purple line and H&H approval for related culverts, and Phase V services during upcoming phased constructions.

WYNNLEIGH ROAD OUTFALL & STREAM CHANNEL RESTORATION | Located in the Capital Heights area of Prince George’s County, the Wynnleigh Road Slope Stabilization/Stream Relocation site consists of two storm drains (60-inch RCP and 33-inch RCP) that outfall into a concrete and natural stream channel, in a tributary to Cabin John Branch of the Anacostia River. The drainage area to the project site is approximately 160 acres and consists primarily of residential homes, some commercial areas, and county roads. The outfalls were badly degraded and were two to four vertical feet higher than the channel bottom, primarily due to the channel invert down cutting that is typical of many urban storm drain outfalls with high degree of imperviousness. The channel was heavily incised with nearly vertical channels walls. The stream banks were eroding and threatening loss of slopes from residential backyards and infrastructure with further erosion. The intent of the design was to remedy deteriorated outfall condition, create a more stable channel that drastically reduced stream velocities and erosion, address DCWASA exposed utility crossing, and improve the overall channel stability. The project site was wooded with steep slopes.

In order to reduce erosion at the project site, shear stresses had to be lowered to ensure the existing channel and bank material would not be displaced. RK&K performed H&H and geomorphic assessment within the restoration reach and downstream tributary in order evaluate the contributing factors of the reach as well as the downstream constraints and limitations. A total of 450 LF of stream restoration measures was designed including cross vanes, J-hook vanes, plunge pools, double cross- vanes, channel bank grading, bankfull bench creation, and native vegetative plantings. Additionally, the profile of the channel was lowered to maintain a consistent slope from the downstream tributary to the storm drain outfalls. Imbricated riprap walls of varying heights were also designed. However, contrary to traditional stream restoration design of opening up the floodplain,



Wynnleigh Road Outfall & Stream Channel Restoration Project - Before and After

imbricated walls were necessary because of specific site conditions including right-of-way issues, parallel/crossing utility infrastructure, avoidance of excessive grading to adjacent property owners' backyards, and the review agencies requirement to protect numerous significant and large trees located directly adjacent to the proposed channel.

Several locations of contributing erosion were evaluated and addressed during the project. This included the removal of an existing concrete ditch located at the downstream extent of the project that was in disrepair. The design specified that an inlet be placed to capture the flow from the contributing drainage area and convey it safely to the outfall through the proposed imbricated wall. To address the erosive condition of the pipe outfall within the natural channel, splash rocks were placed directly at the outfall that were even with the channel invert. The overall design resulted in reduced shear stresses and velocities due to lowered outfall inverts, improved down- valley platform, and more stable cross-sectional geometry.

In support of the restoration and slope stabilization design, RK&K performed utility designation, geotechnical services, and natural resources inventory including wetland delineation, and FSD within the project area. Forest Stand Delineation and Tree Conservation Plans were prepared, and approval coordinated with the M-NCPPC Section. A JPA, wetland delineation report, stream design report and wetland impact plates were prepared and submitted to the MDE and Corps of Engineers. All approvals were secured in a timely fashion. Additionally, RK&K performed coordination with PGSCD, PGDER, and the effected community stakeholders. RK&K also provided construction inspection services through related stream restoration specialist services for PGDER and their contractor during construction.

YORKVILLE ROAD SLOPE FAILURE, STREAM RESTORATION & REMOVAL OF HOMES FROM FLOODPLAIN — EMERGENCY PROJECT | RK&K was awarded this task as an emergency project due to severe flooding in a residential area, causing collapse of two of homes as a result of slope failure initiated from an extreme rainfall event. Slope failure was caused by the saturated slope moving laterally causing a graben/ditch approximately 650-ft in length and ranging in width from 20 to 60 ft with a depth of 6 feet. The slope failure area was adjacent to six residential homes and a tributary to Henson Creek in the Potomac River Watershed. RK&K was responsible for drainage remediation, stream restoration design, geotechnical services, and surveying. Since the County obtained a federal flood related grant and decided to acquire the homes, RK&K prepared the home demolition plans and incorporated the area as part of the stream stabilization and floodplain reconnection. The subsurface exploration program consisted of SPT borings, Shelby tube samples, CPT probes, and inclinometers to monitor additional movement for six months. RK&K provided geotechnical recommendations to aid the County with FEMA and MEMA applications for grant funds to demolish the affected houses.

RK&K performed a Level I-III Stream Geomorphic Assessment (Rosgen) within the restoration reach and conducted reference reach measurements upstream of the affected reach. RK&K completed a hydrologic analysis of the contributory drainage areas and developed a hydraulic floodplain model (HEC-RAS). RK&K developed a channel stabilization design for a restoration reach involving approximately 650 LF of channel. The design proposed to stabilize the channel bed, reduce the supply of sediment from



Yorkville Road Slope Failure, Stream Restoration & Removal of Homes - Floodplain Emergency Project - Before and After

the channel banks, and increase the resistive forces reacting on the upland slope. Contract plans, specification, and engineer's cost estimate were prepared for the home demolition, drainage improvements, and stream restoration projects.

In support of the restoration design, RK&K also performed the natural resources inventory, wetland, and forest stand delineation within the 19-acre impact area. We prepared forest stand delineation and tree conservation plans and coordinated/got approval from M-NCPPC. A JPA, wetland delineation report, stream design report, and wetland impact plates were prepared and submitted to MDE and USACE for approval. RK&K was also under contract with DoE to provide a designated stream restoration specialist to perform inspection during the construction of various aspects of the stream restoration including protective measures for multiple WSSC sewer line crossings.

CAMELOT HIGH FLOW MEDIA DEMONSTRATION PROJECTS | RK&K developed the design, standards, and specifications for new green LID practices intended for wide-spread implementation in primarily urban areas across the County. These new BMPs were constructed as part of a pilot project in the Camelot Subdivision in Bowie, MD. The goal of the pilot project is to determine the effectiveness of several different versions of the new BMPs. Water quality monitoring of the inflow and outflow will be conducted for a minimum of one year (by UMD) in order to determine the water quality benefits of the BMPs. The project aims to develop BMPs that are easy to construct in an urban setting and to establish potential credit for these BMPs in the future.

RK&K, in close cooperation with DOE personnel, developed typical sections for BMP practices that utilize Focal Point High Flow Media (HFM). Typical sections and details were developed for both aboveground and underground BMPs. Due to right of way and ADA issues typically associated with curbside bioretention (i.e., 12- inch to 18-inch drop off adjacent to sidewalk) and to minimize public concerns, DOE adopted the underground BMPs for majority of the sites within the pilot project with the exception of two sites with swales incorporating high flow media chambers. RK&K staff identified a total of 52 possible locations in the Camelot Subdivision where pilot BMPs could be constructed and ranked locations based on potential utility conflicts, natural resource impacts, potential drainage area and treatment capture, etc.

RK&K, in conjunction with the County, developed underground BMP typical sections that would fit in the narrow public ROW between the street and the sidewalk and could easily be modified to avoid site constraints, such as utilities that were identified in the field. RK&K developed four versions of the underground HFM BMP: HFM chamber with pretreatment chamber, HFM chamber only, HFM chamber with post treatment chamber, and HFM media chamber with pretreatment chamber with a tree (similar to Filterra) to uptake additional nutrients. For each alternative version, one facility was designed incorporating measures for monitoring. Water quality benefits will be assessed through subsequent monitoring for future considerations. Based on the ranking, 32 sites were selected for construction that treated approximately 20 acres of impervious area. RK&K performed design, water quality summary sheet for MS4/NPDES reporting purposes, construction inspection, prepared as-builts, and conducted post-construction hydraulic conductivity testing to certify that the HFM was installed correctly.

BEAR BRANCH/LAUREL LAKES SEDIMENT REDUCTION STRATEGIES & STREAM RESTORATION | Due to severe sedimentation problems in Laurel Lakes, RK&K was tasked to perform site investigations, develop monitoring protocol and prepare contract and permitting documents for Phase I watershed improvement projects in the 1.5 square miles Bear Branch watershed located upstream of Laurel Lakes. RK&K performed a Level III Stream Geomorphic Assessment (Rosgen 1996) within the two restoration reaches and conducted reference reach measurements upstream of the channels. Due to field indications

of legacy sediments, research of historical records and aerial photographs was completed to discover any sign of a former mill dam or other sedimentation source. Although strong evidence for the presence of an artificially high floodplain existed due to forest impacts and increased cost and review agency resistance, the client decided the attempt to address legacy sediments would be deferred to future projects.

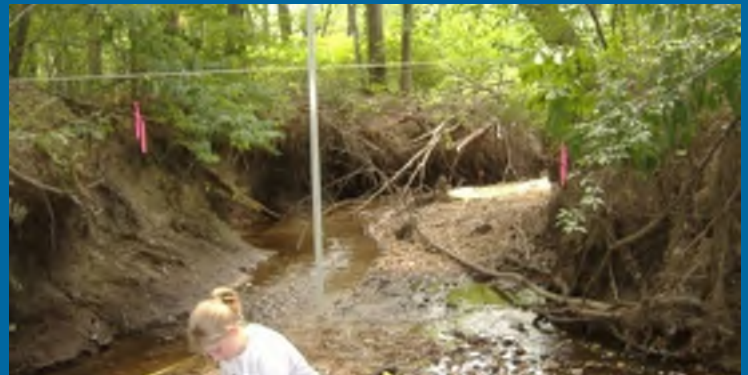
RK&K designed 3,200 LF of stream restoration measures. Sediment trapping water quality basins (one "off-line" and one "in-line") were also incorporated. In support of the restoration design, RK&K performed the natural resources inventory, wetland, and forest stand delineation within the 19-acre project site. Forest Stand Delineation and Tree Conservation Plans were prepared, and approval coordinated with the City of Laurel. RK&K prepared a JPA, wetland delineation report, stream design report and wetland impact plates, and we submitted those to and coordinated with the MDE and Corps of Engineers for final permit authorization. RK&K also actively participated in the Laurel Lakes Watershed Task Force whose goal was to evaluate, prioritize, and implement sediment reduction strategies identified in a previous Laurel Lakes Watershed Study.

TINKERS CREEK SHALLOW GRAVEL WETLAND BMP RETROFIT PROJECT | RK&K performed feasibility and final design services for selected BMP retrofits (Shallow Gravel Wetland) to maximize the pollutant reduction and treatment goals (9.6 Acres of impervious) within the Piscataway Creek Watershed. This project is located within M-NCPPC property. RK&K performed surveys oversight, permitting, geotechnical, H&H computations and coordinated extensively with M-NCPPC, DOE, MDE and other agencies for final approvals. RK&K/CDDI provided as-built and inspection for successful completion of the project.

DRAINAGE IMPROVEMENTS & FLOOD MITIGATION PROJECTS | DOE recently awarded RK&K six projects under current open-end contracts specifically to respond to neighborhood nuisance flooding complaints, located along

- » Admiral Ridge Drive (Piscataway Creek subwatershed)
- » Stonesboro Road (Tinkers Creek Subwatershed)
- » Tanton Drive (Swan Creek Subwatershed)
- » Helmsley Drive (Piscataway Creek subwatershed)
- » Derbyshire Way/Strausberg Street (Piscataway Creek subwatershed)

RK&K performed alternatives feasibility studies and ranking, H&H analyses of existing storm drainage system, drainage design for the selected alternative, environmental



Bear Branch: Top - Post-Construction; Middle - Pre-Construction; Bottom - Restoration Plan



Tinkers Creek Shallow Gravel Wetland BMP Retrofit Project

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS

(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

6

assessment and permitting, surveys, geotechnical investigations, community/stakeholders' presentations, and preparation of final design plans including specifications and cost estimates. These projects, although similar in nature and intended goals of flooding reliefs and drainage enhancement, they have their individual specific natural resources and potential impacts, utility conflicts, community/homeowner's association sensitivities. RK&K prepared easement plats, metes and bounds descriptions for the five projects taken to final design. Included were some Maintenance Covenant plats where small portions of private systems (French drains) were included as part of an individual project (Rosgen 1996) within the two restoration reaches and conducted reference reach measurements upstream of the channels. Due to field indications of legacy sediments, research of historical records and aerial photographs was completed to discover any sign of a former mill dam or other sedimentation source. Although strong evidence for the presence of an artificially high floodplain existed due to forest impacts and increased cost and review agency resistance, the client decided the attempt to address legacy sediments would be deferred to future projects.

RK&K designed 3,200 LF of stream restoration measures. Sediment trapping water quality basins (one "off-line" and one "in-line") were also incorporated. In support of the restoration design, RK&K performed the natural resources inventory, wetland, and forest stand delineation within the 19-acre project site. Forest Stand Delineation and Tree Conservation Plans were prepared, and approval coordinated with the City of Laurel. RK&K prepared a JPA, wetland delineation report, stream design report and wetland impact plates, and we submitted those to and coordinated with the MDE and Corps of Engineers for final permit authorization. RK&K also actively participated in the Laurel Lakes Watershed Task Force whose goal was to evaluate, prioritize, and implement sediment reduction strategies identified in a previous Laurel Lakes Watershed Study.

USING DRONE TECHNOLOGY FOR INSPECTION & MONITORING OF BMPS



For more than eight years, RK&K has been making use of UAS ("drones") to optimize the way we work—we have been on the industry's leading edge in utilizing these systems in our daily operations. We currently own 16 drones and staff 20 in-house Federal Aviation Administration (FAA) certified remote pilots, including RK&K's GIS team member, Thomas Earp. We use drones for aerial imagery and videos, site monitoring,

natural resource inventory delineations, structure inspections, and other applications. The imagery captured by our drones can be processed to create GIS products, such as photogrammetric point clouds, 3D meshes, digital surface models, NDVI, thermography and orthomosaics.

As the environment is constantly changing — on a daily or event basis for many water quality improvement sites — these tools aid the team in quickly adapting to modify design or make in field changes during construction. For stream restoration projects, RK&K can use drones to develop and supplement bathymetry developed with traditional approaches. We use them to develop shoreline erosion rates, seasonally assess habitat function and quality, provide topography, and monitor human use of the site and its related habitats.

The use of drone techniques enhance the inspection process. The high-resolution photos capture sweeping panoramic views and wide-angle imagery and video, which provide an opportunity for multiple reviews. They also enable enhanced safety through persistent and flexible surveillance coverage of the transport network and provide the opportunity for a rapid response during unsuitable site conditions such as high water caused by rain events.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

7

21. TITLE AND LOCATION (City and State)

**Scotts Level Branch Upper & Tributary Stream Restoration Projects
(Baltimore County, MD)**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

2023

2023

23. Project Owner's Information

a. PROJECT OWNER

Baltimore County DEPS

b. POINT OF CONTACT NAME

Dennis Genito

c. POINT OF CONTACT TELEPHONE NUMBER

410.887.2904

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)



RK&K provided on-call professional services to develop environmental and engineering studies, designs and reports for various outfall and stream restoration projects, and related water-quality initiatives in order to achieve the Federal and State mandated pollutant load reductions and implement the Stormwater Remediation Program. Relevant tasks included the **Scotts Level Branch Upper and Tributary Stream Restoration projects**.

Baltimore County's DEPS identified two separate projects within the Scotts Level Branch watershed for ecological enhancement to the stream and floodplain corridors to support the County's NPDES MS4 permit requirements. The project included the stabilization and enhancement of 20 separate outfalls along 5,000 LF of stream channel. The projects also served to reduce local flooding, stabilize sanitary sewer and stormwater drainage infrastructure, and to improve park amenities.

ABILITY TO PROVIDE TARGETED SWM TO MAXIMIZE EFFICIENCY OF WATERSHED DETENTION PRACTICES | The RK&K team performed geomorphic assessments, hydrologic modeling, 1D hydraulic modeling using HEC-RAS, 2D hydrodynamic modeling using TUFLOW, stream/floodplain restoration design, stormwater improvements for 20 storm drain outfalls to the floodplain areas being restored, and landscape feature park improvements at public access points. Design constraints included private property within the 100-year floodplain, severely confined stream corridor between properties, multiple sanitary sewer lines, expansive floodplain wetland systems along some reaches that requires preservation, overhead electric lines, and public road crossings. Drop structures and plunge pools were designed throughout the stream corridor to reduce outlet velocities and protect the newly established floodplain. RK&K developed construction documents including plans, specifications, and construction cost estimates.

A key element of the design was to reduce current flood risk to dozens of homes within the 100-year floodplain. The design balanced wetland impacts with floodplain excavation to promote long-term stability and remove homes from the 100-year floodplain. Several design iterations were performed to maximize the flood reduction benefits while minimizing construction costs and minimizing impacts to forest and wetland resources. A function-based assessment was performed, and assessment parameters were

RELEVANCE TO RFP SCOPE

- MS4 permit phase 1 compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/alternative BMPs
- Ecological restoration
- Flood studies/mitigation/climate resiliency
- Environmental assessments/NR permitting
- Environmental assessment & planning
- Water quality monitoring/pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/inspections
- Construction inspection/management
- Pre- & post-construction monitoring
- MS4 training/education & outreach
- Property management & maintenance plans, inspections, technical support & training
- Grant assistance

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS

(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

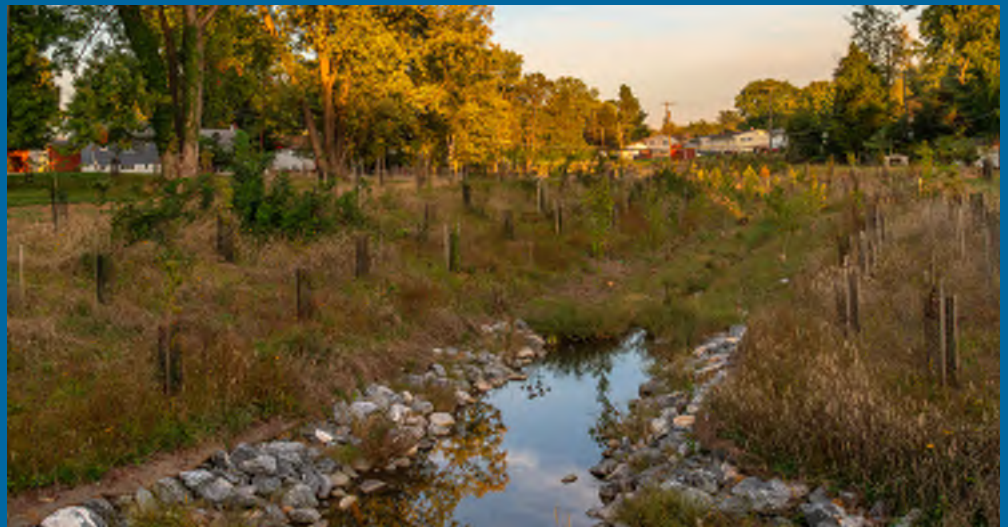
20. EXAMPLE PROJECT #

7

established that consider hydrology, hydraulics, geomorphology, water quality and ecology, and objectives, to meet the project goals and functional assessment parameters were developed. A TMDL credit analysis was completed utilizing Protocols 1, 2, and 3 described in Recommendations of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects.

Construction Oversight: RK&K construction professionals, led by **Rebecca Oaks**, provided daily construction inspection and oversight to ensure proper construction and erosion and sediment control implementation. Our staff, including **Nora Howard** and **Kaitlyn Morrow**, completed daily inspection logs ensuring that all work was done according to detail and specification and monitors for 20-CP requirements and when required take turbidity samples. Our staff work directly with the crew on site to answer questions and communicate with the design engineers and project managers to ensure that any problems or difficulties can be resolved quickly so there is no delay in work.

FEMA Coordination: The Upper of Scotts Level Branch Watershed is located within a Zone A FEMA regulated floodplain. RK&K is working to complete the LOMR process to officially revise the FIRM within this area. **Julie Hess** is conducting the hydraulic analysis which includes the following HEC-RAS model runs: duplicate effective model, corrective effective mode, existing (pre-project) conditions model, and the revised (post-project/as-built) model. Our team has experience with the required FEMA MT-2 Application forms and the topographic work maps required for LOMR submissions and will be working with the county to provide property owner notification for the changes on private properties.



Above: Pre-construction; Below: Post-Construction

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

8

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

Pepper Creek Living Shoreline Stabilization (Kent County, DE)

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

2024

2024

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

DeIDOT

Van Adams

302.760.2107

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

This 0.75-acre wetland creation and shoreline stabilization project provides wetland mitigation credit to DeIDOT while protecting the Delaware Botanic Gardens' property, affording the Gardens patrons an educational demonstration of alternative shoreline protection techniques, and enhancing the greater Inland Bays ecosystem by restoring historical tidal marsh and protecting an actively eroding shoreline from future degradation. The project is located on the Gardens' shoreline along Pepper Creek, a tidal creek feeding into the Indian River Bay. The site was seeing rapid wetland loss along the shoreline at rates of up to a foot per year. **Natalie Byers** and **Justin Reel** worked closely with DeIDOT, the land tenant (Delaware Botanic Gardens), and the landowner (Sussex County Land Trust) to develop a solution that meets DeIDOT's mitigation credit needs for their Camp Arrowhead Road project while addressing the Gardens' need for shoreline protection. While achieving project goals, the project created a beautiful and beneficial wetland area where patrons can learn about environmentally sound stabilization approaches.

RK&K conducted wetland and waters delineation for DeIDOT. Two wetlands—one tidal and one non-tidal—and one water were identified as jurisdictional and a wetland delineation report was developed. The mitigation project required environmental permits from USACE and DNREC Subaqueous Lands. **Natalie** developed permit application packages and coordinated with the regulatory agencies to secure authorizations for this project. The permit application packages include a USACE Nationwide 27 and a DNREC Wetlands and Subaqueous Lands joint permit application. In support of the permitting effort for DeIDOT's associated Camp Arrowhead Road project, **Natalie** developed the Compensatory Mitigation Plan, addressing USACE's required 12 mitigation plan components that include the site protection instrument, the mitigation work plan, site objectives and performance standards, monitoring requirements, maintenance, longterm and adaptive management, and financial assurances. RK&K conducted topographic survey of the existing shoreline and potential construction access locations. Spot elevation transects extending from the stable bluff out into Pepper Creek to three feet below Mean High Water were collected at frequent intervals along the shoreline. We installed a permanent benchmark on a pedestrian bridge abutment to serve as the primary construction benchmark.

RK&K developed a site-appropriate shoreline stabilization and wetland creation design. For shoreline stabilization, **Natalie** investigated the historic shoreline and erosion rates using historical aerial imagery, measured site fetch, reviewed local bathymetry, analyzed wind speed and direction, and performed wave energy calculations. The historical aerial imagery was also used to determine the previous extent of tidal marsh through the 1920s to set the approximate boundaries of wetland creation. **Natalie** and **Justin** carefully analyzed the existing site vegetation and performed tidal prism analyses, setting the proposed elevations of the marsh enhancement and creation zones to promote survival of native saltmarsh species and discourage growth of the invasive phragmites australis. The planting plan provides notes to minimize shock and stress on the stock and to encourage rapid vegetation of the site. The design incorporates natural elements where possible including coir logs, oyster shell, and beach sand while ensuring longterm shoreline stability at the site and retaining the newly placed fill with a riprap sill. The design also incorporates measures to protect and preserve the existing forest buffer and includes two educational signs to inform the Gardens' patrons about the project's methods.

RELEVANCE TO RFP SCOPE

- MS4 permit phase 1 compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/alternative BMPs
- Ecological restoration
- Shoreline restoration
- Flood studies/mitigation/climate resiliency
- Environmental assessments/NR permitting
- Environmental assessment & planning
- Water quality monitoring/pollutant load
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/inspections
- Construction inspection/management
- Pre- & post-construction monitoring
- MS4 training/education & outreach
- Grant assistance



RK&K prepared construction documents, including mitigation site construction plans, specifications, and estimates. The team prepared a construction plan set according to DelDOT CADD standards and included notes, typical sections, horizontal and vertical control, construction plans, construction details, planting plans, environmental compliance plans, and construction phasing, and E&SC plans. The plans were submitted to DelDOT at the preliminary stage and are currently on track to be submitted for final and then PS&E reviews. The cost estimate and quantity calculations were prepared in accordance with DelDOT specifications and several special provisions were prepared in conformance with DelDOT specification format.

RK&K provided construction and post-construction services, including Phase III construction services for the project. Phase III included ensuring permit compliance, responding to RFIs and submittals, verifying as-built information, and providing wetland mitigation construction oversight. **Emily Haight** conducted wetland mitigation site monitoring to document mitigation site success during the first growing season. She recorded vegetation metrics at permanent monitoring locations and photographically document conditions at the mitigation site and developed a monitoring report that was provide to USACE and DNREC for approval.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	RK&K	Baltimore, MD Wilmington, DE	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

9

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

Four Mile Run Tidal Restoration (Alexandria and Arlington, VA)

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

2017

2017

23. Project Owner's Information

a. PROJECT OWNER

City of Alexandria & Northern VA Regional Commission

b. POINT OF CONTACT NAME

Christin Jolicoeur

c. POINT OF CONTACT TELEPHONE NUMBER

703.228.3588

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)



RK&K developed the design with construction documents of a two-acre wetland restoration and stream restoration including nine living shoring segments to Four Mile Run. The study reach, which extends from the Mt. Vernon Avenue bridge crossing through the Route 1 Bridge to the confluence with the Potomac River is approximately 6,000 LF. The USACE constructed this portion of Four Mile Run flood control channel in the mid-1960s which included lining the stream banks with gabion baskets, transforming the natural stream from a trapezoidal geometry, and re-establishing all near-stream habitat and vegetation. While this flood control design protected the neighboring residents of Alexandria and Arlington, the environmental resource has greatly diminished to the point where the reach is significantly lacking in biodiversity and viable habitat. The projects goals included maintaining the flood control aspect of the channel while enhancing the environmental quality, increasing the general aesthetic of the corridor, and creating a more easily accessible amenity for the public to use and enjoy. RK&K developed two separate final design plans to restore the habitat for the City of Alexandria portion of the project and also a second for Arlington County.

PLANNING & PUBLIC OUTREACH | RK&K's efforts focused on public outreach and education regarding the planned restoration. RK&K and the project sponsors developed a refined policy for the project that would meet the stormwater and environmental criteria for the local governments and for the federal agencies involved. A stakeholder group and several steering committees were developed in conjunction with the Northern Virginia Regional Commission (NVRC). Monthly coordination meetings were held with H&H workgroups and the Agency Coordination Group comprised of local and federal government officials. Three public meetings were held, and many more informal informational meetings occurred with citizens and public interest groups. These meetings were valuable tools to gain input and approval from public and stakeholders on the restoration design and proposed near-stream features.

FLOODPLAIN ANALYSIS & 2D MODELING | Both project segments required complex hydrologic and hydraulic analysis (1D/2D model) to ensure the flood control channel capacity was preserved while providing the enhanced water quality benefits. This analysis required development and approval of a USACE Levee minor modification permit to perform the planned work within the existing levee system. The design also included hydrologic and hydraulic evaluation of impacts to the FEMA floodplain to avoid the FEMA LOMR process.

RELEVANCE TO RFP SCOPE

- MS4 permit compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/ alternative BMPs
- Ecological restoration
- Shoreline restoration
- Flood studies/mitigation/ climate resiliency
- Environmental assessments/ NR permitting
- Environmental assessment & planning
- Water quality monitoring/ pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/inspections
- Construction inspection/ management
- Pre- & post -construction monitoring
- Property management & maintenance plans, inspections, technical support & training
- Grant assistance

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS

(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

9



WETLAND CREATION & GREEN INFRASTRUCTURE

The existing hardened stream channel restricted opportunities for channel reconfiguration and provided challenges to establishing a natural stream channel design. RK&K completed plans and specifications that required complex micro- and macro-scale hydraulic and sediment transport modeling in order to account for the tidal influence in the study reach. The design also includes geo-cell walls and living shoreline cells to allow for the river to negotiate grade transition yet provide a soft, natural feel to the corridor. All of the in-stream elements have been designed in concert with a hierarchy of trail systems, including a new

permeable asphalt trail which allows the public exposure and interaction with the reach. Further, the design included educational components, and interpretive elements tell the story of the reach and the restored environmental system to all park users.

STREAM RESTORATION & LIVING SHORELINE STABILIZATION | Using an innovative technique to use existing rock rip rap that existed along the hardened stream banks, RK&K developed plans to recycle the rip rap with the creation of living shorelines along the banks. The regraded banks where the rip rap armoring is removed was back-filled with top soil and planted with native vegetative plantings providing a natural filter and protection of the stream banks.

TMDL Crediting | RK&K utilized the latest Chesapeake Bay guidance on determining the water quality benefits of stream enhancement projects. Using protocol three, stream connection to the floodplain, RK&K was able to quantify and apply a removal of 40 lbs/yr of P, 194.8 lbs/yr of N, and 7.4 tons/yr of TSS which Arlington County has claimed as part of their Chesapeake Bay TMDL Action Plan.

ENVIRONMENTAL PERMITTING | RK&K performed a Waters of the US delineations using iPad tablet technology that was GIS compatible and used in permit sketches. The proposed design also developed an invasive species control management plan. The wetland and vegetative banks were designed to incorporate native species for long term viability and low maintenance. Special attention was given to providing little opportunity for invasive species to take hold in the future. RK&K obtained all project permitting and developed the Joint Permit Application with a coordinated approval through VA DEQ, VMRC, and USACE.

ACCELERATED SCHEDULE | This project was on an accelerated design schedule in order to utilize grant funding for design and construction by September 2015. RK&K was under contract in July 2013 and delivered final plans for construction by March of 2014. For each major submittal, RK&K provided a design compendium which contained running copies of all meeting minutes, white papers, technical memorandum, computations, and presentation materials for public meetings and outreach efforts. The City of Alexandria site construction was completed in May 2016. The Arlington County site construction was completed in 2017.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD & Fairfax, VA	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS
(Present as many projects as requested by the Agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT #

10

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

Turner Station Flood Resiliency Study (Baltimore County, MD)

PROFESSIONAL SERVICES

CONSTRUCTION (If Applicable)

Ongoing

N/A

23. Project Owner's Information

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

Baltimore County DPW&T

Radu Zamirfirache

410.887.8707

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include Scope, Size and Cost)

RK&K was tasked by Baltimore County DPW&T to conduct a Flood Resiliency Study for the Turner Station Community. Turner Station is a small, historic community located along tidal Bear Creek, a tributary within the Patapsco River watershed in the southeastern part of Baltimore County. The geographical location, proximity to the Chesapeake Bay and Patapsco River, and the low-lying terrain make the community susceptible to flooding during severe weather events which produce high tides. Over time, with urbanization and changes in land use, the drainage system has become inadequate, exacerbating the flooding problems. The RK&K team led by **Lucia Noya**, was tasked with identifying and assessing opportunities for flood attenuation within the community.

Kristianne Sandoval led the RK&K team in the development of a PCSWMM 2D model to analyze existing flooding conditions and assess any identified opportunities for infrastructure improvement. The model was created following methods outlined in the County's Standard Operating Procedures for PCSWMM 2D Modeling, as detailed in the Baltimore County SDAM manual. GIS and survey data of the storm drain system, a LiDAR digital elevation model, and County GIS data were used to develop the model. Rainfall and tidal data from three known storm events as well as photo documentation from community members was used to calibrate the model.

CREATIVE SOLUTIONS TO ADDRESS RUNOFF QUANTITY & QUALITY ISSUES

The flood study includes evaluating existing and potential future flooding conditions within the Turner Station Community in order to identify feasible flood attenuation options as the community faces increased flood risk due to climate change and sea level rise. The first task in the study was to build an existing conditions PCSWMM 2D model of the Turner Station Community. The USACE developed an XPSWMM 2D model of Turner Station as part of a flood resilience study dated May 2022. RK&K was tasked with using data from the USACE model, as well as GIS and survey data from the County, to develop a PCSWMM 2D model following methods detailed in Appendix D of the Baltimore County SDAM manual.

RK&K team members obtained the most recent (2015) LiDAR derived digital elevation model (DEM) as well as various other GIS datasets (Buildings, Contours, Hydrology Lines, Parcels Lines, and Road Edge of Pavement, NRCS Soils, MDP Land Use, CBP Land Use) to build and refine the PCSWMM model. RK&K also obtained and reviewed record drawings for areas of the neighborhood where the County GIS database did not include field measurements, and for areas where the storm drain network GIS data showed inconsistencies or illogical connectivity (e.g., inverse slopes or pipe connections that did not match field observations). For targeted areas in the neighborhood where there was uncertainty regarding the accuracy of the storm drain system GIS data, Maryland Environmental Service (MES) obtained field measurements in May and June of 2024, which was in addition to data collection and asset assessment, completed in 2022. The additional field data collected by MES in 2024 was based on coordination and concurrence with Baltimore County.

Initial drainage basin delineation was conducted through a desktop analysis. After review of the existing conditions data, RK&K conducted field investigations to review drainage conditions, verify drainage flow paths, and verify basin delineations; verify existing site conditions and identify new development (e.g., the new parking lot and SWM facility at Fleming Park); and to validate the storm drain system physical components (e.g., inlet type and pipe connectivity) as indicated in the County's GIS database. Data review and record drawing research was also ongoing during model development, as system discrepancies or data gaps were identified.

RELEVANCE TO RFP SCOPE

- MS4 permit compliance
- Watershed assessments
- Stormwater conveyance systems
- SWM retrofits
- Innovative water quality treatment practices/alternative BMPs
- Flood studies/mitigation/climate resiliency
- Environmental assessments/NR permitting
- Environmental assessment & planning
- Water quality monitoring/pollutant load
- Asset management
- H&H modeling
- GPS/GIS services
- Geotechnical services
- Surveying/ROW/utilities
- Erosion & sediment/contract documents
- Geodatabase management & reporting
- BMP Maintenance/inspections
- Construction inspection/management
- Grant assistance

ABILITY TO PROVIDE TARGETED SWM TO MAXIMIZE EFFICIENCY OF WATERSHED DETENTION PRACTICES

RK&K will use the existing conditions PCSWMM 2D model we developed to evaluate potential infrastructure improvements within the community. Identified projects will prioritize the implementation of green infrastructure initiatives to capture and delay runoff, sheet flow disconnections, and reduction of impervious surfaces to the greatest extent possible. The evaluation will also consider projects that improve the functionality of the existing drainage conveyance system, and larger structural improvements such as tide gates, levees, and pump stations. Floodproofing measures for vulnerable properties will also be identified. Results will be presented in a series of maps with opportunities, benefits, and disadvantages identified to present to key partners and the community for input and prioritization. RK&K will assist and support the County in meetings with key partners and community members.

CREATIVE DESIGN & PERMITTING APPROACHES RESULTING IN CLIENT TIME/FINANCIAL BENEFITS

RK&K built the PCSWMM 2D model based on the County's Standard Operating Procedures (SOP) as outlined in Appendix D of SDAM. Design storm scenarios were developed as specified per the County SOP using NOAA Atlas 14 rainfall data and NOAA MHHW tide data for the boundary condition. In addition, model scenarios were created for actual storm events to verify the model output results. The County provided photos from the community documenting flood conditions during various storms. RK&K obtained rainfall data and tidal data for three of these storms. Based on completeness of rainfall data, available photo evidence, and the desire to assess flooding during both the condition of intense rainfall and/or extreme tidal surge, storms from the following dates were modeled: January 9, 2024, September 1, 2021, and July 17, 2021. The January 9, 2024 storm was selected for model verification, as well as evaluation of the flooding impact of an extreme tidal surge. The results of the PCSWMM model align with the flooding that is documented in the photos on the right. In addition to the flood photos from the Community, the County provided RK&K with flood observations obtained from the community as part of a survey conducted by the non-profit organization NeighborSpace. These observations and notes from the Community regarding flooding were used to review and refine the model. In addition to this model verification, detailed QA/QC of model details and methodologies was completed by our analysis experts, including Rachel Friend.

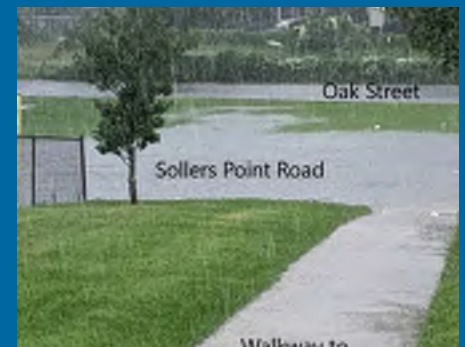
SUCCESSFUL COMPLETION OF COMPLEX SITE DEVELOPMENT RK&K has successfully completed the first phase of the Turner Station Flood Resiliency project, which includes drainage basin delineation, review and assessment of the drainage assets within the study area including field investigations, and development of a hydrologic and hydraulic model of the study area using PCSWMM 2D. The model was created following methods outlined in the County's SOP for PCSWMM 2D Modeling, as detailed in the Baltimore County SDAM manual. The verified model is being used to evaluate present day conditions, including assessment of the existing level of service for the drainage system and flood mapping for the evaluated storm events. RK&K is also evaluating minimum and maximum LOS to help flood reduction targets. In the next phase of the study RK&K will use the PCSWMM model to evaluate infrastructure improvements and flood mitigation strategies, which will include preliminary 10% design and planning level construction cost estimates.



Turner Station Flood Resiliency Study - Model verification using rain full and tidal data in coordination with photo documentation from the community.



Photos from the Turner Station Community documenting the flood event.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RK&K	Baltimore, MD	Prime Consultant

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Lucia Noya, PE	Contract Manager	X	X	X	X	X	X	X		X	X
Robert Palmer, PE, CPSS	QA/QC Manager	X	X	X	X	X	X	X	X	X	
Jessica Krueger, PE	Project Manager	X	X	X	X	X	X	X			X
Brittany Ayers Moyer, PE	Stormwater Design Services; NPDES Services	X	X	X	X	X	X	X			X
Stephanie Gordon-Bazan, PE	Stormwater Design Services; NPDES Services	X	X	X	X	X	X	X			X
Dorianne Shivers, PE	Stormwater Design Services	X	X	X	X	X	X	X	X	X	X
Kristianne Sandoval, PE, CFM	Stormwater Design Services	X	X	X	X	X	X	X	X	X	X
Kaitlyn Morrow, PE, CPESC	Stormwater Design Services	X	X	X	X	X	X	X			X
Julie Hess, PE	Stormwater Design Services	X	X	X	X	X	X	X			X
Nora Howard, EIT	Stormwater Design Services; NPDES Services	X	X	X	X	X	X	X			X
Jennifer Zebley, PE	Stormwater Design Services	X	X	X	X	X	X	X			X
Rebecca Oaks, PE	Stormwater Design Services	X	X	X	X	X	X	X			X
John Farley, PE, DBIA	Stormwater Design Services		X	X			X	X	X	X	
Patrick DiNicola, REM, CCM	Stormwater Design Services; Construction Oversight		X	X	X	X	X	X	X	X	

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	
1.	Water & Wastewater Task Order Engineering Services (Charles County)	6. On-Call Civil Engineering, Environmental Engineering & Construction Management Services (Prince George's County DOE)
2.	Indefinite Delivery Quantity for NPDES Design Services (Frederick County)	7. Scotts Level Branch Upper & Tributary Stream Restoration Projects (Baltimore County DEPS)
3.	On-Call Water Resources (Montgomery County DEP)	8. Pepper Creek Living Shoreline Stabilization (DeIDOT)
4.	On-Call Environmental Design & Assessment (Harford County DPW)	9. Four Mile Run Tidal Restoration (City of Alexandria & Northern Virginia Regional Commission)
5.	On-Call Stormwater Management Engineering Services (Cecil County DPW)	10. Turner Station Flood Resiliency Study (Baltimore County DPW&T)

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Katherine Gordon, PWS, CA, LTE	Natural Resources; Stormwater Design Services	X	X	X	X	X	X	X	X	X	
Gregory O'Hare, LPF, CA, LTE, PWS	Natural Resources	X	X	X	X	X	X	X	X	X	
Michelle Harden, PWS	Natural Resources	X	X	X	X	X	X	X	X	X	
Richard Lefebure, CA, LTE	Natural Resources		X		X	X			X		
Stacey Young, CSE	Natural Resources	X	X	X	X	X	X	X	X	X	
Karl Hellmann, CA, LTE, PWS, QP	Natural Resources	X	X	X	X	X	X	X	X	X	X
Scott Berkheimer, PE, BC.GE, DBIA	Geotechnical Engineer		X	X	X	X	X	X	X	X	
Frederick Greim, PLS	Surveyor		X	X	X	X	X	X		X	
Derek Krueger, PE, CCM, CEP	Construction Oversight		X		X	X	X				
Thomas Earp, GISP	GIS Specialist	X	X	X	X	X	X	X	X	X	X
Daniel Passman, GISP	GIS Specialist		X		X	X					
Eflord Jackson, PE	SUE/Utility Coordination/Design	X	X	X	X	X	X	X	X	X	X
William Kramer	Graphic Designer	X	X	X	X	X	X	X	X	X	X
Melissa Miklus, PLA, ASLA	Landscape Architect		X	X	X	X	X	X			

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	
1.	Water & Wastewater Task Order Engineering Services (Charles County)	6. On-Call Civil Engineering, Environmental Engineering & Construction Management Services (Prince George's County DOE)
2.	Indefinite Delivery Quantity for NPDES Design Services (Frederick County)	7. Scotts Level Branch Upper & Tributary Stream Restoration Projects (Baltimore County DEPS)
3.	On-Call Water Resources (Montgomery County DEP)	8. Pepper Creek Living Shoreline Stabilization (DeIDOT)
4.	On-Call Environmental Design & Assessment (Harford County DPW)	9. Four Mile Run Tidal Restoration (City of Alexandria & Northern Virginia Regional Commission)
5.	On-Call Stormwater Management Engineering Services (Cecil County DPW)	10. Turner Station Flood Resiliency Study (Baltimore County DPW&T)

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

26-009

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Rummel, Klepper & Kahl, LLP			3. YEAR ESTABLISHED 1923		4. UNIQUE ENTITY IDENTIFIER H65ZV5HPXEE8	
2b. STREET 700 East Pratt Street, Suite 500			5. OWNERSHIP a. TYPE Limited Liability Partnership			
2c. CITY Baltimore		2d. STATE MD	2e. ZIP CODE 21202		b. SMALL BUSINESS STATUS NA	
6a. POINT OF CONTACT NAME AND TITLE Nathan C. Atkinson, PE, Partner			7. NAME OF FIRM (If block 2a is a branch office)			
6b. TELEPHONE NUMBER 410.462.9205		6c. E-MAIL ADDRESS natkinson@rkk.com				
8a. FORMER FIRM NAME(S) (If any)			8b. YR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	188	77	A01	Acoustics, Noise Abatement	5
05	Archaeologist/Historians	31	12	B02	Bridges	8
06	Architects	4	4	C15	Construction Management	9
08	CADD Technicians	48	23	D01	Dams	5
12	Civil Engineers	44	17	E09	Environmental Impact Studies	7
15	Construction Inspectors	504	79	G02	Gas Systems (Propane, Natural, Etc.)	5
16	Construction Managers/Engineers	156	43	H01	Harbors, Piers, Terminals	5
21	Electrical Engineers	6	1	H07	Highways, Streets, Airfield Paving	8
23	Environmental Engineers	61	21	P04	Pipelines	5
24	Environmental Scientists/Designers	57	23	P06	Planning (Site, Installation and Project)	7
29	GIS	10	6	R03	Railroad, Rapid Transit	7
27	Geologists/Soils Engineers	43	12	R11	Rivers, Canals, Waterways, Flood Control	6
32	Hydraulic/Water Res Engineers	108	39	S04	Sewage Collection, Treatment & Disposal	8
38	Land Surveyors	18	13	S05	Soils & Geologic Studies, Foundations	5
39	Landscape Architects	6	5	S09	Structural Design, Special Structures	8
42	Mechanical Engineers	4	2	S10	Surveying, Platting, Mapping, Flood...	5
47	Planners: Urban/Regional	42	20	S13	Stormwater Handling & Facilities	7
52	Sanitary Engineers	5	2	T02	Testing & Inspection Services	8
57	Structural Engineers	69	28	T03	Traffic & Transportation Engineering	8
58	Designers/Technician Support Staff	34	13	U03	Utilities (Gas & Steam)	5
60	Transportation Engineers	239	55	W02	Water Resources, Hydrology, Ground...	7
	Traffic Engineers	100	26	W03	Water Supply, Treatment & Distribution	8
	Utility Engineers/Corrosion	46	16	H03	Hazardous Waste Remediation	5
	IT/Graphics/Public Involvement	35	30		Wetlands	6
Total		1858	570			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	5	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. Signature 	b. Date July 22, 2025
c. NAME AND TITLE Nathan C. Atkinson, PE, Partner	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.



RK&K's expertise is in water resources, environmental, civil, sanitary, structural, geotechnical, mechanical/electrical, transportation, natural gas/petroleum operations, and construction engineering. RK&K employs a diverse staff of engineers, surveyors, designers, scientists, landscape architects, CADD/GIS technicians, inspectors, and support staff, including LEED Accredited Professionals. RK&K's services encompass permitting, planning, field surveys, preliminary engineering and studies, modeling, final design, graphic design, development of contract documents for design/bid/build and design/build processes for both new construction and rehabilitation, construction administration/inspection/management services, and public/stakeholder outreach.

As one of the largest environmental/water resources engineering design firms in the region, RK&K is recognized for our technical know-how, over-the-top personal service, and — most importantly — success in achieving our clients' goals. Since the inception of NPDES MS4 stormwater regulations in the early 1980s, RK&K has been at the forefront of MS4 regulatory compliance, stormwater planning, flood management, design, retrofitting, H&H analysis, and construction management, particularly within the heavily regulated Chesapeake Bay region. Our expertise spans from permit support, design, and construction to master planning and innovative funding solutions. The successful implementation and management of a stormwater program require a thorough understanding of NPDES/MS4 permit requirements and strong collaboration between clients and consultants, both of which RK&K consistently delivers. We supported the County through several on-call contracts providing stormwater/drainage, water/wastewater, ecological restoration, transportation, CM/CI, and other services.

During the past 100 years, RK&K has established strong working relationships with our clients including Charles County, consistently providing timely, high-quality technical services and deliverables. One of the most significant challenges in urban areas is implementing cost-effective water quantity/quality improvement and flood mitigation projects while navigating the complexities of existing infrastructure such as utilities, mature trees, homes, businesses, parking, and pedestrian, bicycle, and traffic routes. RK&K has extensive experience designing and constructing hundreds of stormwater BMPs for municipalities throughout Maryland. Additionally, we have provided design and construction services for over 1,000 miles of stream restoration. This expertise has equipped us to successfully address the site design, permitting, historic preservation, and community acceptance challenges often encountered in stormwater and stream restoration projects. Our team is comprised of experienced professional engineers with specialized expertise in NPDES/MS4 compliance, stormwater and stream restoration assessment, design and construction inspection; and flood mitigation.

RK&K's diverse skill set enables us to effectively tackle complex stormwater challenges and deliver tailored solutions that align with the County's goals. RK&K is well-equipped to exceed the County's expectations for this contract, providing not only expert engineering but also the capability to meet stringent schedules and program goals.

SUBCONSULTANTS

RK&K only uses subconsultants who can provide the specialized services necessary for that project and who are in good standing with our clients. RK&K typically also only uses subconsultants who have an established, good working relationship with our firm from prior project assignments. For this contract, RK&K has included four subconsultants to enhance our capabilities: **AB Consultants, Inc., CV, Inc., Chesapeake Environmental Management, Inc., Findling, Inc., and Accurate Infrastructure Data, Inc.** RK&K has a long history of working with these firms and we are confident in their respective capabilities.

AB CONSULTANTS, INC.

MBE-certified, providing survey services and preparing ROW and easement plat documents.

AB is a multi-disciplined firm providing services since 1993 regionally. They perform topographic surveys, boundary surveys, and ROW establishment, which provides the foundational data needed for accurate stormwater design for this project. AB will create detailed base maps, identify existing site features and topography, essential for grading, drainage, and SWM designs. They will ensure accurate boundary and ROW determinations, supporting any necessary property acquisition and preventing potential legal conflicts. AB will also provide utility designating, utility locating, utility test pits with air-vacuum excavation services. AB is equipped with state-of-the-art technology to produce accurate results to help drive the design process forward. **Relevant AB highlights:**

- ☒ 19 years providing services to Charles County
- ☒ 31 years providing services in Maryland
- ☒ Completed 100+ Charles County projects to-date
- ☒ Completed 1,200 projects in MD with similar scope
- ☒ History of working with RK&K since 1999 on 517 projects to-date

CHESAPEAKE ENVIRONMENTAL MANAGEMENT, INC.

MWBE-certified, providing environmental permitting for stormwater, general civil site, and waterway improvements design.

CEM is a full-service environmental consulting firm providing services throughout the mid-Atlantic region. CEM's integrated approach combines their expertise in survey, engineering, inspection, and data management,

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

resulting in increased efficiency and accuracy for deliverables. **Relevant CEM highlights:**

- ☒ 31 years providing services in Maryland
- ☒ Completed 75+ projects in MD with similar scope
- ☒ History of working with RK&K since 1999 on 517 projects to-date
- ☒ History of working with RK&K on 6 projects to-date on similar contracts in Baltimore, Frederick, Prince George, and Montgomery Counties.

FINDLING, INC.

MBE-certified, providing geotechnical engineering, laboratory services, soil boring services, and soil hand augers services.

Findling provides professional subsurface exploration, geotechnical engineering services. The scope includes drilling test borings to determine the subsurface conditions, performing in-situ Infiltration Tests and installing monitoring wells to evaluate groundwater conditions, performing Geotechnical Laboratory Tests to evaluate the subsurface conditions and prepare Geotechnical Investigation Report to address recommendations pertaining to earth related structures, handling of groundwater and other earthwork related tasks (such as excavation, placement and compaction of soil fill, etc.). This experience provides expertise in evaluating subsurface conditions throughout Maryland along with in-depth knowledge of the wide range of soil conditions that may be encountered on assigned tasks. **Relevant Findling highlights:**

- ☒ 23 years providing services to Charles County
- ☒ 23 years providing services in Maryland
- ☒ Completed 10+ Charles County projects to-date
- ☒ Completed 35+ projects in MD with similar scope

- ☒ History of working with RK&K on 8 projects to-date on similar contracts for Frederick County, City of Bowie, and DDOT.

ACCURATE INFRASTRUCTURE DATA, INC.

MWBE-certified, providing test pit services.

A|I|DATA has been providing complete sub-surface utility engineering and utility survey solutions to clients since 2005. Our services include subsurface utility infrastructure records research, designation, and air-vacuum excavation on subsurface utility systems, as well as land surveying (including site control and topographic surveys) and CAD mapping. A|I|DATA has been providing successful vacuum test pits as outlined in the project scope in and around Charles County since our firm's founding

Relevant A|I|Data highlights:

- ☒ 20 years providing services to Charles County
- ☒ 20 years providing services in Maryland
- ☒ Completed 5+ Charles County projects to-date
- ☒ Completed 20+ stormwater design projects with similar scope of work statewide, to-date
- ☒ History of working with RK&K on 10 projects to-date on similar contracts for City of Frederick, MDTA, SHA, Montgomery County, Maryland Stadium Authority, John Hopkins University, SHA, and MDTA.



I. AUTHORIZED REPRESENTATIVE | *The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

8/27/2025

33. NAME AND TITLE

Nathan C. Atkinson, PE, Partner

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

RFP 26-009

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME AB CONSULTANTS, INC. (Baltimore Branch)			3. YEAR ESTABLISHED 1993	4. UNIQUE ENTITY IDENTIFIER KMXZLM4QWWS9
2b. STREET 7020 Tudsbury Road			5. OWNERSHIP	
2c. CITY Baltimore			2d. STATE MD	2e. ZIP CODE 21244
6a. POINT OF CONTACT NAME AND TITLE Steven D. Foster, Senior Vice President			a. TYPE S Corporation	
6b. TELEPHONE NUMBER 443-729-2705			b. SMALL BUSINESS STATUS U.S. Small Business	
6c. E-MAIL ADDRESS steve.foster@abconsultantsinc.com			7. NAME OF FIRM (If block 2a is a branch office) AB Consultants, Inc.	

8a. FORMER FIRM NAME (S) (If any)

8b. YR. ESTABLISHED

8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	ADMINISTRATIVE	8	2	B02	BRIDGES	3
08	CADD TECHNICIAN	1	0	C15	CONSTRUCTION MANAGEMENT	3
12	CIVIL ENGINEER	14	1	C16	CONSTRUCTION SURVEYING	3
15	CONSTRUCTION INSPECTOR	10	0	D05	DIGITAL ELEVATION & TERRAIN MODEL DEVELOPMENT	3
16	CONSTRUCTION MANAGER	*	0	E09	ENVIRONMENTAL IMPACT STUDIES, ASSESSMENTS OR STATEMENTS	1
18	COST ENGINEER/ESTIMATOR	*	0	H07	HIGHWAYS, STREETS, AIRFIELD PAVING & PARKING LOTS	7
24	ENVIRONMENTAL SCIENTIST	1	0	H13	HYDROGRAPHIC SURVEYING	3
27	FOUNDATION/GEOTECHNICAL ENGINEER	4	0	L02	LAND SURVEYING	5
28	GEODETIC SURVEYOR	*	0	L03	LANDSCAPE ARCHITECTURE	2
29	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST	*	*	P05	PLANNING	1
38	LAND SURVEYOR	23	23	R04	RECREATION FACILITIES	3
39	LANDSCAPE ARCHITECT	1	0	R11	RIVERS, CANALS, WATERWAYS, FLOOD CONTROL	2
40	MATERIALS ENGINEER	*	0	S05	SOILS & GEOLOGIC STUDIES; FOUNDATIONS	4
47	PLANNER: URBAN/REGIONAL	*	0	S09	STRUCTURAL DESIGN; SPECIAL STRUCTURES	4
56	SPECIFICATIONS WRITER	*	*	S10	SURVEYING; PLATTING; MAPPING; FLOOD PLAIN STUDIES	7
57	STRUCTURAL ENGINEER	2	0	S13	STORMWATER HANDLING & FACILITIES	5
58	TECHNICIAN / ANALYST (CCTV)	9	0	T02	TESTING & INSPECTION SERVICES	4
58	TECHNICIAN / ANALYST (SUE)	9	9	Z01	ZONING; LAND USE STUDIES	1
58	TECHNICIAN / ANALYST (GEOTECHNICAL)	2	0		SUBSURFACE UTILITY ENGINEERING (SUE)	6
62	WATER RESOURCES ENGINEER	*	0		CCTV PIPELINE INSPECTION / ASSESSMENT	3
Total		84	35			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	3
b. Non-Federal Work	8
c. Total Work	8

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000. | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

Amrish Patel

b. DATE:

2/27/2025

NAME AND TITLE: AMRISH A. PATEL, PRESIDENT

1. SOLICITATION NUMBER (If any)

26-009

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME Findling, Inc.			3. YEAR ESTABLISHED 1997	4. UNIQUE ENTITY IDENTIFIER ZTRDZBAW1GM6
2b. STREET 3401 Carlins Park Drive			5. OWNERSHIP	
2c. CITY Baltimore		2d. STATE MD	2e. ZIP CODE 21215	
6a. POINT OF CONTACT NAME AND TITLE Amsalu Duressa, P.E.			a. TYPE Corporation	
			b. SMALL BUSINESS STATUS Small Business	
			7. NAME OF FIRM (If Block 2a is a Branch Office)	
6b. TELEPHONE NUMBER (410) 367-1400		6c. E-MAIL ADDRESS aduressa@findlinginc.com		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	2		D08	Dredging Studies and Design	3
08	CADD Operator	1		E09	Environmental Impact Studies	1
12	Civil Engineer	3		H01	Harbors, Piers, Terminal	2
15	Construction Inspector	15		L03	Landscape Architecture	1
27	Foundation Geotechnical	2		L04	Libraries, Museums	4
48	Project Manager	1		R04	Recreation Facility (Parks)	1
58	Laboratory Technician	1		S05	Soils and Foundation Studies	2
				S07	Soil Waste, Incinerator, Landfill	1
				T02	Testing and Inspection Services	3
				T03	Traffic and Transportation	1
				T06	Tunnels and Subways	1
				W02	Water Resources: Hydrology &	1
	Other Employees	4				
Total		29				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	5	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	5	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE <i>Amsalu Duressa</i>	b. DATE August 20, 2025
c. NAME AND TITLE Amsalu Duressa, P.E., President	

1. SOLICITATION NUMBER (If any)
26-009, MUNICIPAL STORMWATER PERMIT DESIGN
AND CONSULTING SERVICES

(If a firm has branch offices, complete for each specific branch office seeking work.)

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
		1. Less than \$100,000	6. \$2 million to less than \$5 million
		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
a. Federal Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
b. Non-Federal Work	7	4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
c. Total Work	7	5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

AUTHORIZED FOR LOCAL REPRODUCTION

THREE

3.4, ADDITIONAL ITEMS



RK&K possesses the experience and expertise necessary to support Charles County in engineering, planning, monitoring, asset management, and inspection tasks. We have assembled a highly experienced dedicated team with robust support and quality assurance controls to meet the requirements of this contract. Our team of civil and environmental experts delivers innovative solutions in SWM, flood protection and mitigation, water quality improvements, stream restorations, shoreline restoration, innovative practices, NPDES/MS4 permitting and asset management, watershed monitoring, community outreach, and Capital Improvement Program project management. Our organizational strength is further reinforced by the depth of our combined staff. With 500+ professional engineers' firm-wide, including 202 registered in Maryland, RK&K is fully equipped to provide the technical expertise and resources needed to address the service areas outlined in the RFP.

TEAM STRUCTURE & RELATIONSHIP

For 100 years, RK&K has been providing innovative solutions to complex challenges in Maryland and the mid-Atlantic region, including Charles County. We recognize the significance of on-call contracts and the necessity of closely monitoring schedules and budgets for each task. We are committed to being the reliable consultant the County values—responsive, dependable, and equipped with the expertise to handle a wide array of challenging projects. RK&K offers a unique blend of skills and experience across all core disciplines, with a proven reputation for delivering cost-effective, innovative solutions. As a true partner, we will deploy the best team to support the County in this contract.

One of the benefits of choosing the RK&K team for this contract is the longevity of our team members working together on similar projects. Our identified key personnel have been working together for municipal on-call contracts for more than 10 years under the management of **Lucia Noya, PE**. We have worked collaboratively together on our Montgomery County On-Call, Cecil County On-Call, Prince George's County On-Call,

and Frederick County On-Call. In addition, our Project Manager, **Jessica Krueger, PE**, has managed numerous task assignments in collaboration with our stormwater design engineers. Over the years, they have built a trusting relationship allowing efficiency and accuracy to be delivered to our clients.

We understand the importance of keeping projects on schedule, which is why we have a pool of resources available for this contract with the proper training and certifications to assist in the event a team member changes/departs. We offer a robust training and mentoring program that allows all staff levels from junior to senior engineers to understand proper project execution if needed.

Our team comprises highly qualified environmental and engineering experts ready to promptly address all tasks assigned by the County. Based on our successful track record with previous contracts, we ensure that all engineering and environmental services are performed or overseen by knowledgeable RK&K staff, streamlining management, enhancing coordination, and enabling regular quality control reviews by our experienced senior team members. The County can count on us to provide a diverse and skilled team available for multiple assignments. Our proposed team routinely works together, and experience has taught us that coordinating and regularly interfacing with all team members enables the entire project team to remain focused on common goals. With offices located throughout the mid-Atlantic and beyond, RK&K's current work environment allows for efficient technology transfer and electronic communications, so professionals not housed in the same office can effectively work as a team.

Importantly, **this same core team has worked together on Charles County projects, including the Mattawoman Flood Management Project and the Development of Stormwater Design Documents, among other wastewater plant upgrade projects**, giving us direct knowledge of the County's design and permitting processes. Detailed history of meeting permit requirements for stream restoration and shoreline restoration projects, including monitoring, stabilization, reporting requirements, closeout, etc.

With this experience, there is no learning curve, and our team is ready to mobilize immediately and deliver results. RK&K's experience spans nearly every county in Maryland, and we are highly familiar with the elements required to successfully design and implement stormwater and stream restoration projects in Maryland. We are prepared to help Charles County meet their project goals and deliver projects that will serve as long-term community assets. RK&K has strategically assembled the ideal team to provide the County with the expertise, efficiency, and proven experience needed to successfully complete the various tasks assigned under this on-call contract.

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Changes Impacting Staffing

Due to the nature of "as-needed" engineering contracts, we have learned that it is key to have a comprehensive, multidisciplinary team capable of supporting a diverse range of task orders. RK&K's no profit centers structure, enables us to provide the right staff with the right expertise, as needed, regardless of their office location.

RK&K will commit all necessary resources to facilitate the successful, timely delivery of engineering and compliance services to the County. RK&K's resources, including staff and equipment at other offices, are at the disposal of our project team as schedules and assignment workloads require. Our firm's well-diversified staff includes stormwater, water and sewer specialists, planners, environmental specialists, surveyors, designers, CADD technicians, construction managers/inspections, landscape architects, GIS specialists, graphic designers, field, and support staff all available to support the County on this contract.

ADDRESSING THE UNEXPECTED. Even the best planned and executed assignments can be subject to unforeseeable items that have the potential to influence the successful delivery of work. As such, the RK&K Team implements the use of different management tools to anticipate potential issues and adjust for when the unexpected occurs.

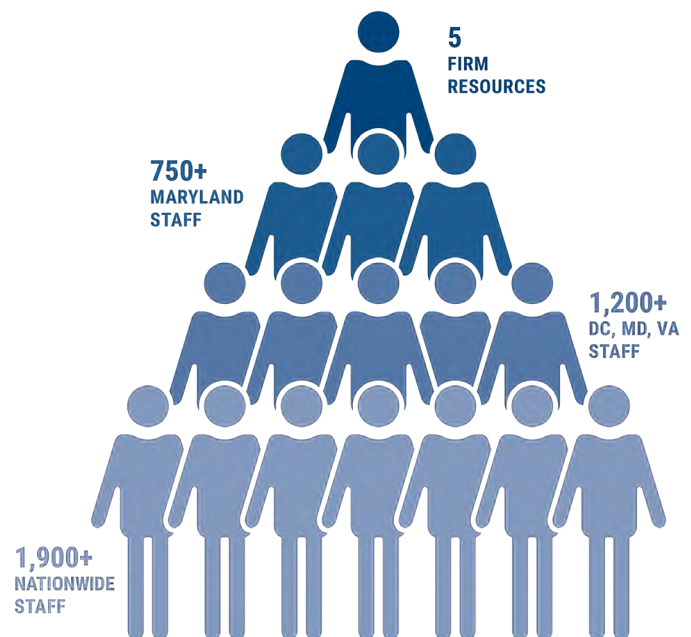
ACTION ITEM LISTS: RK&K maintains an Action Item List for project activities to set expectations for the completion

of various design or coordination items to ensure work is completed in a timely fashion. Consequently, when an unforeseeable circumstance occurs, RK&K can promptly review and implement a recovery plan to ensure that the overall project schedule and budget is not threatened.

WORK PLAN MONITORING: Work plans will require modification as the project progresses. The Project Manager and the technical leads will monitor the work plan throughout the life of the project to identify any adjustments that may be required. The RK&K Team will assess the need for modifications promptly and work with the County to develop adjustments to the work plan to ensure that the project goals are achieved.

Resources & Capacity to Perform & Current County Work Resources

As shown in our organizational chart, we are providing top technical staff to provide all the required services for each task on this contract. Our proposed staff are supported by a deep bench of professionals from RK&K's Baltimore, DC, and Fairfax offices, as well as our offices nationwide. Our trusted subconsultants also expand our bench with staff and services in addition to the proposed on this contract. Our team is fully prepared to effectively manage hundreds of efforts simultaneously on this task and streamline responses for urgent safety needs and requests from the County. The graphic below provides a snapshot of our team's local, regional, and nationwide staff resources that would be available to the County, if needed.





Partner-in-Charge
Nathan Atkinson, PE



Contract Manager
Lucia Noya, PE



Project Manager
Jessica Krueger, PE

LEGEND

KEY PERSONNEL
RK&K (no color)

AB Consultants,
Inc.

Findling, Inc.

Chesapeake
Environmental
Management, Inc.

A I I Data, Inc.



QA/QC Manager
Robert Palmer, PE, CPSS

STORMWATER DESIGN SERVICES

Stormwater Conveyance / Storm Drainage / Stormwater Management Design & Retrofit

Brittany Ayers Moyer, PE
Stephanie Gordon-Bazan, PE
Dorianne Shivers, PE
Austine Gaydos, EIT

Watershed Assessments / Floodplain Studies / Flood Control Assessments / H&H Modeling / Climate Resiliency

Kristianne Sandoval, PE, CFM
Kaitlyn Morrow, PE, CPESC
Julie Hess, PE
Taylor Rabidoux, PE

Civil Site / Contract Documents / E&S Design

Jennifer Zebley, PE
Dorianne Shivers, PE
Nora Howard, EIT
Austine Gaydos, EIT

Stream & Outfall Restoration / Assessment / Monitoring / Evaluations

Rebecca Oaks, PE
Nora Howard, EIT
Celine Brundridge
Sara Yinger

Waterway Improvements Design - Boat Launches, Shoreline Restoration

John Farley, PE, DBIA
Patrick DiNicola, REM, CCM
Katherine Gordon, PWS, CA, LTE
Robert Shaffer

NPDES SERVICES

NPDES MS4 Program Management & Compliance / IDDE Inspections

Brittany Ayers Moyer, PE
Nora Howard, EIT
Julianne Ramey
Celine Brundridge

NPDES MS4 Geodatabase / Asset Management

Stephanie Gordon-Bazan, PE
Danielle Schwanke
Celine Brundridge
Lindsey Miller

Education & Outreach / Training

Nora Howard, EIT
Stephanie Gordon-Bazan, PE
Jennifer Zebley, PE
Lindsey Miller
Julianne Ramey

Property Management / Maintenance

Celine Brundridge
Julianne Ramey

Grant Writing / Funding Assistance

Joseph Lombardo, PhD
Terry Fearins

NATURAL RESOURCES

Wetland & Floodplain Delineation & Permitting

Gregory O'Hare, LPF, CA, LTE, PWS
Michelle Harden, Moyer
Edward Tinney, PWS
Natalie Byers, PE
Jackie Krayenvenger, PE

Forest Conservation / Alternative BMP Practices

Katherine Gordon, PWS, CA, LTE
Richard Lefebure, CA, LTE
Kristen Hyde

Ecological / Habitat Restoration Design

Stacey Young, CSE
Alex Nussbaum, CA, LTE, QP
Rich Lefebure, CA, LTE

Water Quality Monitoring / Pollutant Load Analysis

Karl Hellmann, CA, LTE, PWS, QP
George Carney
Julianne Ramey

ADDITIONAL KEY SERVICES

Geotechnical Services

Scott Berkheimer, PE, BC, GE, DBIA
Jennifer Trimble, PE, BC, GE
Bibek Shrestha, PE
Dipesh Tajhya, PE

Surveying Services / Right-of-Way / Easements

Frederick Greim, PLS Two-person crew
Jacob Deaner, PLS One field personnel
Leslie Hopkins, PLS
We will utilize our pool of 50+ field crew members.

Construction Oversight / Bid Phase Services / Construction Inspection / Management / As-built Certification

Patrick DiNicola, REM, CEM
Derek Krueger, PE, CEP
Alexander Schaffer, PE, CCM, CCR
Sara Yinger

GIS / GPS Services

Thomas Earp, GISP
Daniel Passman, GISP

ADDITIONAL ENGINEERING / SUPPORT SERVICES

SUE / Utility Coordination / Design

Elford Jackson, PE
Jonathan Markland, PE, PLS

Structural Evaluations / Design

Brent Trimble, PE
Cortney Natalicchio, PE

Landscaping / Sustainable Planning & Design

Melissa Miklus, PLA, ASLA
Zoha Niazi, PLA, LEED AP ND

Roadway / Maintenance-of-Traffic

Robert Gillespie, PE

Peer Review & Evaluations

Robert Palmer, PE, CPSS
Dorianne Shivers, PE

Cultural Resources / Archaeologic-Historic Svcs.

Karen Hutchins-Keim, PhD, RPA
Nicole Diehlmann, MHP

Administrative Assistant
Monique Edens

Graphic Design
William Kramer

CAD Technician
Ralph Dixon

The table below indicates the key personnel labor categories and the individuals responsible for these scope items. As a full service engineering firm, RK&K has the capabilities to provide all scope of work items required for this contract with assistance from our four subconsultants.

Clarification of Labor Category & Role Under This Contract	
PRINCIPAL/DIRECTOR Lucia Noya, PE	GRAPHIC DESIGNER William Kramer
PROJECT MANAGER Jessica Krueger, PE	LICENSED SURVEYOR Frederick Greim, PLS
CIVIL ENGINEER Brittany Ayers Moyer, PE Stephanie Gordon-Bazan, PE Dorianne Shivers, PE Kristianne Sandoval, PE, CFM Kaitlyn Morrow, PE, CPESC Julie Hess, PE Rebecca Oaks, PE Jennifer Zebley, PE John Farley, PE, DBIA Nora Howard, EIT	TWO-PERSON SURVEY CREW Unidentified RK&K has a pool of 50+ survey crew members ready to meet the needs of this contract.
LANDSCAPE ARCHITECT Melissa Miklus, PLA, ASLA	FIELD PERSONNEL Unidentified RK&K has a pool of 50+ field personnel ready to meet the needs of this contract.
SENIOR ENVIRONMENTAL SCIENTIST Gregory O'Hare, LPF, CA, LTE, PWS Michelle Harden, PWS	GEOTECHNICAL ENGINEER Scott Berkheimer, PE, BC.GE, DBIA
JUNIOR ENVIRONMENTAL SCIENTIST Stacey Young, CSE Karl Hellmann, CA, LTE, PWS, QP	PROJECT INSPECTOR Patrick DiNicola, REM, CEM
ARBORIST Katherine Gordon, PWS, CA, LTE Richard Lefebure, CA, LTE	CONSTRUCTION ADMINISTRATOR Derek Krueger, PE, CEP
SOILS SCIENTIST Robert Palmer, PE, CPSS	GIS SPECIALIST Thomas Earp, GISP
GPS/GIS TECHNICIAN Daniel Passman, GISP	CAD TECHNICIAN Ralph Dixon
ADMINISTRATIVE Monique Eadens	

“RK&K has been a trusted partner for years, delivering expert engineering services in stormwater management, stream restoration, and infrastructure design. Their professionalism, technical expertise, and ability to navigate complex approvals make them a pleasure to work with.”

**~Daryl Braithwaite
Public Works Director, City of Takoma Park, MD**

MEETING PERMIT REQUIREMENTS FOR STREAM RESTORATION & SHORELINE RESTORATION PROJECTS

RK&K implements a full range of permitting services including programmatic permitting, project-specific permitting, consultant regulatory permit review, regulatory agency coordination, and environmental compliance and monitoring for a range of projects, including stream and shoreline restoration projects. We understand the value of permit compliance and our permitting experts assist our clients by providing programmatic and project-specific solutions. We are constantly expanding our knowledge of the regulations and emphasizing relationship building with regulatory staff and management. We have found that building and maintaining these regulatory relationships and collaborating with regulatory staff helps to identify potential issues early, accesses helpful regulatory input, enhances the reputation of our clients and ultimately expedites authorization.

Permitting Expertise

RK&K's permitting team includes experts in utilities, water resources, ROW, natural and cultural resources, construction management, transportation, and site development. RK&K's Baltimore-based Natural Resources Group is staffed with over 20 scientists, including six certified arborists/ licensed tree experts, seven professional wetland scientists, and one certified ecologist who have an excellent knowledge base of the latest regulations and permitting requirements related to tidal and nontidal wetlands and waterways; floodplains; special status species; trees; forests; and Chesapeake Bay Critical Area. RK&K has experience preparing the necessary support documentation to achieve project permits and approvals from regulatory agencies.

Our environmental assessment and permitting services include wetland delineation; mitigation design; forest stand delineation and forest conservation plans; rare, threatened, and endangered species investigations and biological assessments; analysis and repair of environmental structures; cultural resources/Section 106 coordination; GIS geodatabase development, mapping, and management; drone analysis; NEPA documentation; construction phase services; and regulatory permitting. Our scientists have conducted these environmental assessments and provided permitting support for numerous projects in Maryland including Double Pipe Stream Restoration, Full-Delivery TMDL Stream Restoration Sites and Carroll Creek Flood Mitigation projects in Frederick County; Bayview Interceptor Sewer Repair and the Cecil County Public Schools Administrative

Services Center Stormwater & Stream Restoration projects in Cecil County; Minebank Run Stream Restoration & Water Quality Improvements project in Baltimore County; Furnace Creek, Picture Spring Branch, Marley Creek, and Green Branch stream restoration, outfall stabilization, and stormwater BMP TMDL projects in Anne Arundel County; Takoma Branch Outfall Repair & Stream Restoration, Falling Creek Culvert Rehabilitation, Watkins Road Culvert Repair, Travilah Road Culvert Replacement, and Tucker Lane Culvert Replacement in Montgomery County, Wheel Creek SWM Pond Retrofits, Woodland Run Stream Restoration (2,500 LF), Abbey Circle Outfall Design, and Anita C. Leight Stream Restoration projects in Harford County.

RK&K's strength in environmental assessments and permits is based on our technical expertise, collective experience, staff versatility, and incorporation of the latest technologies into our field and reporting work. Our natural resources field approach uses innovative practices to streamline our efforts and improve quality control. Using Fields Maps for GIS app and ArcGIS Online to create mapping, and the PDF Expert app to complete data forms in the field, we have found that tablets with high accuracy GNSS receivers are a cost-effective way to collect and report data. This technology has tremendous value to our clients ensuring that regulations are met, resources protected, and contractors are aware of the limits of their work.



RK&K field crews utilize Apple iPads and Panasonic tablets in the field to collect asset data. These units are portable and have sub-meter GPS accuracy.

Our success is attributable to our extensive knowledge of local, state, and federal permitting requirements coupled with strong working relationships with various regulatory agencies including MDE; USACE; MDNR; and USFWS. Their

trust and confidence allow us to communicate openly and resolve challenging situations with practical solutions. Our coordination with the regulatory agencies begins early in the design process to gain a thorough understanding of any permitting issues and sensitive resources. RK&K has experience in preparing agency coordination meetings, memoranda, and technical reports to facilitate agency involvement during the assessment and permitting stages of a project, including avoidance and minimization, and mitigation planning. Our team focuses on clear communication, collaboration, and continuous follow-up from planning through final design and construction so that review comments are promptly addressed and permits and approvals are obtained within the project schedule.



The RK&K Team performing a pre-application meeting with the regulatory agencies in the field during project design.

RK&K has been providing expedited wetland/waterway permit review services for MDOT SHA, MDTA, MTA, Baltimore County, Washington County, and other clients since 2008 and SWM/E&SC permit review since 2004, involving close coordination with the regulatory agencies to ensure permits are granted in advance of project advertisement. These roles have allowed the RK&K team to grow our knowledge of Maryland regulations, participate in the process of streamlining permit authorizations, and forge strong long-lasting relationships with MDE, USACE, MDNR, USFWS and other regulatory agencies.

When RK&K receives an assignment, we will conduct a background analysis of existing online documentation and

data of the project area. RK&K will review MDNR's aquatic resources mapping and the USFWS database regarding the presence of RTE species and fisheries resources within the project area. A letter will be prepared for MDNR Wildlife Heritage to request information on RTE species, and RK&K will prepare a letter to Maryland Historical Trust (MHT) to request information on cultural resources that may exist within the project area. Information obtained through background analysis will be used for the NRI and permit application packages to authorize project related impacts to regulated resources.

An NRI, including wetland delineation, forest stand delineation (FSD), and tree inventory will be conducted within the project area and 50 ft beyond. The wetland delineation will be conducted in accordance with criteria established in the U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual, 1987, and Regional Supplement guidance from USACE and Maryland Department of the Environment (MDE). Field delineations will include flagging and mapping wetland and waterway boundaries, based on vegetation, soils, and hydrology. The FSD will be conducted to meet the requirements of the State Forest Conservation Technical Manual and the Charles County Forest Conservation Ordinance (Chapter 298). Natural forest and tree cover boundaries will be generated from field surveys and aerial photography, and specimen trees (> 30" DBH or 75% of the





state champion) will be surveyed and shown on the NRI plans. The RK&K Team uses the latest GPS technology for collecting data, and this technology allows our staff to delineate the location of features and simultaneously create an accurate map of its configuration and collect pertinent attribute data characterizing the feature in one efficient effort.

Reporting Requirements

Documentation will be developed to support the project activities, and RK&K has specific experience in preparing the necessary support documentation to achieve project permits and approvals from regulatory agencies. Information collected during the background analysis and NRI will be incorporated into an NRI/FSD report, NEPA documentation, hydrology and hydraulic reports, Forest Conservation Plans, and Clean Water Act, Section 401 and 404(b) evaluations. A pre-application meeting with key regulatory agencies will be held after the NRI fieldwork and documentation are completed. After the initial pre-application meeting with regulatory agencies, routine meetings will be conducted and documented to communicate our schedule, confirm the permitting process, track progress, and provide clear and complete permit submittals.

Charles County Department of Planning and Growth Management administers review and approval of development applications under Chapters 244, 274, 275, and 278 of the County Code and the Forest Conservation Ordinance under Chapter 298 of the Charles County Code. The Forest Conservation Ordinance requires a Forest Stand Delineation (FSD) to document and map the locations of existing environmental on-site features, which is submitted

to the Citizen Self Service (CSS) Portal. Once the FSD plan has been approved, a Forest Conservation Plan or Forest Conservation Exemption Request for any project that exceeds 40,000 SF of disturbance, in accordance with the State Forest Conservation Technical Manual and the County's Forest Conservation Ordinance, will be submitted to the Department of Planning and Growth Management Division for review and approval. The project may be exempt from Forest Conservation mitigation if less than 40,000 SF of forest is cleared.

APPROACHES TO STREAM & SHORELINE RESTORATION

RK&K has extensive experience in stream and outfall Restoration across many municipalities and MS4 communities, including feasibility studies, restoration credit calculations, geomorphic surveys, design, permitting, construction, monitoring, and repairs.

Stream Protocols

RK&K recognizes that Charles County has numerous watersheds and stream channels including Mattawoman Creek, Port Tobacco River, Wicomico River, Nanjemoy Creek, Zekiah Swamp, and Gilbert Swamp, as well as stakeholders that are very invested in their local waterways. These stream channels can potentially be a hazard to existing infrastructure and a contributor to degradations of water quality and aquatic habitats. Stream restoration can be a reasonable strategy to meet TMDL wasteload allocation reduction requirements. RK&K has contributed to the "Recommendations of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects" and are deeply knowledgeable about all the different ways that stream and outfall restoration projects can be credited and will work with the county to find the protocol(s) that maximizes the amount of TMDL credit that can be received at each site. Incorporating the Chesapeake Bay TMDL protocol ensures that stream restoration practices provide quantifiable benefits to water quality by reducing nutrient and sediment loads and ensure that the restoration project contributes to meeting the Chesapeake Bay water quality standards. RK&K has significant experience incorporating the Unified Protocols into stream restoration crediting. Utilized protocols include:

- ⦿ Protocol 1: Prevented Sediment
- ⦿ Protocol 2: Hyporheic Denitrification
- ⦿ Protocol 3: Floodplain Pollutant Trapping
- ⦿ Protocol 4: Dry Channel RSC as a Retrofit
- ⦿ Protocol 5: Alternative Preventative Sediment for Outfalls



Charles County Watersheds

RK&K has developed standards and protocols for the statewide assessment and repair of unstable streams. This standard methodology includes the preliminary assessment of potentially unstable streams and outfalls, developing standards inspection protocols, and creating rating forms to assess the condition and restoration potential. A key part of this process is the diagnosis of the waterway to study and identify what is causing the current instabilities so that we can understand how this current instability occurred and if/how it is going to worsen in the future. A proper diagnosis process is key to ensure that a technical solution is treating the root cause of the instability and to ensure the solution will be sustainable and last long term. The methodology for the diagnosis process includes drainage area analysis to

the outfall, detailed hydrology and peak flow analysis, and geomorphic assessment to characterize the channel bed and bank material, velocity, and depth of flow. SHA is implementing the RK&K developed assessment and evaluation protocol statewide to prioritize unstable outfalls for repair.

RK&K is currently designing dozens of stream restorations and outfalls for clients in Maryland. Most are tasks assignments under General Environmental Services contracts for entities similar in need to the County. RK&K has performed geomorphological assessments for over 150 miles of streams in the Chesapeake Bay states and have designed restoration and stabilization measures in several counties including Montgomery, Prince George's, Frederick, Baltimore, Howard, and Harford Counties.

Understanding the current geomorphic state and lost functions of the stream and valley setting is critical to developing sound restoration and sustainable options that will be stable for the long term. This data will inform the designer on the functional uplift potential for necessary adaptive management post-construction.

Whenever site conditions allow, RK&K uses an approach consistent with the EPA's Principles for the Ecological Restoration of Aquatic Resources Guidance (EPA841-F-00-003). Our approach focuses on achieving multiple ecological benefits through restoring ecological integrity, natural structure and function of native species, addressing causes of degradation, design for self-sustainability using multi-disciplinary teams and natural fixes, and anticipating future morphological changes. Our restoration approach will focus on determining the level of stress the native streambed and bank materials and vegetation can withstand without degrading and tying base flow and the floodplain root zone to groundwater whenever feasible. When possible, we will implement



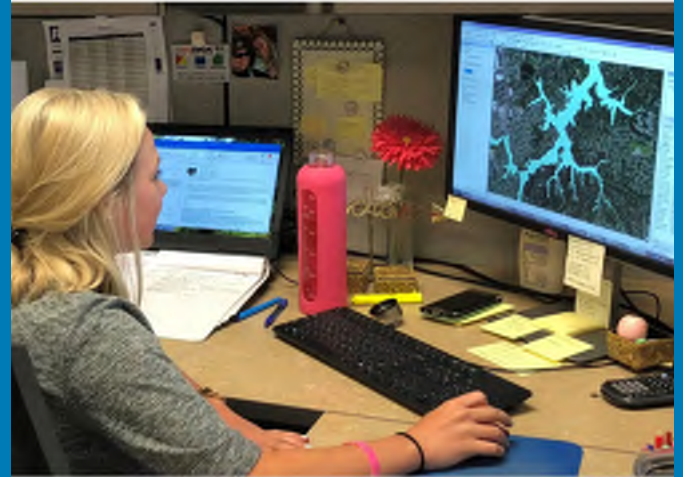
Scotts Level Branch Stream Restoration Project in Baltimore County, MD - (L) Pre-Construction, (R) Post-Construction

stream and floodplain modifications to reduce stresses for frequent and infrequent storm events to the levels necessary to preserve native materials, retain watershed inputs of organic carbon sources, preserve in-stream habitat and spawn areas, and gain geomorphic and hydraulic stability by using riparian wetlands. When current site constraints limit the ability to reduce stresses to the necessary levels to preserve the native materials and vegetation, then our design approach will focus on stabilization and combating these high stress areas. This may be performed by importing coarser streambed substrate, using grade control structures, and by protecting high stream banks that cannot be modified with vane, rock and/or imbricated wall structures. The RK&K Team will use these methods only, when necessary, since these approaches tend to carry greater design risk for long-term stability, and typically produce less ecological benefit and limited functional uplift for physicochemical and biological functions and can limit the amount of total TMDL credit received for the project.

H&H Modeling Analysis

RK&K's has considerable experience preparing hydrologic and hydraulic (H&H) analyses, computations, computer models, and reports to meet all the County's potential needs (e.g., SWM facilities, ESC measures, storm drains, culverts, stream stabilization and restoration, watershed analysis, floodplain management, bridge hydraulics/scour countermeasure design, and drainage complaint resolution). We have been providing the types of services required by this contract for many years and on numerous assignments. RK&K's experience with other jurisdictions within the State has enabled us to take creative and innovative approaches to H&H analyses. We have assembled a team of experienced professional engineers with specialized H&H expertise, since the completion of H&H analyses is integral to most design tasks anticipated under this contract, including storm drainage system design, storm routing through proposed and retrofitted SWM facilities, and floodplain analysis for stream restoration and stabilization. We understand that the level of detail and the methods required for H&H analyses will depend on the goals and magnitude of the task at hand. The RK&K engineering team has expertise in a wide range of methodologies and computer models including WinTR 55, WinTR-20, HEC-HMS, GISHydroWEB (formerly GISHydroNXT), StreamStats, HydroCAD, Hydraulic Toolbox, HY-8, HEC-RAS 1D/2D, TUFLOW, SRH-2D, and PCSWMM.

RK&K staff are also experienced with FEMA analysis methodologies and procedures and can handle any FEMA



RK&K's Taylor Rabidoux developing a PCSWMM model

coordination requirements. We have conducted extensive floodplain modeling for both FEMA regulated floodplains/floodways, as well as non-regulated floodplains. We routinely develop CLOMR/LOMR applications and have obtained FEMA approvals for many projects. Our capabilities include both 1-D and 2-D hydraulic modeling with HEC-RAS as well as coordination with FEMA to validate and revise floodplains where appropriate. RK&K also has experience with evaluating hydrology and correcting FEMA effective discharges with local FEMA floodplain manager support.

Shoreline Restoration

Our work has included the use of a variety of shoreline improvement techniques to address a wide range of site conditions and project goals including marsh creation, stone revetments, stone with live stake planting, vented sills, and stone sill/sand breakers or jetties, sand replacement, and retaining walls with plantings to protect steep banks/cliffs.

For low and medium wave energy systems, our team emphasizes the use of living shorelines as a natural, low-cost approach to shoreline stabilization. This practice consists of planting native wetland plants and grasses (e.g., spartina patens and spartina alterniflora, etc.), shrubs, at various points along the tidal water line. Plantings are coordinated with carefully placed bioengineering materials, such as coir fiber rolls to protect shoreline vegetation and soils and also to facilitate plant/shrub growth. Marsh plantings are typically designed to extend to mean low tide waters at a gentle slope of 10:1 or less so that plantings are covered by mean high tide cycles. When low energy is anticipated, softer armoring practices such as establishment of native wetland/marsh plants such as



Delaware Inland Bays Living Shoreline and SWM Features with New Kayak Launch.

spartina patens, spartina alterniflora, and shrubs will be used, or live stakes and/or trees can be used along banks at higher elevations.

In addition to vegetation-based solutions, our team sometimes incorporates structural enhancements into living shoreline designs. These enhancements may include armor stone sill to help absorb wave energy and allow ebb and flow of tidal waters while retaining access to the shore. Revetments/sills are typically designed at a height of 0-1 foot above mean high tide.

Stone revetments are designed with proper stone size, height and slope to protect the slope from anticipated energy. Breakwaters can help diminish the energy offshore to help prevent erosion of the shoreline.

The benefits of Living Shorelines include:

- ⊙ Deflecting wave energy to prevent and stabilize further erosion so that reflected waves won't scour shallow sub-tidal zone and hamper the growth of marsh grasses;
- ⊙ Improving water quality by settling sediments and filtering pollution;
- ⊙ Providing shallow water habitat and plant diversity for aquatic and terrestrial animals;
- ⊙ Providing shade to keep water temperatures cool, helping to increase oxygen levels for fish and other aquatic species;
- ⊙ Proving a more cost-effective approach than hard-armoring a shore, e.g. like stone revetments and/or wooden bulkheads.
- ⊙ Providing a natural, rather than man-made and artificial, aesthetic.

We typically use design guidance as provided by the

Maryland Department of Environment's Shore Erosion Control Guidelines: Marsh Creation. Designs will consider mean low and high tide elevations, as well as wave forces. The shallow marshes are designed to extend to mean low tide waters at a gentle slope of generally 10:1, with these slopes being covered by mean high tide cycles. Marsh plantings include native vegetation that survives in a primarily sandy substrate.

For high energy systems, shoreline stabilization will typically consist of stone revetments or breakwaters. Stone revetments are designed with proper stone size, height and slope to protect the slope from anticipated energy. Breakwaters can help diminish the energy offshore to help prevent erosion of the shoreline.

Beneficial use of dredge material can be utilized as fill for living shoreline systems as well as marsh creation/enhancement. The dredge material will be characterized first to determine the presence of contaminants. If the dredge material is low and/or free of contaminants and has the proper soil composition, typically sand, then permits can be obtained for dredging of the material as well as placement. In addition to fill, in some cases regarding steep slopes may also be necessary in conjunction with many of these practices.

Our assemblage of knowledgeable personnel can provide the resources and expertise demanded by NPDES/MS4 TMDL requirements, in particular stream and shoreline restoration. We determine pollutant load reductions using Recommendations of the Expert Panel to Define Removal Rates for Shoreline Management Practices, amended November 2019. Our staff has experience throughout the mid-Atlantic states, and they are proficient in a wide variety of modeling techniques and state-of-the-

art software applications used to accurately predict stream and shoreline erosion rates, H/H conditions, tidal dynamics, and wave energy/amplitude. Additionally, we have extensive assessment experience and are skilled in all aspects of the permitting process, including impact analysis and mitigation, natural resources assessments, and agency coordination.

Lessons Learned

The RK&K team has extensive experience and “lessons learned” gained from performing stormwater management and stream restoration projects in the urban and suburban environment under State of Maryland permitting criteria and on-call type contracts. Our key staff are seasoned environmental professionals with many projects and associated valuable lessons learned knowledge in hand. Their diverse experience, educational training, diversity of areas of expertise, which improves our assessments, analysis, design, construction documents development, permitting, construction oversight and quality control and assurance processes from project inception to post-construction monitoring. Much of our expertise has been derived from lessons learned during planning, design and construction and inspection projects. On a monthly basis the water resources staff conduct a lessons learned report meeting which is an assessment of lessons that can be learned from a project that could be applied to future projects the team may be working on. For example, items discussed during this meeting are: mistakes that could be avoided in the future, successful strategies that might be adopted in future projects, and procedures and resources that could be improved upon creating efficiency among the team. Problems inevitably arise during any construction project—no project is completely free from issues. That’s why we address the snags as they occur and share best practices among our design team to avoid future occurrences. Finally, the right team makes all the difference. We staff our project ensuring that the team is capable of performing the work efficiently and effectively, delivering quality projects for the County.

Proof of Longevity of Projects

Our living shoreline approach has been successfully used on recent projects, including:

- ⦿ SHA MD249 Living Shoreline & Flood Mitigation Project (St. Mary’s County, MD)
- ⦿ Pepper Creek Living Shoreline at the Delaware Botanical Gardens (Sussex Co, DE)
- ⦿ Four Mile Run Shoreline & Tidal Wetlands Restoration (Arlington, VA)
- ⦿ Windmill Hill Shoreline Stabilization (Alexandria, VA)
- ⦿ Top Golf Shoreline Stabilization (City of

Baltimore, MD)

- ⦿ Read Ave Living Shoreline (Dewey Beach, DE)
- ⦿ Indian River Inlet Coast Guard Station Shoreline Stabilization (Sussex County, DE)
- ⦿ SR 1 Sussex County Living Shoreline (Sussex County, DE)
- ⦿ Hilton Beach Living Shoreline (Newport News, VA)
- ⦿ Marley Creek Tidal Shoreline Restoration (Anne Arundel County, MD)
- ⦿ NC 12 Living Shoreline Assessments (Dare, Currituck Counties, NC)
- ⦿ Neshaminy Creek Living Shorelines (Bensalem, PA)

IMPLEMENTING INNOVATIVE WATERSHED PRACTICES

By staying on top of MDE’s evolving SWM guidelines, our staff can identify and tailor the best practices for each unique site, striking a balance between cost, credit, and habitat value. RK&K is proud to support many MS4 Phase 1 communities by implementing these projects and educating the public on how they benefit the community. We work to reduce stormwater pollution and improve water quality by producing E&SC designs, stormwater pollution prevention plans, MS4 permit and compliance plans, watershed assessments, and much more.

Stormwater Collection & Conveyance

Drainage conveyance systems, whether open or closed, encompass diverse, simple, or complex elements and are an important part of the County’s infrastructure assets. Inlets, pipes, underdrains, manholes and junction boxes, culverts, headwalls, end sections, trench drains, roadside ditches, outfalls, man-made channels, streams and instream structures, rivers, intercepts and diversion swales and structures, and other drainage appurtenances are



examples of runoff conveyance systems. Proper evaluation, design, inspection, maintenance, and timely rehabilitation of these systems are vital for all jurisdictions to ensure proper conveyance and reduce flooding and erosion.

RK&K's Team has been providing designs which alleviate flooding and drainage nuisances for a wide range of municipal drainage systems for more than nine decades, including systems in tidally influenced areas. Our services include:

- ⦿ Residential neighborhood flooding improvements
- ⦿ Open and closed conveyance systems
- ⦿ Pipe rehabilitation and utilization of trenchless technology
- ⦿ Stormwater pump station upgrades and design
- ⦿ Grading and earthwork
- ⦿ Channel protection
- ⦿ E&SC measures
- ⦿ Permitting
- ⦿ Coordination with multiple departments and franchise utilities
- ⦿ Stakeholders outreach and meetings
- ⦿ Project estimating
- ⦿ Project construction and implementation oversight

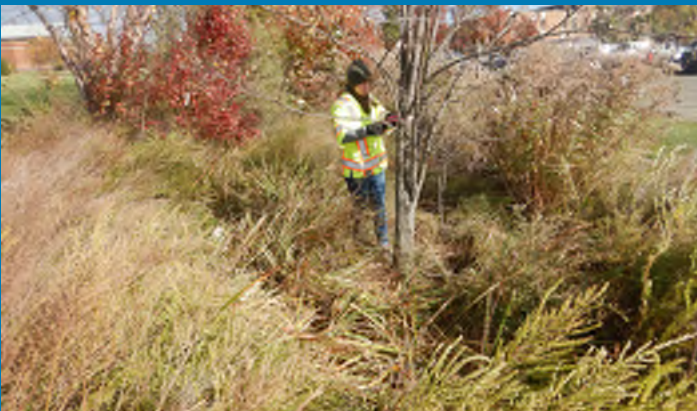
When evaluating existing conveyance systems for capacity, we will take into consideration factors such as the age and condition of the system, flooding or erosion impacts on downstream and upstream areas, frequency and cost of long-term maintenance requirements, utility and ROW impacts, and construction cost vs. level of benefit. We will explore opportunities to implement less invasive techniques by utilizing trenchless technologies such as pipe lining. Utilizing these innovations can significantly reduce construction time, project costs, and impact on the community. RK&K has expertise in a range

of computer software programs to facilitate designs, including WinTR-55 for small watershed hydrology determination; PCSWMM for large/small watershed modeling stormwater conveyance systems (open and closed systems), and stormwater pump station sizing; Bentley StormCAD, Flowmaster, and ENSOFT programs for storm sewer and open channel drainage system designs; HydroCAD, WinTR-20, HEC-HMS, and CivilStorm for storm routings through SWM facilities, and conveyance systems; and HEC-RAS, HY-8 and Culvert Master for culvert conveyance assessment and replacement sizing.

Stormwater Management Facilities

Our primary approach for both standard BMP and green technology design is attenuation and control of excessive stormwater runoff. To the maximum extent possible, we attempt to accomplish this using runoff reduction practices. Control of runoff helps to reduce flows into conveyance systems, including streams and other receiving waters. In addition to attenuating and controlling excessive stormwater runoff, these green technology practices can often provide an aesthetically pleasing, "greener" and healthier appearance. This could be an important part of some project assignments depending on the location and goals of the retrofits. When runoff reduction is not feasible, we still attempt to utilize green SWM practices if possible.

The RK&K team brings extensive expertise in SWM, restoration, environmental enhancements, flood mitigation, and BMPs, including innovative stormwater pollution controls and advanced watershed detention practices. We specialize in the design and construction of in-line, off-line, and non-point SWM facilities, with much of our knowledge derived from lessons learned during inspection projects.



RK&K's arborists and natural resource specialists assisted DC's Joint Army and Air Force Base to assess a bioretention's vegetation for intentionally planted trees and pioneer native species. The team flagged trees to remain, developed a tree preservation plan, and developed an invasive species management specification to restore the bioretention to its original functionality and aesthetic.

Our services encompass the design of new SWM facilities to treat stormwater runoff and mitigate flooding issues, retrofitting existing facilities to restore pollution control effectiveness and enhance flood resilience, repairing failed or aged facilities, and proposing off-line non-point facilities to address impervious areas contributing to water quality degradation. Through all these efforts, we aim to manage stormwater effectively and reduce the risk of flooding.

RK&K's designs meet the latest Maryland Department of the Environment (MDE) requirements for Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP), as outlined in the MDE Maryland SWM Manual. Our team implements a variety of ESD facilities, including buffer expansion, imperviousness reduction, alternative surfaces like permeable pavement and green roofs, rainwater harvesting, submerged gravel wetlands, landscape infiltration, dry wells, micro bioretention, rain gardens, and bioswales. We also design structural practices, such as filtering systems (e.g., bioretention, sand filters), infiltration practices, wet ponds, and wetland practices, and we explore additional opportunities in areas with limited ROW, including outfall enhancements, stream restoration, and institutional management.

Fortunately, we have significant experience in designing a range of integrated runoff treatment solutions within traffic calming devices and parking and bicycle lanes. The 2021 MDE Accounting Guidance also includes many new alternative BMPs and updates criteria for others, expanding options to earn credit. Our technical expertise extends to advanced watershed detention practices tailored to Maryland's regulatory and environmental needs. These include enhanced wet and dry detention basins designed to capture and slowly release stormwater, extended detention ponds for additional nutrient and sediment removal, and bioretention cells integrated with detention facilities for stormwater filtration. In urban areas, underground detention systems are a practical solution for controlling runoff while maximizing land use. The use of green roofs, permeable pavements, and infiltration trenches are also incorporated into our detention strategies to manage stormwater on site and reduce downstream impacts.

By combining these advanced practices with Maryland's ESD guidelines and compliance with Chesapeake Bay TMDL regulations, we develop resilient, sustainable stormwater systems that enhance water quality, control flooding, and protect sensitive ecosystems. Public schools, libraries, and other county-owned sites are prime candidates for these approaches, ensuring that all design elements respect water quality and quantity requirements, receiving waters, and potential economic constraints.

For these project types, we will prepare conceptual SWM design identifying preliminary ROW, utility conflicts, potential

environmental impacts, solutions, and alternatives. Our landscape architects will review all facilities to meet visual appeal, safety, and public needs. We will present feasible concepts to the County and finalize a concept with the County's concurrence at the preliminary stage.

We will request geotechnical investigation at early stages to determine soil type, groundwater elevation, infiltration rate, existence of bedrock, and suitability of SWM practice. We will prepare a SWM design concept report/plan and submit for review and approval. Interim and final reports, as appropriate, will be prepared, including applicable construction details and specifications, As-Built checklists, and As-Built certification forms and show them on plans. We will include maintenance checklists, as appropriate.

Alternative Crediting / Land Use Conversion

RK&K has been providing TMDL tree and forest planting services to local and state clients, including program development and management; GIS analysis, database development and management; site selection; design; contract advertisement; monitoring; development of maintenance program; regulatory interpretation, coordination, and reporting; and banking support services. We developed MS4 triennial credit verification inspection protocols for compliance with MDE NPDES BMP credit requirements using ArcGIS Field Maps and Survey 123 field inspection tools and performed credit verification inspections for existing urban tree canopy and forest planting sites. The inspection protocol includes verifying that the sites meet MDE's BMP criteria, including reviewing the site boundaries and tree density, taking photos, identifying any issues such as invasive species or evidence of encroachments, and recommending remedial/adaptive management measures. Inspection findings and any credit adjustments were summarized in reports for annual reporting requirements. Based on inspection results, RK&K developed scopes of work and engineers estimates for completing any required vegetation management and infill planting to ensure MS4 compliance.

In addition, RK&K developed MDOT SHA's TMDL Tree Planting Program and implemented the program for over 5 years. We coordinated site selection, design, advertisement, establishment, credit tracking and inspections for over 2,000 acres of tree planting, including coordinating over 840 acres of tree planting and advertised 21 contracts (13 tree planting contracts and 8 maintenance contracts). As a part of RK&K's management of Harford County's Conservation Landscape Program, RK&K has implemented innovative applied nucleation reforestation techniques as part of forest planting BMPs as well as meadow plantings for MS4 credit.

Additionally, RK&K has worked collaboratively with Frederick County to support the program management of the Creek ReLeaf Program, which strives to expand forested areas within the County, while obtaining MS4 credit. RK&K staff have been involved in reviewing and coordinating property owner applications, conducting outreach to property owners, and evaluating properties to assess conditions for successful tree growth. RK&K has assisted with maintenance and warranty inspections to ensure the long-term success of the reforestation efforts.

Sub-Soiling & Soil Amendments

RK&K recognizes that healthy soil is critical to the proper functioning of our ecological and habitat restoration projects, providing the foundation for healthy plant growth and greatly influencing the water quality and quantity performance of our BMPs. We have used sub-soiling and soil amendments on many projects to achieve water quality and quantity improvements while promoting healthy plant establishment. RK&K has also incorporated subsoiling and biochar amendments on a stream/wetlands floodplain restoration project to increase nutrient holding capacity of floodplain soils and improve vegetation establishment. Sub-soiling and compost amendments have been a key component of our large-scale ecological habitat restoration projects, including the Levels Road wetland mitigation site completed for DelDOT as part of the compensatory mitigation for the US 301 project, which involved sub-soiling and incorporation of compost to create a 60-acre forested wetland.

Septic Pumpouts

RK&K evaluates septic pump out ticket credits for Harford County monthly. The team sorts through thousands of septic tickets each year to catalog the addresses where pump outs occurred and to calculate alternative credits based on number of addresses. RK&K maintains the geodatabase of addresses and updates this monthly to ensure accurate credit calculations.

Climate Resiliency

A-STORM (ADVANCING STORMWATER RESILIENCY IN MARYLAND)

A-StoRM is an MDE initiative to improve SWM and flood resiliency in Maryland. As members of the Maryland Municipal Stormwater Association (MAMSA), RK&K is at the forefront of A-StoRM policy changes as they are announced by MDE. To understand the need for A-StoRM, it's important to understand the past. From 1982-2000, Maryland stormwater policies merely required quantity management of the 2-year and 10-year storms. In 2000, additional requirements including water quality volume and channel protection volume were

enacted. By the year 2009, the narrative had shifted to ESD to the MEP with quantity management required locally. Due to increased rainfall volumes, rainfall intensities, and frequencies of flooding events from the effects of climate change, it is evident that current regulations are no longer sufficient. In 2021, Senate Bill 227 was enacted which requires MDE to implement changes in SWM requirements, linking issues of SWM and flooding.

RK&K knows the importance of understanding this changing regulatory situation and we will continue to ensure that we stay up to date on the discussion as MDE refines SWM regulation updates in Maryland. Current MDE regulation update proposals include utilizing NOAA Atlas 14 precipitation depth and distribution data, modified using change factors from the MARISA Projected Intensity-Duration-Frequency (IDF) Curve Data Tool to account for climate change. Other proposed revisions include increased volume requirements for WQv and a redefinition of ESDv, to be provided in two measures: WQv and CPv. There are considerations that the proposed regulations may require 10-year management for all development projects, and additional flood management storage for larger sites.

Although the revision of regulations has not yet been finalized by MDE, it is evident that the future of SWM requirements in Maryland include analysis using both increased rainfall and design storm events, in addition to increased quantity management requirements. These new regulations, which are critical to improve flood resiliency, will present new challenges for designing SWM practices, including the need for larger facility footprints and capacity, and necessary upgrades to stormwater drainage infrastructure to support the additional flows. RK&K is prepared to address these new challenges with Charles County head on. Our team brings a unique set of experience and problem-solving skills to develop solutions to complicated design constraints.

COMPREHENSIVE FLOOD MANAGEMENT PLANNING & FLOOD STUDIES

RK&K is a trusted leader in comprehensive watershed studies, assisting counties and municipalities in characterizing flood risks and identifying vulnerable areas. Our team of expert water resource engineers uses advanced H&H modeling tools like HEC-HMS, HEC-RAS (1D and 2D), and PCSWMM (1D and 2D) to evaluate stormwater systems, watershed conditions, and floodplain dynamics. By simulating a range of rainfall events, watershed responses, and flood flows, we provide in-depth analyses of both current and future flood risks, particularly in the face of increasing storm intensity, rising sea levels, and shifting climate patterns.

In our flood studies, such as the following listed projects, we

integrate historical flood data, land use trends, and projected impacts of climate change. This comprehensive approach allows us to deliver detailed insights into flood-prone areas, infrastructure vulnerabilities, and the broader risks posed by sea level rise and more frequent storm events.

RK&K's watershed studies go beyond risk identification to offer tailored, data-driven solutions for flood mitigation and climate resilience. We provide recommendations for infrastructure improvements, SWM upgrades, green infrastructure, tide gates, floodwalls, pump stations, and floodplain restoration, all aimed at reducing flood risks and enhancing long-term sustainability. Our focus on integrating nature-based solutions with traditional engineering approaches promotes eco-friendly development while protecting communities from the increasing threats of climate change.

Collaboration with county officials and stakeholders is central to our approach. We ensure that our flood mitigation strategies align with local goals, regulatory compliance, and public safety. By developing forward-thinking, actionable plans, RK&K empowers local governments to implement effective measures that protect residents, reduce property damage, and build resilience to current and future climate-driven flood events. With proven experience in H&H analyses and flood risk management, RK&K is a trusted partner in advancing regional resilience and safeguarding communities across the mid-Atlantic region.

The following are examples of comprehensive flood management planning and flood studies.

Mattawoman WWTP Flood Study

(Charles County, MD)

RK&K developed an H&H study for the Mattawoman WWTP, located in Charles County to evaluate and develop possible solutions for flood mitigation within the wastewater plant. Utilizing the FEMA effective HEC-RAS model, an updated model was developed based on current conditions and future conditions due to climate change. Mattawoman Creek and the unnamed tributary around the Mattawoman WWTP were analyzed to understand when flooding impacts plant operations. The final study provided analysis of the 25-year and 100-year flood elevations within the WWTP. Using this model, potential mitigation measures were identified for Charles County DPW and the Mattawoman WWTP to better understand specific projects for flood management.

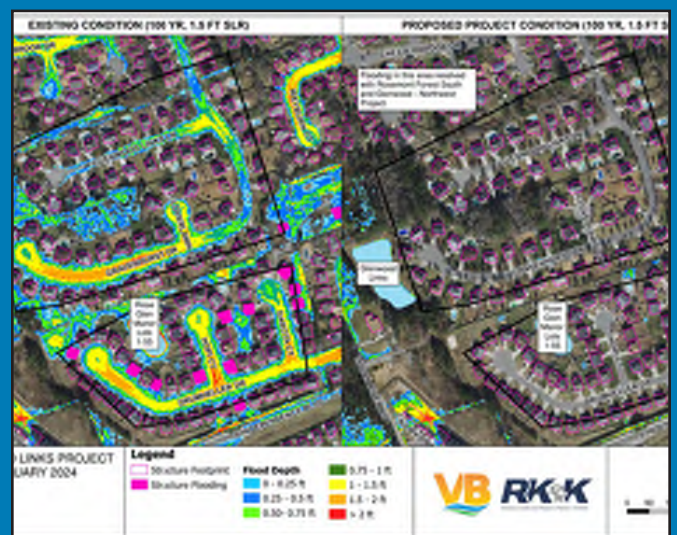
Upper Landing River Master Plan

(Virginia Beach, VA)

RK&K developed a Stormwater Master Plan (SWMP) for areas within the Upper North Landing River (UNLR) Drainage Basin. This plan identifies areas throughout the basins where flooding occurs (i.e., Simulated Flooding Areas (SFAs)). Analysis of the existing and potential proposed conditions were completed using PCSWMM. The objective of the SWMP is to develop and prioritize projects at a conceptual design level to improve the flooding for each identified SFA. In the plan we used Alternative Selection Criteria (ASC), Project Performance Criteria (PPC), and Benefit-Cost Ratios (BCRs), to rank and prioritize flood mitigation measures. All improvements were designed to account for a 20% increase in rainfall depth and a minimum of 1.5' of sea level rise over existing conditions.



Flood mitigation map for the Mattawoman WTP in Charles County.



Existing and proposed Conditions Flood Inundation Maps Developed for the UNLR Stormwater Master Plan.



Turner Station Flood Resiliency Study – model verification using rainfall and tidal data from nearby gauges in coordination with photo documentation from the community.

College Park / Calvert Hills Flooding Feasibility Study & Drainage Improvement Projects

(Prince George's County, <DD>)

RK&K performed a holistic study of multiple areas in order to develop a range of alternatives to mitigate nuisance flooding in a highly urbanized area. The study included hydraulic analysis of the existing complex drainage infrastructure which has been modified and augmented (multiple directions and pipe sizes) over the years. The H&H analysis was conducted using PCSWMM. Additional analysis was conducted using HEC-RAS (including conversion of a HEC-2 model) to satisfy The Department of Permitting, Inspections, and Enforcement (DPIE) floodplain and FEMA regulatory requirements. RK&K developed design improvement plans to provide flooding mitigation for the area.

Turner Station Flood Resiliency Study

(Baltimore County, MD)

RK&K developed a PCSWMM 2D model of the Turner Station Community, a historic urban community located along tidal Bear Creek. The model, which was developed using GIS and survey data of the storm drain network along with a LiDAR DEM, was used to analyze existing flooding conditions and identify critical system deficiencies. RK&K is using the PCSWMM model to assess potential infrastructure improvements, including green infrastructure initiatives as well as projects that improve the functionality of drainage.

FLOOD MITIGATION PROJECT DESIGN, PERMITTING & CONSTRUCTION OVERSIGHT

Developing flood mitigation and climate resiliency projects begins with a collaborative design process, focused on delivering the most efficient, cost-effective, and maintainable

solutions for the County. Our goal is to ensure compliance with all regulations while providing lasting benefits to the community. Through diligent site surveying, our team gathers crucial data to tailor our solutions to the landscape and identify utility conflicts, allowing the team to set the stage for effective construction. Navigating the permitting process can be complex, requiring extensive research and persistence to meet environmental and safety standards. At RK&K, we specialize in delineation, assessment, and permitting services related to wetlands and waterways, as well as construction work in or near resource protection areas. Our team excels in every facet of the permitting process, including agency coordination, natural resource assessments, impact analysis, and compensation strategies, with deep expertise in the USACE Jurisdictional Determinations process.

Recognizing that permitting is often a critical path item, we initiate this process early in the design phase to secure permits before construction begins. Our construction team conducts thorough constructability reviews throughout the design process, leveraging their extensive field experience to identify and address potential obstacles proactively. They also assist in preparing comprehensive cost estimates, essential for accurate budgeting and ensuring adequate funding for implementation. During construction, we offer a range of services tailored to the County's needs, including inspections, construction management, and administration. RK&K provides review and approvals of shop drawings and timely responses to RFIs, ensuring a smooth construction process from start to finish. Following construction, our team conducts a comprehensive as-built survey to verify that the improvements have been implemented as originally designed. RK&K meticulously reviews the survey data,



New outlet structure in Lake Pleasure House which allows the water level of the lake to be managed more efficiently.

ensuring accuracy and compliance before finalizing and certifying the as-built documentation.

RK&K has recently concluded on two significant flood mitigation projects designed by RK&K – the Lake Palmer Flood Improvements and Broadford Projects, which are both part of the Lake Bradford Drainage Improvement Program. These projects involved extensive environmental permitting, including the acquisition of wetland credits. RK&K played a pivotal role in overseeing the construction of both projects and has successfully certified the as-built documentation, ensuring all improvements were constructed as planned.

Examples of flood mitigation project design are below:

Lake Pleasure House Outfall (Virginia Beach, MD)

RK&K developed comprehensive construction documents for the lake retrofit project aimed at enhancing SWM and providing flood mitigation. Previously, during major storm events, Lake Pleasure House would overflow, flooding Lookout Road and Beaufort Avenue. This caused significant access issues for the neighborhoods and effectively closed their primary routes. The retrofit project involved the installation of an outlet structure and storm drain pipes connecting the lake to the existing stormwater pump station, enabling better management of the lake's water levels. Additionally, upgrades were made to the electrical and control systems of the pump station. By establishing a formal outfall for the lake, the RK&K team not only improved water level management during storms but also enabled the City to conduct pre-storm drawdowns. This proactive measure increases storage capacity ahead of significant rainfall, further protecting the surrounding areas from flooding.

Lake Bradford Project (Virginia Beach, MD)

RK&K developed construction documents for the dredging of two fingers of Lake Bradford. This project encompassed 1,900 linear feet of dredging, along with the installation of bank stabilization measures along the channels. By restoring the channels to their original drainage capacity, we significantly

improved upstream flood mitigation efforts. These channels are essential conveyance channels for all upstream drainage, and their restoration enhances the overall resilience of the watershed. This proactive approach not only reduces the risk of flooding in adjacent areas but also facilitates future contributions to upstream flood mitigation strategies. Throughout the construction process, RK&K conducted thorough environmental monitoring and submitted monthly reports to the Virginia Department of Environmental Quality as part of the project's permitting requirements. This diligent oversight ensured compliance with environmental standards while maximizing the project's effectiveness.

WATERSHED MONITORING, ASSESSMENTS, EVALUATIONS, MODELING & PLANNING

Watershed assessments are a fundamental aspect of MS4 CIP project planning. The first step in CIP project implementation involves identifying potential projects and selecting project sites. Often, the goals of watershed assessments are to systematically identify opportunities for stream restoration and SWM controls that could cost-effectively improve water quality and watershed conditions in the County and support MS4 permit requirements. A watershed assessment deliverable is a report with a list of potential restoration sites for MS4 impervious area restoration goals. For each site, the report includes a description of the potential restoration practices, restoration benefit in terms of impervious acres credit and nutrient and TSS load reduction, implementation cost, and cost per impervious acre.

Watershed assessments can be focused in specific areas with the intentions of meeting local TMDL goals or can be more widespread throughout the County. RK&K has completed several watershed assessments for Cecil County and has completed a watershed assessment task for the entire town of Smithsburg, MD. RK&K refreshed watershed assessments for Northeast River, Elk River, Lower Elk River,

Bohemia River, and Back Creek watersheds. Our watershed assessment methodology begins with a desktop analysis, followed by field visits, project site proposals, and project priority ranking matrices to choose the next project. To meet client needs, our watershed assessment studies prioritize restoration projects with a focus on projects located on County owned parcels and the identification of priority projects to achieve maximum retrofit potential, such as large dry or extended detention ponds with significant quantities of un- or undertreated impervious area within the drainage boundary. Stream restoration sites are also identified and evaluated. The study includes itemized cost estimates for major quantities based on preliminary concepts and schedules for implementation, as well as potential impervious acres credits and estimated pollutant load reductions to be achieved with implementation.

RK&K has worked collaboratively with Cecil and Harford Counties to create a project priority matrix to evaluate the project sites ultimately proposed in watershed assessments. By running potential projects through a priority matrix, or weighted ranking system for viable proposed BMP opportunities, we can generate a ranking system that can be used to generate the next round of MS4 projects. The priority matrix can be successfully tailored to fit individual County needs with respect to ranking categories and the individual weight rank can be adjusted based on current operations, interests, and funding. Some sample ranking categories include credit type, BMP type, IA credit potential,



Spring Ridge Watershed, Frederick County, MD, Watershed Assessment & Stream Restoration Concept

BMP ownership, cost per credit, utilities, natural resources and permitting, community support and ROW, the number of proposed BMPs and the presence a field visit or feasibility study. Equity social justice and co-benefits would be great additions to the matrix.

A priority list of projects can then be generated and evaluated to begin further planning, design and implementation measures for the MS4 program. RK&K executes the priority matrix in a geodatabase that includes the spatial location of each potential project in addition to attributes for each ranking category. It also includes category scores and overall scores and rankings. The priority matrix tool is customizable and provides a justifiable means to implement MS4 CIP projects effectively and cost efficiently.

Each year for Harford County, RK&K evaluates the first top 30 sites at a desktop review meeting with the County. From these 30 sites, 10-15 are chosen by the County to conduct field visits. During the field visits, RK&K staff evaluate constructability, accessibility, and severity. The projects are ranked again based on these criteria and again presented to the County, who then selects the next round of projects. Note that new potential projects are added to the matrix geodatabase each year. Recently, outfall restoration location potentials have been added, some watershed assessments have been refreshed, and spot problems are continuously added.

Watershed Modeling & Planning

The RK&K Team has been delivering TMDL/MS4/NPDES services to both Phase 1 and 2 MS4 municipalities for the past 15 years and continues to do so. These services encompass, but are not limited to, TMDL Bacteria Monitoring, biological monitoring, stream restoration inspections and monitoring, TMDL implementation plans, and Countywide watershed trend assessments.



RK&K conducting field investigations as part of the watershed assessment study.

Our team has successfully developed and executed TMDL implementation plans that have significantly reduced pollutant loads, improved water quality, and ensured compliance with state and federal regulations. We are aware that Charles County has several local TMDLs including those for sediment, monitoring for stream biology and habitat, and more. We have worked with other jurisdictions to create and report on TMDL implementation plans. Most recently, in Harford County, our embedded staff served as Project Manager for a stream restoration in Harford County that was chosen to address a local phosphorous TMDL for the Loch Raven Reservoir.

We understand Charles County's overarching watershed assessment and monitoring process. The County is currently participating in the Pooled Monitoring option for the BMP Effectiveness Monitoring requirements. Additionally, the County is monitoring stream biology and habitat for many sites within the county and chloride monitoring for one site. RK&K is equipped to assist the County in continuing to achieve MDE requirements for Watershed Assessment Monitoring and Quality Assurance Plans.

Each year, our staff assist Harford County in drafting their annual reports. We have written about programmatic initiatives, monitoring, and control practices to address specific TMDLs and Stormwater Wasteload Allocations (WLAs). RK&K is also familiar with the new TMDL Implementation Progress and Planning Tool (TIPP) which is useful for tracking progress toward local TMDL goals. The tool is also helpful for evaluating different implementation scenarios and variations of proposed BMPs that will best meet the WLA and goals of the TMDL. Our comprehensive reporting processes not only detail the methodologies and outcomes of our TMDL incentives but also engage stakeholders and regulatory agencies through clear communication and adaptive management practices. This holistic approach ensures that our TMDL plans are not only effective but also sustainable, fostering long-term environmental resilience and community engagement.

ASSET MANAGEMENT TOOLS

RK&K understands the local, state, and federal regulations that affect stormwater management within Charles County, and we understand that these are necessary to conserve natural resources and protect the environment. To Comply with the Clean Water Act and the County's NPDES MS4 permit, Charles County is required to reduce the discharge of pollutants through the use of stormwater controls to the maximum extent practicable. MS4 permits include minimum control measures for reducing pollutants from stormwater discharges. The County's Phase 1 MS4 Permit, 22-DP-3322, also includes specific impervious area restoration requirements to strive toward meeting the Chesapeake Bay total maximum daily

load (TMDL) goals. Each Maryland MS4 jurisdiction has their own impervious area target goals based off an established baseline of untreated impervious area within the urbanized boundary. The impervious acre credit serves as the surrogate parameter in the MS4 permit to demonstrate the necessary level of implementation for reducing total nitrogen (TN), total phosphorus (TP) and total suspended sediment (TSS) loads, to meet the Chesapeake Bay and local TMDLs. Charles County is moving forward with reaching these targets through stream restorations, operational programs, planning programs, and water quality monitoring.

Geodatabase Management

RK&K's in-depth understanding of MDE's MS4 geodatabase requirements is crucial for ensuring compliance and effectively managing stormwater resources. The geodatabase, which consists of spatial data accompanied with tabular characteristics, is a method for tracking and reporting on various subcomponents of the MS4 permit. With an understanding of the geodatabase schema, feature classes, and associated attribute tables described in MDE's 2017 NPDES MS4 Geodatabase Design and User's Guide, RK&K is well equipped to manage and update Charles County's MS4 Geodatabase for reporting and submittal to MDE.

RK&K's staff have experience in almost all aspects of the geodatabase. Our staff includes several GIS professionals and multiple personnel who have managed MS4 geodatabases for other clients. RK&K currently manages the geodatabase for Cecil County and Morgan State University. We also assist Frederick County in maintaining subcomponents of the more complex Phase I geodatabase including updating their urban BMP data, and the industrial and commercial sources supplemental geodatabase. RK&K understands the importance of maintaining up to date records of monitoring locations and data collected, storm drain networks, urban BMPs and water quality improvement projects, and industrial and commercial sources to inform IDDE inspections. In addition, key RK&K staff worked closely with MDE to develop the Phase 1 geodatabase and continue to use this knowledge in assisting clients to create, organize, and report their geodatabases. With our extensive geodatabase expertise across various municipalities, RK&K is well-equipped to support Charles County in managing the MS4 geodatabase

RK&K maintains Cecil County's overall MS4 geodatabase in addition to their internal geodatabase, which includes supplemental information for program management and recordkeeping. In Cecil County, RK&K works with the Stormwater Management Division to maintain the inventory of all existing stormwater BMPs located within the County's MS4 boundary, along with design, construction, and inspection details for each facility. This database is

utilized for inspection and maintenance tracking. Each year, RK&K adds any newly built BMPs to the geodatabase with accompanying attributes such as drainage area, impervious area, PE treated, BMP type, build date, inspection date and status, and maintenance requirements. Often this requires combing through design and as-built plans to ensure the reported information is accurate, delineating drainage areas and outfall locations, and updating information as it becomes available. RK&K also has experience with additional subcomponents of the Phase I MS4 Geodatabase:

Storm Drain System Mapping: We have experience with locating, georeferencing, mapping, and maintaining a geodatabase of storm drain networks including major outfalls, storm drain inlets, and drainage areas to outfalls. In tasks for the Town of Smithsburg and Morgan State University (MSU), RK&K has mapped the client's entire storm drain network. This includes documenting pipe size, location, orientation, material, structures, manholes, inlets, flow splitters, and NPDES outfalls. RK&K worked closely with Baltimore City and MDE to map the intersect where the MSU storm drain system meets the Baltimore City storm drain system. As we have done for Frederick County, RK&K also has experience updating storm drain mapping annually as new information is obtained or as discrepancies in existing data are uncovered.

Industrial & Commercial Sources: RK&K has updated and maintained Frederick County's industrial and commercial source layer and supplemental geodatabase. This is a continuous process that accompanies RK&K's task of choosing, organizing, and executing Frederick County's yearly IDDE screening and testing. The industrial and commercial land use source layer is utilized to prioritize outfall screenings and hot spot inspections to prevent violations and ensure good housekeeping. In addition, any storm drain location or size discrepancies from the field are updated within the County's Geodatabase.

Urban BMPs: Every BMP constructed in the County must be added to the Urban BMP database annually. RK&K completes this task yearly for Cecil County. Once as-builts are approved and post construction inspections take place, the new inspection triggers the addition of the BMP into the database by RK&K personnel. All attributes of the BMP are populated within the geodatabase. RK&K has also completed triennial BMP inspections for existing stormwater management assets in the County, typically inspecting 100 BMPs per year. Inspection dates and statuses are updated in the geodatabase in batches quarterly.

WQ Improvement Projects: RK&K brings extensive experience in water quality improvement projects, covering every phase from project planning, selection, design, and permitting to

construction, construction management, as-built verification, and post-construction credit verification. Our expertise includes designing a wide range of stream restoration and SWM solutions, from small streetscapes and bioswales to larger wet ponds requiring small pond approval. RK&K understands MDE's 2021 Wasteload Allocation Document that details crediting protocols, and we understand how to maximize credits and minimize costs. Each year, RK&K verifies restoration credit for newly constructed projects for both Cecil and Harford Counties. The design credits must be checked against the construction as-built plans. RK&K also assists Morgan State, Smithsburg, and Cecil County with tracking their progress toward the impervious area restoration goal and assists in planning for the future.

Illicit Discharge Detection & Elimination (IDDE)

Provisions of the Clean Water Act (CWA) for NPDES MS4 permits include a requirement to effectively prohibit non-stormwater discharges into storm sewers. In accordance with the County's current MS4 permit, the County is to field screen at least 100 outfalls annually, survey commercial and industrial areas for discovering and eliminating pollutant sources and maintain a program to address illegal dumping and spills. Each outfall with a dry weather discharge must be sampled using a chemical test kit. Inspection and enforcement activities will ensure that all discharges into and out of the municipal storm drain system, which does not consist solely of stormwater, are either permitted by MDE or eliminated. Any significant discharges should be reported to MDE for enforcement action and/or permitting.

The RK&K Team has performed IDDE for hundreds of outfalls in Howard and Baltimore Counties for SHA-owned outfalls during the past few years. In addition, RK&K has been supporting Frederick County with the implementation and execution of their IDDE program. RK&K has mapped outfalls throughout the County's jurisdictions, created an IDDE workplan for MDE approval, conducted annual field screenings, conducted visual hotspot surveys, and conducted episodic investigations. In addition, RK&K has created and annually updated the GIS Source Layer and geodatabase for reporting and integration into the County's database. RK&K has created specific Outfall Maintenance forms for use during IDDE inspections, as well as SOP documents for inspections.

As a continuation of the illicit connection inspection program in Charles County, the RK&K Team will work closely with PGM, DPW, and RPT to streamline procedures for implementation of cost-saving approaches. This may consist of evaluating existing protocols and identifying any inconsistencies in methodologies.



Property Management Planning & Maintenance

RK&K has experience writing and implementing County maintenance and good housekeeping plans for several jurisdictions to reduce pollutants. The development and implementation of good housekeeping plans and stormwater pollution prevention planning ensures County compliance with state regulations for various County owned facilities. RK&K has written and implemented specific good housekeeping plans for County owned maintenance yards and properties in Cecil County. Additionally, RK&K has developed good housekeeping plans and provided stormwater pollution prevention planning and training for the Town of Smithsburg and Morgan State University to meet their permitting requirements and beyond.

RK&K is familiar with the MDE requirements of developing a Salt Management Plan and is prepared to provide training on proper deicing and anti-icing BMPs. RK&K has provided training on many aspects of other MS4 minimum control measures and is prepared to provide salt management training to private business owners, property management companies, and private contractors, in addition to County facilities employees. RK&K understands the immediate need to support and meet Countywide TMDLs and monitoring to continue compliance with MDE.

Project Implementation & Program Management

RK&K has specific experience with planning, designing, permitting, and managing MS4 capital improvement plan (CIP) restoration projects. RK&K has staff embedded in Harford County to provide project management services for MS4 impervious area restoration projects. Our staff is currently managing approximately 10 MS4 CIP projects for

Harford County. We provide full-service project management including assistance in permit acquisition, easement and ROW sign-offs, floodplain agreements, technical review, and bid document creation. We also serve as construction project managers, working with the County construction inspection team and the designer to ensure that projects are constructed according to the design plans and that as-builts are well documented.

As part of our program management services, we have assisted both Cecil and Harford Counties with prioritizing and selecting new projects. We understand how to take a project from the watershed assessment and planning phase through design, permitting, and construction and into the asset management phase. We have also assisted Frederick County in writing a standard operating procedure for taking projects from concept through construction. Our staff understand the timeline over which projects need to be implemented to meet permit goals. We also have experience in assisting Harford County to draft their Maximum Extent Practicable (MEP) and Financial Assurance Plan (FAP) for program management.

We understand how to plan for future project implementation to ensure that impervious area restoration goals are met within budget and on time. RK&K has helped Cecil County to populate their Restoration Activity Schedule for tracking credit achieved and credit remaining to reach project goals. We have also assisted Morgan State University and the Town of Smithsburg with establishing credit goals and determining a path forward to meet credit goals as quickly as possible.

Data Analysis & Annual Reporting

RK&K appreciates that there is a vast amount of data that must be included each year in the MS4 Annual Report. We also recognize the importance of data management and data analysis within the MS4 geodatabases. We are responsible for managing the geodatabases and drafting the annual reports for Cecil County, Morgan State, and the Town of Smithsburg. We are also involved in reporting on Harford County's annual report, specifically relating to restoration project reporting and crediting. RK&K has tremendous experience drafting annual reports for numerous permit holders and is well-equipped to assist in drafting various parts or the entirety of the report for the County.

Our team understands the analysis and data crunching that goes into each year's annual report. We have experience coordinating with various departments within Counties to obtain information regarding SWM plan review, stormwater permit waivers and approvals, BMP triennial inspection statistics, and more. Having assisted Cecil County in re-working their BMP inspection schedule to bring them onto a

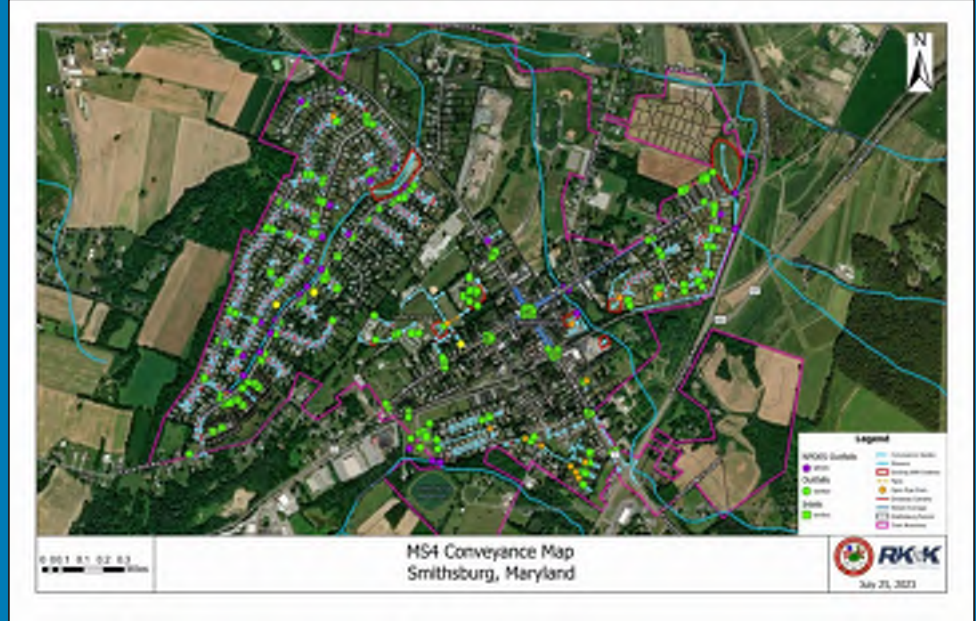
fiscal year basis instead of a calendar year schedule, we understand the intricacies of planning inspections within the three-year time-frame, while also maximizing efficiency of inspection locations, and ensuring that all required inspections are completed in a timely manner.

Each year, our team evaluates all of Cecil County's inspection failures and runs them through a maintenance priority matrix. The goal here is to prioritize minor maintenance to keep BMPs from having major maintenance issues and to prioritize the maintenance or retrofit of facilities that have the best credit potential. On average, approximately 30% of Cecil County's BMPs fail inspection. We are currently working with the County to work out different enforcement procedures that will be amenable to the administration.

Each failure is categorized by failure type including structural damage, erosion or deposition, overgrowth, and installation issues. We are then able to evaluate, based on a priority matrix developed with Cecil County, which BMPs failures should be addressed first. We have also coordinated with County permitting personnel and soil conservation districts to obtain information related to grading permits, E&SC inspections, fines, and stop workorders. As aforementioned, we have experience planning, conducting, and reporting on illicit discharges, violations, and follow up actions. We also have experience tracking and working with County entities maintaining their own industrial and commercial stormwater permits.

We have worked with maintenance personnel at Morgan State University and the Town of Smithsburg to keep track of length of streams cleaned, number of inlets cleaned, and pounds of material swept from streets. We have drafted individual good housekeeping plans for different areas on campus at Morgan State and for specific maintenance areas in Smithsburg to ensure that debris are prevented from entering storm drain systems.

Our team also has experience in pulling post and engagement statistics from Facebook to quantify public engagement for Harford County. We also have pulled statistics regarding specific topics of public education throughout the year including proper pet waste management, electronics recycling, and water quality improvement overall. We are



able to track which posts receive the most engagement with the intention of creating similar posts to maximize public outreach. In addition to Facebook posts, we also assist the County in tracking engagement in programs such as Harford County Summer Adventure, the Harford County farm fair, and the monthly Watershed bulletin. Our staff has experience tracking annual restoration credit and the permit term restoration goals.

Each year, RK&K evaluates the as-builts for every construction project completed in Harford and Cecil counties and tracks any previous project failures to document current credit provided toward their MS4 permit. This analysis is reported as a credit verification memo and is appended to the annual report as official documentation of credit changes and strides toward restoration credit goals. We have been responsible for Cecil County's restoration activity schedule for over five years. Maintaining this document includes keeping track of existing BMPs that were constructed for the restoration goal including BMP type, impervious acres treated, cost of implementation, and year of project completion. Our first task when we started with Cecil County was to calculate credits for every project they had constructed up until 2019. This was approximately 60 BMPs. We have experience calculating impervious area restoration credits for an array of different BMP types including stream restoration (protocols 1-5), rain barrels, non-rooftop disconnect, rooftop disconnect, bioretention facilities, micro bioretention facilities, rain gardens, wet ponds, pervious pavers, street trees, meadow and conservation landscaping planting areas, and more. We

also assist Harford County in tracking and claiming credit for septic pump-out tickets for homeowners in the County. We recognize that this credit may only be attributed to an individual address once every five years.

OTHER INFORMATION

Project Management Approach

RK&K specializes in water resources engineering specifically in stream restoration, stormwater management, wetland restoration, and designs that advance municipal MS4 compliance, watershed health, and long-term stormwater program goals. As one of the largest environmental/water resources engineering design firms in the region, RK&K is recognized for our technical know-how, over-the-top personal service and — most importantly — success in achieving our client's goals. Since the inception of NPDES MS4 stormwater regulations in the early 1980s, RK&K has been at the forefront of MS4 regulatory compliance, stormwater planning, flood management, design, retrofitting, H&H analysis, and construction management, particularly within the heavily regulated Chesapeake Bay Region. Our team brings extensive expertise in conducting stream restoration in areas with unique constraints and in areas with many different stakeholders.



Contract Manager **Lucia Noya, PE**, with 31 years of engineering design and management experience, exceeds the County's minimum qualifications. She is a licensed Professional Engineer in the State of Maryland and serves as the Director of RK&K's Environmental

Water Resources practice company-wide. In this role, she provides senior project management oversight and has successfully delivered 600+ task orders involving stormwater water quality facility design, environmental restoration design, and comprehensive stormwater program support. **Lucia** has extensive experience overseeing all aspects of project delivery, from concept through construction and post-construction monitoring, and she is highly familiar with the regulatory, design, and contract management processes required for successful project implementation. As Contract Manager, she will serve as the County's primary point of contact, bringing in technical expertise and senior leadership to ensure every assignment is delivered effectively and efficiently.



Project Manager **Jessica Krueger, PE**, is a licensed Professional Engineer in the State of Maryland with over 12 years of project management experience in stormwater conveyance, stormwater management and water quality treatment, environmental restoration, grading, sediment and erosion control, permitting, and construction administration. She has successfully led projects through all phases, from planning and design to permitting, bidding, and construction oversight, demonstrating the comprehensive expertise required for this contract. **Jessica** and other key staff have worked together for more than eight years, bringing consistent leadership, technical precision, and field efficiency to every assignment.

QUALITY CONTROL OF WORK

The most impactful component of a successful subconsultant coordination plan is ensuring the timely delivery of accurate and high-quality work products. While RK&K is ultimately responsible to our clients for overall project quality, RK&K ensures that subconsultants are also individually held responsible for performing the necessary QC checks and reviews to confirm their deliverables meet, at a minimum, RK&K's quality requirement and/or their own quality plan. RK&K's Quality Control Manual requires that subconsultants submit a QA Report with their deliverables, documenting that those deliverables have been checked/reviewed in accordance with the project quality plan.

At the beginning of each task, a kickoff meeting is held with subconsultants to confirm that all subconsultants are clear on the QA/QC requirements and expectations. RK&K will always perform a QA review of subconsultant deliverables. When necessary to confirm subconsultant quality, as determined by the project manager, RK&K may perform detailed quality checks/reviews of subconsultant deliverables. In most cases, dependent upon the criticality of subconsultant deliverables, RK&K will also perform a Peer Review or Constructability Review on subconsultant deliverables.

ABILITY OF PRIME TO PERFORM WORK

With a large engineering and construction management team based in our Baltimore and DC offices and the majority of our construction inspection staff located in the Baltimore/Washington corridor — including Charles County, RK&K is prepared to respond quickly to any planning, engineering and CMI task assigned by DEP. Compared to some firms with smaller staffs, or larger firms with staffs spread across the east coast or nationally, our local management and headquarters allows RK&K to organize our resources with minimal coordination, and the sheer size of our group

provides redundancy for all our services. With the depth and diverse expertise of our subconsultants, the RK&K Team has a pool of 1,000+ professionals from which we can easily assemble effective and responsive planning, engineering and CMI teams to complete multiple, concurrent contract tasks while also achieving our CBSB, CBMBE, and MBE participation goals.

By including four certified firms on our team with expertise in a wide variety of different disciplines, RK&K has the flexibility to assign appropriate subconsultant staff in several different disciplines. That is, we will not assign a storm drain project to a subconsultant engineer who has 15 years of experience in bridge design just to achieve our CBSB / CBMBE / MBE goal. This approach will ensure our team's engineering is not only technically sound but is completed in a cost-effective manner. Furthermore, the depth provided by having redundant expertise – for instance, in stormwater engineering – both in-house and with our subconsultants, gives us the flexibility to assign work to firms who have staff readily available for the project. Furthermore, the fact that RK&K has expertise in nearly all disciplines required for the contract gives us the ability to perform routine quality control reviews of subconsultant work by an RK&K senior engineer prior to incorporation into the documents and prior to submittal to DEP and other review agencies. Again, all assignments will be managed by senior RK&K managers.

Lucia Noya offers 31 years of demonstrated proactive management for on-call contracts of various sizes and complexity. She will lead and coordinate our multidisciplinary team of specialists in various facets of this contract. As the County's main point of contact, **Lucia** is responsible for the oversight of all technical, administrative, financial, and scheduling efforts pertaining to the assigned task. She will work closely with the County to ensure that all project goals and expectations are met.

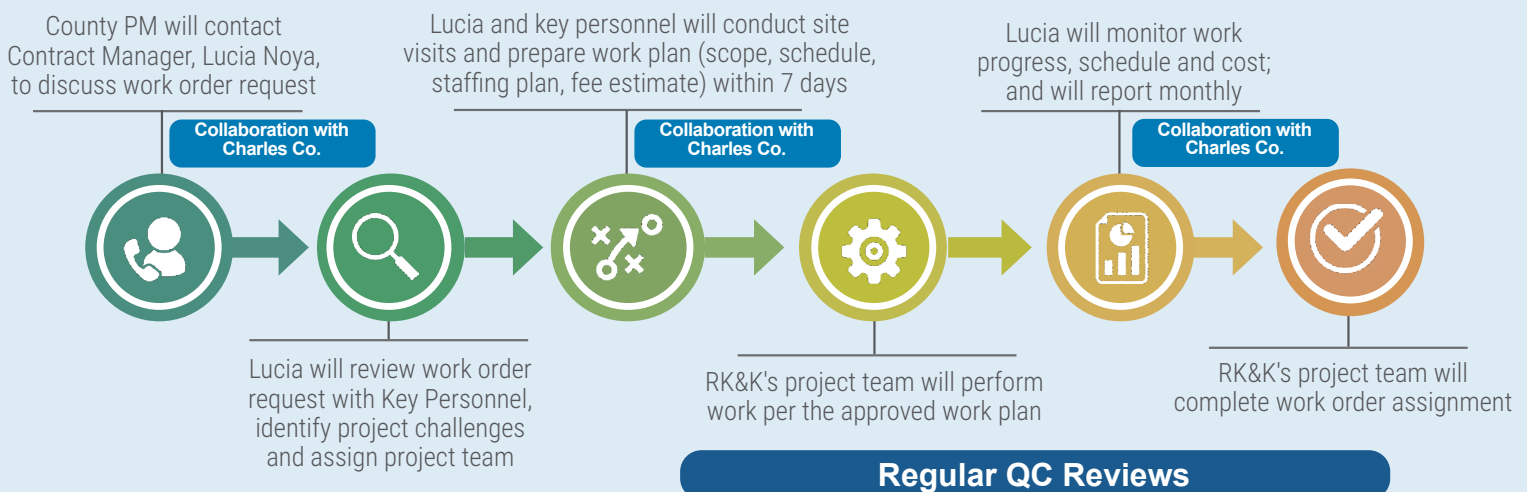
Upon receiving a task order assignment, our proposed Contract Manager **Lucia** will work with the County to develop a clear scope and fee, as well as select the right experts and support staff from our deep bench who will deliver quality projects on time and within budget. **Lucia** will be supported by **Jessica Krueger** as project manager.

PROJECT SCOPE & BUDGET

-  Efficient Project Tracking and Reporting
-  Assigning the Right People
-  Plan the Work, Work the Plan
-  Open Communication
-  Technically Sound Design with Focus on Sustainability
-  High Quality Deliverables - On Time and Within Budget

The scope of services will be developed collaboratively with County staff. Particular attention will be given to defining critical challenges and any project constraints, as well as developing a project budget and schedule that outlines key milestones, all aligned with the County's goals. An important aspect of our approach is to identify any required permits needed to construct a given project during the project scoping phase. RK&K will prepare a technical approach and parameters for meeting the goals of each individual project once clearly defined. The technical approach for each assignment will elaborate on how the work will be accomplished and what measures will be required to develop viable alternatives. Assumptions made in the preparation of the scope will be identified. Submittal requirements will be defined and quantified.

Task Order Management Process



PROJECT STAFFING

Once the project requirements are established, **Lucia** will allocate suitable staff resources to execute the various scoped items. Because RK&K is not organized into business sector practices (such as business lines or geographic regions), we can implement resource sharing across offices, as necessary, to meet project demands or accelerated schedules. RK&K utilizes a custom forecasting tool that forecasts workload for all staff for each RK&K office. Workload forecasts are assigned twelve months in advance and are updated quarterly. This tool allows project managers to quickly see which staff who may be over utilized and those staff who have availability to take on additional assignments. The RK&K Interactive Forecasting System is an excellent and effective tool for monitoring resource allocation and utilization. We are confident our current workload and staff availability will allow us to exceed your expectations regarding quality of service, technical capability and responsiveness.

BUDGET MONITORING

Lucia will carefully monitor budgets on a weekly basis. RK&K's automated Deltek system provides our project management team with a report including a breakdown of labor hours and payroll by individual tasks for "budget," "actual payroll used," "available to complete," and the budgeted and actual hourly payroll rates. The automated system also provides our project management team with a list of the employees who worked on each project task and the hours each employee charged during the weekly report period. This report permits managers to monitor a project's status quickly and efficiently from the manager's own workstation. Weekly monitoring can be shared with the County in the form of a weekly status update, if requested.

SCHEDULE MONITORING

RK&K develops separate schedules for each task, and a master schedule to track all ongoing tasks with the County. **Lucia** is responsible for coordinating and maintaining the master schedule while the assigned task leaders are responsible for their respective assignment. Schedules involving multiple tasks for the County are coordinated so that the critical path for each project element can be established across all disciplines to meet submission dates.

INITIAL SITE INVESTIGATION & FIELD DATA RECONNAISSANCE

For each task, RK&K will perform an initial site visit to determine if there are any elements of the task not previously identified and to help define the scope and the familiarize the team with site constraints and project parameters.

REVIEW EXISTING DATA & REPORTS

RK&K will review existing plans, reports, and data to be used during the task. RK&K will work with the County to identify needed data.

PROBLEM/TASK RESOLUTION APPROACH

Through effectively managing and developing an open line of communication with the County, RK&K strives to eliminate or minimize concerns. RK&K's resolution approach is to utilize regularly scheduled meetings, conference calls, and site visits in conjunction with the schedule to maintain communication and identify upcoming potential problems within the task. This collaborative approach, in conjunction with appropriate team resources, will allow us to swiftly respond to any issues as they arise and aggressively expedite suitable solutions. RK&K has numerous inspectors and engineers who understand how to approach construction resolutions. The County will be informed of construction conflicts and be advised on how to proceed to alleviate change orders and provide a resolution to complete the project. **Lucia** will be involved in the problem resolution process for those potentially impacting the design or construction process.

PROJECT COMPLETION

The work plan developed in the scope of work phase will be implemented to include all preliminary and final design, permitting requirements and bidding and construction phase services as appropriate. RK&K will work closely with the County engineering and operations staff throughout project completion. Site visits, meetings and workshops will be used for collaboration.

QA/QC Programs & Procedures



RK&K is committed to producing quality work products that meet the needs of the County. Our QA/QC Manager, **Robert Palmer, PE, CPSS**, will implement project quality control functions, ensuring that all contract plans, specifications, and engineering calculations are reviewed and checked

in accordance with RK&K's QA/QC program.

The Culture of Quality at RK&K is clear - every employee of RK&K understands that the prime responsibility for accuracy rests with the employee who initially performs the work, and that all other efforts beyond the initial work effort have a decreasing potential for effectiveness. We reinforce the importance of quality in the office by openly talking about work quality and holding routine team discussions to share quality related successes and lessons learned.

To ensure accuracy and completeness, checking of computations, drawings, specifications, and cost estimates are performed in accordance with the guidelines and procedures of RK&K's QA/QC manual. Our standard checking procedure requires color coded mark-ups of drawings during the design checking process.



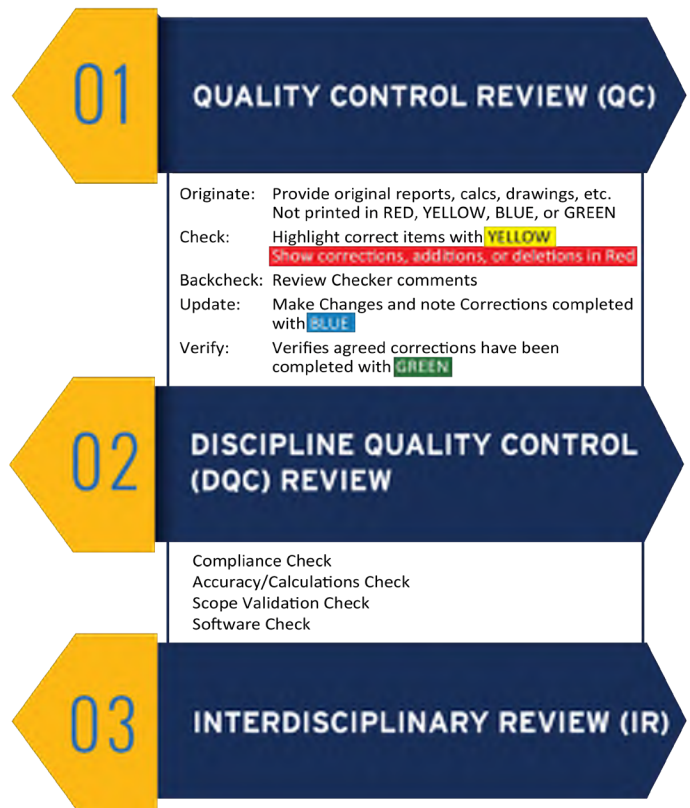
This is followed up by another team member confirming the drawing change was made in accordance with the design engineer's direction and evidenced by different color mark-up. All pre-final design documents are further reviewed by our construction management/construction inspection personnel to assess constructability and claim potential.

Robert will assist **Lucia** and **Jessica** to schedule quality control activities, monitor development of project deliverables and confirm that scheduled quality control activities are performed and documented. RK&K's management approach to providing quality design services relies primarily on a system of internal reviews by key technical staff and the constant interaction between management, staff and subconsultants. As has been our continued practice over the years, we are committing a team of key management personnel to ensure QA and QC are maintained throughout this project. RK&K recognizes the importance of developing the highest quality designs and contract documents and has implemented use of a QA/QC Manual to fulfill this commitment. This manual is distributed to every employee at RK&K and is reviewed periodically thus enabling RK&K to continuously update/improve our deliverables.

LESSONS LEARNED

The RK&K team has extensive experience and "lessons learned" gained from performing stormwater management and stream restoration projects in the urban environment under State of Maryland permitting criteria and on-call type contract. Our key staff are seasoned environmental professionals with many projects and associated valuable lessons learned knowledge in hand. Their diverse experience, educational training, diversity of areas of expertise, which improves our assessments, analysis, design, construction documents development, permitting, construction oversight and quality control and assurance processes from project inception to post-construction monitoring. Much of our expertise has been derived from lessons learned during planning, design and construction and inspection projects. On a monthly basis the water resources staff conducts a

QUALITY CONTROL REVIEW PROCESS



lessons learned report meeting which is an assessment of lessons that can be learned from a project that could be applied to future projects the team may be working on. For example, items discussed during this meeting are: mistakes that could be avoided in the future, successful strategies that might be adopted in future projects, and procedures and resources that could be improved upon creating efficiency among the team. Problems inevitably arise during any construction project—no project is completely free from issues. That's why we address the snags as they occur and share best practices among our design team to avoid future occurrences. Finally, the right team makes all the difference. We staff our project ensuring that the team is capable of performing the work efficiently and effectively, delivering quality projects for the County.

Public Outreach/Education

RK&K recognizes the critical importance of public education and outreach regarding the MS4 program and any associated MS4 or flood mitigation projects. RK&K's project team has extensive experience with conducting public relations and community outreach and education programs. We have participated in numerous public meetings, ranging from one-on-one discussions with property owners to meetings



Project Manager Lucia Noya at a public outreach event to help educate the public about an MS4 project.

with several hundred people in attendance. We've made public presentations to community associations and other local interest groups, where the meeting focus is narrowly defined as being informed of the project's objectives, impacts, and status. Some meetings have included structured presentations with a level of detail and graphics necessary to assist the public's understanding of the scope of work to be performed. We've also conducted workshop style public meetings, using a more informal discussion-based outreach approach. RK&K's graphics department has produced detailed renderings of proposed projects so the audience can get a feel for what the completed project will look like. Our graphics team is also experienced in developing handouts and outreach communication tools such as social media posts or web-based information.

RK&K has collaborated closely for over 25 years with a variety of MS4 clients and permit holders to deliver a wide range of public outreach services. Our clients include Frederick, Harford, Baltimore, Cecil, Prince George's, and Anne Arundel Counties, as well as Baltimore City, Takoma Park, Morgan State University, the Town of Smithsburg, and Montgomery County DEP. Some recent examples of our initiatives include:

- 🕒 **Example 1:** RK&K is actively supporting Harford County by providing public education and outreach services, including social media management and website content development. We collaborate closely with County staff to create and implement targeted outreach campaigns for special events and MS4-related public education efforts. Our team crafts weekly Facebook posts on topics such as native plants and wildlife, proper pool drainage, the benefits of leaving yard leaves for the winter,



RK&K actively supports Harford County's MS4 Phase 1 requirements in a myriad ways, including public outreach and education through the Harford Streams social media outreach campaign. Our team tracks the engagement statistics in order to inform and improve future outreach efforts (i.e., quantify engagement success), as well as provide support for the County's MS4 year end reporting.

and upcoming County events. These posts are designed to engage the community by promoting waste reduction, water conservation, litter prevention, and best practices for improving water quality at MS4 storm drain inlets. In addition to social media efforts, we create dedicated project webpages for each MS4 initiative, complete with project descriptions, plans, GIS maps, and FAQ sections to address property owner concerns. This allows for easy access to important information and project updates. RK&K also ensures that the Harford Streams section of the County's website is regularly updated to reflect the latest information and resources, keeping residents informed and engaged in efforts to protect local natural resources.

RK&K has supported numerous MS4 permittees by designing informational signs for construction sites to keep nearby property owners informed about ongoing projects. These signs feature a QR code that directs viewers to the



Proposed Bioretention Facility Concept Rendering developed by RK&K's Graphics Department; (L) Existing Site, (R) Concept Sketch

project's website (if applicable), along with an aerial map of the project area, illustrations of the limits of disturbance and access roads, the contractor's logo, and details about funding sources.

🕒 **Example 2:** RK&K has developed informational pamphlets for various clients to educate the public about MS4 programs, with the goal of increasing community awareness and engagement. These pamphlets are essential tools for promoting the success of MS4 initiatives and ensuring transparency with local property owners and stakeholders. For example, RK&K supported Harford County's "Plant with a Purpose" campaign, which educates residents on selecting plant species that contribute to healthy ecosystems and watersheds. Additionally, RK&K created one-page pamphlets of common good housekeeping and pollution prevention violations. These pamphlets are designed to accompany violation notices, providing a clear, simplified explanation of "dos and don'ts" with accompanying photos for better understanding.

🕒 **Example 3:** RK&K has actively participated in numerous public outreach events, setting up booths and providing educational walking tours focused on stormwater facilities for various clients. These events offer valuable opportunities for communities to learn about the importance of clean water, watershed protection, and the effects of stormwater pollution. By engaging residents, these initiatives support ongoing environmental efforts. For the past two years, the RK&K team has participated in Cecil County's Annual "Wade-In" event, which, in 2024, featured a ribbon-cutting ceremony



Elk Neck Park, Cecil County, Ribbon Cutting 2024

for the Elk Neck State Park ESD project designed by RK&K. During the event, the project's designers led public tours of the bioretention and micro-bioretention facilities, further promoting awareness of sustainable SWM practices. In addition, RK&K partnered with our client in Gwinnett County, GA, to host a field trip during the Shoal Creek Filter Plant Annual Open House event in 2023. The event highlighted RK&K's stormwater treatment train design, which features a pervious parking lot, to showcase water quality enhancements at the plant. This initiative supported educating Gwinnett residents about the County's ongoing efforts to improve water quality.

🕒 **Example 4:** For many of RK&K's larger MS4 projects, we have organized, prepared presentation materials, and presented to several hundred people in addition to organizing one-on-one residential meetings. We also have also produced project milestone videos keeping the communities engaged in the project understanding. For instance, while designing a comprehensive watershed-based project for Spring Ridge in Frederick County, which includes over 11,000 linear feet of stream restoration and the retrofit of four wet ponds, RK&K worked closely with Frederick County staff to organize several public meetings and engage over 5,000 homeowners. We also spearheaded five additional meetings with individual property owners to explain the project's potential impacts on their specific properties. In partnership with the County, RK&K created 10–15-minute videos outlining the design intent and next steps for each group. On another note, RK&K is also working with Frederick County to engage property owners about their involvement in the Creek ReLeaf

Program, aimed at increasing the overall forested area in Frederick County, including on privately owned lands.

Geotechnical

RK&K's geotechnical engineering department is staffed by geotechnical engineers and geologists who are familiar with all types of subsurface exploration techniques in various terrains and geologic settings. For each geotechnical assignment we prepare a detailed and coordinated approach with other design disciplines, such as water resources, natural resources, structures, traffic management, public outreach, and archeology, to obtain adequate subsurface information to characterize the subsurface conditions while minimizing disturbances to the public, environmental resources, verification of utilities prior to mobilization, and creating a work zone that is safe for both the field personnel and the public.

Our subsurface exploration programs start with a desktop study where we gather knowledge about the site including geology, soil survey, and existing subsurface data. RK&K maintains an extensive subsurface database of test borings drilled throughout the state and specifically within Charles County that we use for planning purposes so we know what to expect and can tailor the subsurface exploration program accordingly.

RK&K has performed numerous subsurface investigations using a wide range of exploration techniques. Depending upon project requirement and anticipated geologic conditions, a subsurface exploration can include traditional test borings with specialized undisturbed sampling, such as thin-wall tubes, piston sample, pitcher samples, Denison sampling, rock coring (with wireline), angle drilling, orientated drilling, and telescoped casing advancer. For each project we will review access to the project site to determine which equipment is best suited to minimize disturbance and obtain the subsurface data for design of the project. RK&K's subconsultant for this project, Findling is prepared to provide drilling equipment that is mounted to trucks or ATV rigs with rubber tracks or tires and has the capable of mobilizing multiple drilling crews simultaneously to meet the projects schedule. Laboratory testing for this contract will be conducted by RK&K's subconsultant, Findling who is an AASHTO accredited laboratory to conduct testing on selected soil and rock samples.

RK&K is experienced with the preparation of Geotechnical and Foundation Reports. These reports summarize the results of the subsurface exploration and laboratory testing program, our subsurface characterization and design recommendations for slope stability, SWM design, support of excavation, construction of permanent retaining walls, deep or shallow foundations, flexible and ridged pavement sections, underpinning, protection of existing utilities and

structures, and other geotechnical concerns that may affect the planned construction.

Surveying/SUE

RK&K has decades of field surveying, mapping and metes and bounds plat preparation expertise, which includes surveying, mapping and ROW assignments covering hundreds of thousands of acres and hundreds of miles of roadways. We have **AB Consultants, Inc.** to enhance the team's surveying capabilities. The RK&K Team has been delivering quality, multi-disciplinary engineering services to federal, state and local government agencies throughout the mid-Atlantic. The team has over 20 registered surveyors, survey/ROW, CADD technicians including survey crews working in and around Charles County.

RK&K has the capabilities to provide topographic data collection, HD Laser Scanning (static and mobile), survey control (GPS and conventional), metes and bounds, record document research (courthouse or via the Internet), ROW/easement plat preparation, hydrographic/bathymetric surveys, ROW/condemnation stakeouts, wetland surveys, stream cross-section surveys, construction/centerline takeouts and legal description services. Our approach is to take advantage of the experience and insight gained from recent DOT and other open-end tasks assignments.

Our team will perform all work under this contract in accordance with Maryland State Law, COMAR, Title 09, Subtitle 13, Chapter 06, Minimum Standards of Practice at the time of the making of the plat. Horizontal and Vertical control will be reference to the Maryland Coordinate System under the direct supervision of a Maryland Licensed Surveyor. Additionally, several survey staff members have Confined Space training, 40-hour HAZWOPER certification and ACSM CST certification.

Utility impacts present one of the highest risks to escalated project costs, schedule delays and unidentified conflicts during construction. Therefore, RK&K places strong emphasis on preparing a comprehensive utility inventory based on collection of record plans from utility owners, survey of utility surface features and field reconnaissance by RK&K's experienced utility engineers who specialize in identifying existing utilities, assessing potential impacts and coordinating clearances and required relocations with utility owners. Our utility engineers will prepare a comprehensive utility inventory file that will be added to the base mapping for use in developing improvement alternatives and assessing potential impacts to utilities.

Supporting our team, **A|I|Data** will provide utility coordination and SUE services for this contract. The firm has completed various projects throughout Maryland counties

ranging from public utility infrastructure improvement projects as well as transportation upgrade and enhancement projects. RK&K will subsequently evaluate utility impacts associated with the design elements such as roadway grading/widening, sidewalk improvements, and storm drain, SWM, sewer and water main installation. To the extent possible, every attempt will be made to avoid and minimize impacts to utilities as soon as possible during the preliminary design phase and will continue through delivery of the final construction documents. If our review of the concept plans, field reconnaissance and submission of a utility request to Miss Utility indicates the presence of existing water, sewer, storm drainage, telecom and power within the project corridor, utility conflicts will be tracked throughout the project and coordinated with these utility owners so that relocations and/or adjustments can be minimized.

Inspection Services

RK&K has extensive expertise in providing assessment, design, and inspection services on a variety of BMPs, including alternative BMPs that contribute to environmental restoration and SWM goals. Our team is highly skilled in watershed assessments/studies/modeling; field data collection; stormwater retrofits design; water quality and TMDL credit; inspecting stream restoration projects, urban tree canopies, forest planting initiatives, and other land conversion BMPs; environmental permitting; surveys/as-builts; and construction plans, and these services ensure that projects and BMP practices meet design specifications and perform optimally to achieve water quality improvements. With a focus on both structural and non-structural BMPs, RK&K evaluates their effectiveness in reducing runoff, improving stormwater infiltration, and enhancing overall ecosystem health. Our thorough inspection processes include detailed assessments of vegetative health, structural integrity, and hydrologic performance, providing our clients with actionable feedback to maintain or improve BMP functionality. Our team has experience doing inspections and permit monitoring of restoration projects post construction for verification of proper stability and function of the stream.

RK&K has implemented stream inspection standard operating procedures for other counties to implement into their public works programs. Monitoring and inspections post restoration are important to assess the effectiveness of the interventions and to adjust restoration strategies based on inspection results and changing conditions. When problems are found in the field RK&K will work with the municipality to establish how the failure occurred, what can be done to implement a repair, and how to best permit the repair. Our team has worked with many clients and has been called out to failure sites on projects to dissect what

went wrong and work with the client to create a sustainable plan to repair the site for the future.

In addition, RK&K offers specialized services in confined space inspections, utilizing personnel certified in confined space entry protocols. Our Team is staffed with several NASSCO MACP and PACP trained and certified engineers, analysts and technicians who review, code, validate and evaluate the data collected through various inspection and condition assessment activities. This capability is critical for inspecting BMPs such as underground stormwater facilities, vaults, and culverts that require confined space access. Our team follows strict safety protocols and leverages cutting-edge tools to assess the condition and performance of these systems, identifying potential maintenance needs or necessary repairs. RK&K's expertise in inspecting alternative BMPs and conducting confined space inspections ensures that clients meet regulatory requirements and maintain the long-term effectiveness of their SWM practices, contributing to resilient and sustainable communities.

Grant Experience

RK&K is adept at identifying and preparing grant applications and implementing successful strategies for securing the funding and managing the grant once secured. In the current economic climate where budgets are unpredictable, RK&K has the expertise to do more with less by securing a full range of funding alternatives, including grants, providing the County with the best value to meet their program goals.

Funding opportunities are crucial in support of SWM, flood reduction, MS4 program success, and capital design project implementation. RK&K is experienced in preparing grants for project implementation including the tasks of researching, obtaining data, development, document preparation and grant coordination, administration, and implementation. RK&K has provided assistance with DNR grants for the Chesapeake and Atlantic Coastal Bays Trust Fund and providing project calculations through the Field Docs program. RK&K additionally has experience preparing Chesapeake Bay Trust Watershed Assistance Grant packages, including watershed planning, financial assurance plans, runoff reduction calculations, concept design plans, alternative analysis, and grant writing to meet TMDL implementation goals.

RK&K has assisted several other county jurisdictions with the identification of capital project sites, concept studies, and grant support to obtain funding for the remainder of the design and construction of the project sites. RK&K recently assisted Harford County in securing an Urban Trees Grant from the Chesapeake Bay Trust to plant over

1,000 trees for MS4 credit on public schools property and in cooperation with community groups.

RK&K has extensive experience in securing and managing grant funding for flood mitigation projects, from identifying suitable projects to successfully applying for grants and overseeing the entire process through to grant closeout. They have a proven track record in working with various funding programs, including FEMA's Building Resilient Infrastructure and Communities (BRIC) program.

RK&K has secured millions of dollars in funding for flood mitigation efforts. Our approach begins with identifying flood-prone areas and assessing the feasibility of mitigation measures, such as stormwater infrastructure improvements, levee systems, and shoreline restoration. Once viable projects are identified, RK&K prepares detailed grant applications, often incorporating hydrologic and hydraulic models, cost benefit analyses like FEMA's Benefit-Cost Analysis (BCA), and documentation of local flooding risks.

After securing the grant, RK&K manages the funding alongside project schedules, ensuring compliance with grant requirements, budget constraints, and reporting deadlines. This includes close coordination with municipal clients to ensure that milestones are met, funds are utilized appropriately, and the project objectives align with both local resilience goals and grant stipulations. RK&K also leads the grant closeout process, which involves preparing final reports, verifying project completion, and ensuring all financial and performance metrics are met for grant compliance. Their expertise in these areas supports communities in addressing critical flood risks while effectively leveraging state and federal funding sources.

Construction Administration

RK&K has an outstanding staff of construction professionals who utilize their decades of hands-on construction experience to assist clients with their programs on an on-call, as-needed basis. By developing a preliminary CPM schedule, we enhance constructability review, assign a realistic duration for the project, and use the important milestones to develop incentive/disincentive language. During the project, we provide baseline schedule review, scrutiny of updates and revisions, and preparation of an as-built schedule. Our office engineering/computer specialists are skilled at assisting the owner in setting up and implementing a computerized project control system tailored for the size and complexity of the project.

Our experience has shown that the design engineer can play a significant role during the construction/implementation phase of restoration projects, as the proposed plan often needs to adapt during construction to unforeseen site



RK&K provided construction inspection services for the Herring Run Stream Restoration and Asset Protection project in Baltimore City. Rebecca Oaks and Jessica Krueger inspecting the stream bi-pass pumping.

conditions, time of year weather elements, time of year restrictions, working in the “wet” environment, and project phasing. RK&K's design engineers have gained insights for anticipating construction challenges/solutions and how to communicate with contractors due to our extensive experience with constructed projects. In addition, our staff has served as the on-site CM/CI to represent the project owner for restoration projects designed by others.

Construction management and permit compliance are interrelated for restoration projects as the work often interfaces with regulated resources and required documentation for owner purposes as well as agency purposes. We have found that ultimate as-built documentation for completed projects, or documenting permitting compliance throughout construction, to be extremely important to project success, particularly for projects that will be used for TMDL/MS4 or compensatory mitigation crediting. Our staff is well-versed in the need for appropriate documentation, not only for the Owner but for regulatory agencies as well. We work closely with the contractor's surveyor to develop appropriate as-built documents, know when and how to document key project elements throughout the restoration construction to meet permit requirements, and prepare the appropriate documentation. For construction and permit compliance, our Unmanned Aircraft Systems (UAS) technologies are used to provide real time compliance for erosion/sediment control and SWM requirements for projects.



700 E. Pratt Street | Suite 500 | Baltimore, MD 21202

410.728.2900 tel | 410.728.2834 fax

www.rkk.com

Line Item	Description	Unit of Measure	Unit Cost
A1	Principal/Director (Licensed Engineer)	Hour	\$280.00
A2	Project Manager (Licensed Engineer)	Hour	\$198.00
A3	Civil Engineer (Engineer in Training)	Hour	\$153.00
A4	Landscape Architect (Licensed)	Hour	\$165.00
A5	Senior Environmental Scientist	Hour	\$190.00
A6	Junior Environmental Scientist	Hour	\$120.00
A7	Arborist (Certified)	Hour	\$135.00
A8	Soils Scientist	Hour	\$167.00
A9	Graphic Designer	Hour	\$130.00
A10	Surveyor (Licensed)	Hour	\$175.00
A11	Two Person Survey Crew	Hour	\$202.00
A12	One Additional Field Person	Hour	\$102.00
A13	Geotechnical Engineer	Hour	\$140.00
A14	Project Inspector	Hour	\$115.00
A15	Construction Administrator	Hour	\$130.00
A16	GIS Specialist	Hour	\$230.00
A17	GPS/GIS and Asset Management Technician	Hour	\$120.00
A18	CAD Technician	Hour	\$120.00
A19	Administrative	Hour	\$0.00
A20a	8-1/2" x 11" B&W Copies	Each	\$.25
A20b	8-1/2" x 11" Color Copies	Each	\$.32
A20c	24" x 36" Plan Sheet B&W as appropriate per the design	Each	\$1.86
A20d	24" x 36" Plan Sheet Color as appropriate per the design	Each	\$2.82
A20e	Mylars	Each	\$6.42
	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)		
A21		Mile	\$.70

AGREEMENT

THIS AGREEMENT, effective as of this ____ day of _____, 2026, by and between **THE TOWN OF LA PLATA, MARYLAND**, a municipal corporation of the State of Maryland (hereinafter referred to as “Town”), and **Rummel, Klepper & Kahl, LLP**, 700 East Pratt Street Suite 500, Baltimore, MD 21202 (hereinafter referred to as “Consultant”).

WHEREAS, Charles County Government, a county agency of the State of Maryland, competitively awarded and entered into a Contract for Municipal Stormwater Permit Design and Consulting Services, Charles County RFP 26-009 (CC RFP), with the Consultant on November 18, 2025; and

WHEREAS, the Town, as a government entity, desires to procure the Services by means of intergovernmental cooperative purchasing in reliance on the rates, terms and conditions in the competitively awarded CC RFP, consistent with applicable Maryland law and the Town’s procurement authority in Chapter 43 in the Town’s Code of Ordinances ; and

WHEREAS, the Consultant has agreed to extend to the Town the same rates, terms, and conditions as those set forth in the CC RFP, as further provided in Section 1 of this Agreement; and

WHEREAS, Town requires a qualified Consultant who is able to provide professional general Consulting services, including municipal stormwater permit design and such additional Consulting services as the Town may require from time to time, on an as-needed basis (herein “Services” or “Project”).

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Cooperative Procurement; Piggyback. This Agreement is entered into pursuant to intergovernmental cooperative purchasing authority (commonly referred to as “piggybacking”), by which the Town adopts the rates, terms, and conditions of a contract competitively awarded by another public entity. The referenced contract is: (a) RFP Number: RFP 26-009; (b) RFP Name: Municipal Stormwater Permit Design and Consulting Services; and (c) Issuing Government Entity: Charles County Government, a county agency of the State of Maryland (the “Referenced Contract” or “CC RFP”). The Consultant agrees to extend to the Town the same rates, terms, and conditions as those set forth in the Referenced RFP, except as otherwise expressly provided in this Agreement. The rates constituting the list price for the Services are set forth in Exhibit B (Fee Schedule). The CC RFP is incorporated herein by reference to the extent not inconsistent with the express terms of this Agreement; in the event of a conflict between the Referenced Contract and this Agreement, the terms of this Agreement shall control. Both the Town and the Consultant expressly acknowledge that the Agreement is a fully enforceable independent contract, that the CC RFP is incorporated solely for the purpose of establishing the rates and terms under this Agreement, and that neither Party shall use the incorporation of the CC RFP as a basis to avoid its obligations, including any

payment obligations, under the Agreement. Either party may terminate the Agreement and this arrangement with sixty (60) days written notice to the other party.

2. Services to be Provided. The Consultant agrees to perform the Services in accordance with the Scope of Services more fully outlined in Exhibit A (Scope of Services), attached hereto and incorporated herein by reference.

3. Costs. The cost for Services to be provided by Consultant under this Agreement shall be based upon the rates and fees set forth in the Fee Schedule, attached hereto as Exhibit B (Fee Schedule), which reflect the rates established under the CC RFP. The total amount payable with respect to any Task Order shall not exceed the amount authorized in that Task Order, as accepted by the Town.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

Rummel, Klepper & Kahl, LLP

By: Nathan Atkinson, PE
Title: Partner

THE TOWN OF LA PLATA, MARYLAND,

By: Noel C. Stevens
Title: Town Manager

EXHIBIT A

SCOPE OF SERVICES

The Consultant shall provide general Consulting services to the Town of La Plata on an as-needed basis, including, without limitation, Municipal Stormwater Permit Design and Consulting services, and such additional Consulting services as the Town may request and the parties may mutually agree upon. Specific assignments shall be defined through individual Task Orders authorized in writing by the Town. Each Task Order shall set forth the description of services, deliverables, schedule of performance, key personnel, and the not-to-exceed fee for the assignment.

Representative categories of Services may include, without limitation: stormwater related engineering, planning, monitoring, asset management, and inspection tasks.

EXHIBIT B
FEE SCHEDULE

Compensation for Services authorized under each Task Order shall be based on the hourly billing rates and reimbursable expense provisions set forth in this Exhibit B, subject to the not-to-exceed amount established in the applicable Task Order. The hourly billing rates set forth below constitute the price for the Services and are the rates established under the CC RFP (CC RFP 26-009), which the Consultant has agreed to extend to the Town.

Line Item	Description	Unit of Measure	Unit Cost
A1	Principal/Director (Licensed Engineer)	Hour	\$280.00
A2	Project Manager (Licensed Engineer)	Hour	\$198.00
A3	Civil Engineer (Engineer in Training)	Hour	\$153.00
A4	Landscape Architect (Licensed)	Hour	\$165.00
A5	Senior Environmental Scientist	Hour	\$190.00
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A8	Soils Scientist	Hour	\$167.00
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A20e	Mylars	Each	\$6.42
A21	Mileage for Fieldwork - Mileage shall be reimbursed at the current published privately owned vehicle (POV) mileage reimbursement rate issued by the United States General Services Administration (GSA)	Mile	\$.70

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-65

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

**Technical Review of Design-Build Services for the
Dorchester Community Center – CDM Smith, Inc.**

FOR the purpose of authorizing the Town Manager to execute a task order with CDM Smith, Inc., for technical review of the Dorchester Community Center Phase 1 Design-Build Services Request for Proposals (“RFP”) and for assistance in evaluating proposals received in response to that RFP; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata (“Town Council”) desires to promote Operational Excellence through the enhancement of community programs and services by strengthening services and programs with adequate staffing and technical expertise; and

WHEREAS, the Town Council desires to provide walkable destinations and amenities to promote community social wellness; and

WHEREAS, Town Staff have prepared a draft Request for Proposals (RFP No. RFP-2026-05-21) for Phase 1 Design-Build Services for the Dorchester Community Center; and

WHEREAS, the Dorchester Community Center project represents a scale and complexity of vertical construction the Town has not undertaken in several decades; and

WHEREAS, the services of qualified professionals are required to ensure that RFP-2026-05-21 and resulting proposals reflect the technical rigor expected by the development and design-build community; and

WHEREAS, through Resolution 26-46, the Town Council authorized the Town Manager to execute a General Engineering Services on-call contract with CDM Smith, Inc., of Fairfax, Virginia; and

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

WHEREAS, the Town Manager, having reviewed the proposed services and the qualifications of CDM Smith, Inc., recommends that the Town Council authorize him to execute a task order with CDM Smith, Inc., to perform work and services as described in Attachment 1; and

WHEREAS, Town Charter § C8-23 and Town Code Chapter 43 requires that all expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, Town Staff believe the purpose and intent of Town Charter §C8-23 has been met.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Noel C. Stevens, Town Manager, is hereby authorized, on behalf of the Town of La Plata, to execute a task order with CDM Smith, Inc., of Fairfax, Virginia, as specified on “Engineering Services Task Order Proposal,” dated August 27, 2026, and attached hereto as Attachment 1, and under the terms defined in the Agreement between the Town of La Plata, Maryland, and CDM Smith Inc., through Resolution 26-46.

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ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

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ENGINEERING SERVICES TASK ORDER PROPOSAL FORM Attachment 1**I. OWNER**

- A. CONTRACT:** General Engineering Services
- B. NAME OF TASK ORDER:** - Dorchester Community Center Procurement Assistance
- C. PROPOSED CONSULTANT:** CDM Smith Inc.
- D. CONSULTANT WORK ORDER #:** TO#1
- E. CONSULTANT CONTRACT #:** TBD
- F. REPRESENTATIVE:** Chuck Stevens
- H. TELEPHONE #:** 301-658-6656
- I. SCOPE OF WORK:** Reviewing the RFP documents and providing comments and recommendations to verify that the procurement package is professional, clear, and consistent with industry's best practices. Review of up to five proposals submitted and provide an award recommendation to the Town

II. CONSULTANT

- A. CONSULTANT'S PROJECT ENGINEER:** Brian Lubenow, PE
- B. TELEPHONE NO.:** 717-581-8532
- C. SCOPE OF WORK ---- ATTACHMENT "A":**
- D. COST PROPOSAL ---- ATTACHMENT "A":**
- E. COST: COST NOT-TO-EXCEED:**

TASK 1:	\$8,400
TASK 2:	\$13,440
TASK3:	<u>\$8,260</u>
NOT TO EXCEED TOTAL AMOUNT:	<u>\$30,100</u>
- F. PRINCIPAL OF FIRM:**  **DATE:**
Sogol Gremi, Vice President

III.

THE TOWN OF LA PLATA HAS REVIEWED THE SUBMITTED PROPOSAL AND APPROVES THIS WORK.

APPROVED _____ **DATE** _____
TOWN MANAGER



10306 Eaton Place, Suite 220
Fairfax, VA 22030
tel: 703-691-6500
fax: 703-267-6083

August 27, 2026

Chuck Stevens, Town Manager
Town of La Plata
305 Queen Anne Street
La Plata, MD 20646

Subject: Town of La Plata - Review of the Request for Proposal (RFP)/Procurement Assistance
for:
Phase 1 – Dorchester Community Center – Design-Build Services

Dear Mr. Stevens:

CDM Smith is pleased to submit this task order proposal to the Town of La Plata to review the RFP for Phase 1 of the Dorchester Community Center Design-Build Services project and assist in proposal review and recommendation of award. We appreciate the opportunity to support the Town in this effort to help position the project for a successful procurement process.

The objective of this task is to provide an independent review of the RFP and offer recommendations that enhance clarity, quality, and overall effectiveness. Our services will include:

- Reviewing the RFP documents and providing comments and recommendations to verify that the procurement package is professional, clear, and consistent with industry's best practices.
- Evaluating the proposed procurement schedule and recognizing the importance of maintaining an aggressive timeline.
- Identifying opportunities to streamline the process and, where appropriate, recommending alternative delivery approaches that may help the Town achieve its objectives more efficiently and expeditiously.
- Review of up to five proposals submitted and provide an award recommendation to the Town.

CDM Smith understands the importance of this task order and the need to maintain project momentum while delivering a high-quality procurement package. We look forward to partnering with the Town to support a successful and timely procurement effort.

CDM Smith proposes to perform the following scope and deliverables:

Task 1 – Town of La Plata Dorchester Community Center Design-Build Services RFP Review and Revision Support

CDM Smith will provide procurement, technical, and commercial advisory services to support completion of the **Town of La Plata Phase 1 – Dorchester Community Center Design Build Services (Request for Proposals (RFP No. RFP-2026-05-21))**.



Chuck Stevens, Town Manager
August 27, 2026
Page 2

Scope Items:

- Review one (1) draft RFP document for technical accuracy, completeness, consistency, and alignment with the Town's project objectives.
- Review the project scope, proposal requirements, evaluation criteria, commercial requirements, and contract provisions.
- Review and recommend modifications to evaluation criteria and scoring methodology.
- Prepare one (1) consolidated comment matrix identifying recommended revisions, clarifications, and risk considerations.
- Participate in one (1) virtual review meeting with Town staff to discuss comments and recommendations.
- Review up to one (1) round of bidder questions and prepare draft responses and addendum language.

Deliverables:

- Comment matrix.
- Redline and clean versions of the revised RFP.
- Draft addendum language.

Task 2 – Town of La Plata Dorchester Community Center Design-Build Services Proposal Evaluation and Bidder Selection Support

CDM Smith will assist the Town in evaluating proposals submitted in response to the **Town of La Plata Phase 1 – Dorchester Community Center Design Build Services (Request for Proposals (RFP No. RFP-2026-05-21))** and provide support through bidder selection and contract negotiations.

Scope Items:

- Review and evaluate up to five (5) proposals for responsiveness and compliance with RFP requirements.
- Develop one (1) proposal evaluation matrix based on the approved evaluation criteria and weighting factors.
- Evaluate proposer qualifications, project experience, financial capability, and key personnel.
- Evaluate technical approaches, concept design, references, cost proposal, and project schedules.
- Prepare a comparative assessment of proposer strengths, weaknesses, risks, and differentiating features.
- Participate in up to two (2) evaluation committee meetings.

Chuck Stevens, Town Manager
August 27, 2026
Page 3

- Support interviews and presentations for up to three (3) shortlisted firms, including preparing clarification questions and review proposer responses. Two CDM Smith engineers or architects will participate in the interviews virtually.
- Review and evaluate Best and Final Offers (BAFOs), if requested by the Town.
- Develop final proposal rankings and award recommendations.
- Provide support during negotiations with the selected proposer.

Deliverables:

- Evaluation matrix and scoring sheets.
- Proposal evaluation and shortlist recommendation memorandum.
- Final bidder ranking and award recommendation report.

Task 3 – Project and Quality Management

CDM Smith will provide project management services to support completion of the **Town of La Plata Phase 1 – Dorchester Community Center Design Build Services (Request for Proposals (RFP No. RFP-2026-05-21))**.

Scope Items:

- CDM Smith will provide project management services over the course of the project to include project set up, planning, tracking, billing, coordination, status updates, and project closeout.
- CDM Smith will facilitate a kickoff meeting with Town representatives to review the project objectives, scope, points of contact, communication plan, and schedule.

Deliverables:

- Kickoff Meeting minutes
- Monthly project status reports with each invoice

Schedule

Assuming task order award by Town Council at the September 22, 2026 meeting and notice to proceed on September 23, 2026, CDM Smith anticipates the following project schedule:

- Delivery of RFP comment matrix and revised RFP: October 19, 2026
- Delivery of Draft Addendum language: No later than 3 (three) business days prior to deadline in the RFP.
- Delivery of evaluation matrix and proposal evaluation memorandum: No later than 14 (fourteen) days after receipt of proposals.

Chuck Stevens, Town Manager
August 27, 2026
Page 4

- Delivery of final bidder ranking and award recommendation memo: No later than 14 (fourteen) days after completion of the final proposer interview or BAFO.
- Overall project duration through award recommendation is assumed to be no more than six months.

Compensation and Method of Payment

The estimated fee to perform the services as outlined above is as follows:

Task 1: RFP Review and Revision Support	\$8,400
Task 2: Proposal Evaluation and Bidder Selection Support	\$13,440
<u>Task 3 Project & Quality Management</u>	<u>\$8,260</u>
Total	\$30,100

The upper limit presented above shall not be exceeded except in the event of a written increase in the scope of work as described herein. If the dollar amount does not reach the upper limit outlined in this proposal, we will not bill the County for the unused balance. CDM Smith will invoice for only the quantity of work performed.

Monthly invoices will be submitted with a description of the work performed for each task. Invoices will be prepared based on the billing rates established in the Basic Ordering Agreement, dated July 29, 2026.

We look forward to the opportunity to serve you in this role. If you have questions or need any clarification, please contact me at 703-691-6466.

If acceptable, please sign below and return one copy to my attention.

Sincerely,

Approved:



Sogol Gremi, PE
Client Service Leader/Vice President
CDM Smith Inc.

Town of La Plata



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution – Task Order Approval
SUBJECT: Dorchester Community Center – Authorization to Execute CDM Smith Task Order for Technical Review of Design-Build Services RFP

BACKGROUND:

On May 12, 2026, the Town Council directed the Town Manager to proceed with initiating the design of the Dorchester Community Center (DCC), based on the findings of the feasibility study prepared by COA Barrett and Patuxent Architects. Staff has since prepared a draft Request for Proposals (RFP No. RFP-2026-05-21) for Phase 1 Design-Build Services for the Dorchester Community Center.

The DCC project represents a scale and complexity of vertical construction the Town has not undertaken in several decades, dating to the construction of Town Hall in the early 2000s. The Town does not currently have a town engineer on staff. To ensure the RFP and the Town's subsequent evaluation of proposals reflect the technical rigor expected by the development and design-build community, staff proposes engaging CDM Smith to review the draft RFP and to assist the Town in evaluating responses received.

On July 29, 2026, the Town entered into a General Engineering Services on-call contract with CDM Smith. The task order for this scope of work would be issued under that existing contract.

FISCAL IMPACT:

Funding for this task order is available in the FY27 Capital Budget under the Dorchester Community Center project line. CDM Smith has proposed a not-to-exceed fee of \$30,100, allocated across three tasks: RFP Review and Revision Support (\$8,400), Proposal Evaluation and Bidder Selection Support (\$13,440), and Project and Quality Management (\$8,260). CDM Smith will invoice only for work actually performed; any unused balance will not be billed. The task order will be issued under the Town's existing General Engineering Services on-call contract with CDM Smith (executed July 29, 2026). No new appropriation is required.

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STRATEGIC PLAN ALIGNMENT:

This action supports Goal #1 (Good Governance) by ensuring the Town's procurement documents are professionally prepared and reflect responsible stewardship of public resources. It also supports Goal #2 (Operational Excellence) by supplementing staff capacity with qualified technical expertise in the absence of an in-house town engineer, and Goal #5 (Public Service Readiness) by helping ensure the DCC design and construction documents are technically sound and positioned for successful delivery.

SUSTAINABILITY CONSIDERATIONS:

CDM Smith's technical review will help confirm that the RFP appropriately requests information on energy-efficient building systems, water conservation measures, and other sustainable design elements consistent with Maryland Green Building Council standards and Sustainable Maryland certification criteria, so that these considerations can be evaluated as part of the design-build team selection process.

ADA CONSIDERATIONS:

CDM Smith's review will help ensure the RFP clearly establishes compliance with the Americans with Disabilities Act (ADA) and the Maryland Accessibility Code (COMAR 05.02.02) as a requirement of the selected design-build team, and that proposals are evaluated in part on their approach to universal design and accessibility.

RECOMMENDED ACTION:

Adopt Resolution 26-65, authorizing the Town Manager to execute a task order with CDM Smith, in a not-to-exceed amount of \$30,100, under the Town's existing General Engineering Services on-call contract, for technical review of the Dorchester Community Center Phase 1 Design-Build Services RFP and for assistance in evaluating proposals received in response to that RFP.

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La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1244

Date of Meeting: Sep 08, 2026

ATTACHMENTS:

1. Engineering Services Task Order Proposal Form and CDM Smith Task Order Proposal Letter (dated August 27, 2026)

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Page 3 of 3
Agenda Item Summary Form
r2026.06.24



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution - Contract Approval
SUBJECT: Cooperative Contract with Citylogix (StreetScan USA, Inc.) for Sidewalk and ADA Curb Ramp Condition Assessment Services

BACKGROUND:

Staff recommends that the Town enter into an Agreement for Services with StreetScan USA, Inc., doing business as Citylogix, to conduct a sidewalk condition assessment and an ADA curb ramp compliance assessment of the Town's pedestrian network. This builds on the Town's existing relationship with Citylogix, which is currently performing a Town-wide pavement condition assessment under a separate agreement ratified by Council on August 11, 2026.

The proposed agreement would be procured through a cooperative purchasing arrangement under the City of Bellevue, Washington's existing, competitively solicited Professional Services Agreement for ADA Transition Plan Assessment (RFP #25015). Bellevue advertised the solicitation on February 11, 2025, received proposals from eight firms, and awarded the resulting contract, valued at \$244,905.00, to StreetScan USA, Inc. for the period of August 11, 2025, through August 11, 2026, with an option for one additional 1-year renewal.

Under the proposed agreement, Citylogix would deploy its E-Scooter mobile survey platform to collect condition data for approximately 48 miles of Town sidewalk and to evaluate approximately 720 ADA curb ramps for compliance with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design. Sidewalk data would be scored using Citylogix's Sidewalk Condition Index (SCI), a 0 to 100 scale, and delivered as a geospatial data layer through Citylogix's cloud-based Streetlogix asset management software, along with imagery and a summary report. Ramp compliance findings (including detectable warning surface presence, running and cross slope, flare slope, width, landing, surface condition, and obstruction) would be delivered as a GIS layer identifying compliant, non-compliant, and missing ramps.



Consistent with Article 5.2 (Reconciliation) of the Agreement, final payment will be based on the actual sidewalk mileage and ramp count surveyed, which may vary from the 48 miles and 720 ramps reflected in Citylogix's sales orders.

This data collection effort will support the Town's ongoing sidewalk and curb maintenance policy work and its obligations under Title II of the ADA to maintain a Transition Plan addressing accessibility barriers in the public right-of-way.

FISCAL IMPACT:

The total estimated contract value is \$25,964.00, consisting of the following components, as reflected in Citylogix's sales orders:

- Sidewalk Management Services (48 sidewalk miles): \$12,272.00, covering E-Scooter data collection, data processing, sidewalk project management, sidewalk width measurement, a GIS coordination fee, and mobilization and setup.
- ADA Ramp Management Services (720 ramps): \$13,692.00, covering ADA ramp data collection and mobilization and setup.

Because final payment is reconciled against actual quantities surveyed, the final invoiced amount could differ from this estimate, consistent with the Town's recent experience on the companion pavement condition assessment contract with the same vendor.

Following delivery of final results, the Town's access to survey data through Citylogix's web-based Streetlogix portal is included for an initial two-year period. Should the Town wish to continue accessing this data beyond that period, renewal pricing would be based on surveyed centerline miles and adjusted for inflation using the Consumer Price Index for All Urban Consumers (CPI-U) for the Baltimore, MD area, executed through a separate subscription agreement.

Funding is identified within the FY27 budget in the Public Works Department, Sidewalks Line Item of \$80,000.

STRATEGIC PLAN ALIGNMENT:

Goal #1, Good Governance: Objective, third-party condition data supports fair and transparent decision-making regarding sidewalk and curb ramp repair priorities, and helps the Town manage its infrastructure assets as a responsible fiduciary.

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*



Goal #5, Public Service Readiness: A comprehensive, data-driven sidewalk and ADA ramp inventory allows the Town to plan and develop the systems and infrastructure needed to meet growing demand while supporting the health, safety, and accessibility needs of residents.

SUSTAINABILITY CONSIDERATIONS:

Citylogix's E-Scooter survey platform collects data without the fuel consumption or emissions associated with a traditional vehicle-based survey, and does not require lane closures, detours, or additional idling. The resulting condition data allows the Town to target sidewalk maintenance, such as panel replacement or grinding, to the specific segments where it is needed most, rather than defaulting to wholesale reconstruction, which reduces the volume of concrete and other materials consumed over the life of the sidewalk network.

ADA CONSIDERATIONS:

This item is itself an ADA compliance initiative. The proposed scope of services directly supports the Town's Title II ADA Transition Plan obligations by generating an objective, network-wide inventory of curb ramp compliance, evaluated against the 2010 ADA Standards for Accessible Design, and a condition-based inventory of sidewalk segments that can be used to prioritize accessibility barrier removal. Staff will coordinate the resulting data with the Town's ongoing sidewalk and curb maintenance policy work and its ADA Transition Plan.

RECOMMENDED ACTION:

Adopt Resolution 26-66, "Sidewalk and ADA Curb Ramp Condition Assessment - Citylogix," authorizing the Town Manager to execute an Agreement for Services with StreetScan USA, Inc. (Citylogix) for sidewalk and ADA curb ramp condition assessment services, procured cooperatively under the City of Bellevue, Washington Professional Services Agreement (RFP #25015, ADA Transition Plan Assessment), in an amount not to exceed \$25,964.00.

ATTACHMENTS:

1. City of Bellevue, Washington Professional Services Agreement / RFP #25015 (ADA Transition Plan Assessment) - underlying cooperative purchasing contract

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Item Number: 2026-1256

Date of Meeting: September 08, 2026

2. Agreement for Services between StreetScan USA Inc. (Citylogix) and the Town of La Plata, Maryland, including Exhibit A (Engineering Billing Rates), Exhibit E (Sidewalk Services Sales Order RW-SW-4029), the ADA Ramp Services Sales Order (RW-Ramp-4030), and Exhibit C (Sidewalk & ADA Ramp Proposal)

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COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-66

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Town Sidewalk Survey – Agreement for Services - Citylogix

FOR the purpose of authorizing the Town Manager to enter into an agreement with StreetScan USA, Inc., doing business as Citylogix, to conduct a sidewalk condition assessment and an ADA curb ramp compliance assessment of the Town's pedestrian network; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata (Town Council) desires to maintain Public Service Readiness by planning and developing the systems and infrastructure needed to meet growing demand, while supporting the health, safety, and wellness of residents and natural resources; and

WHEREAS, the Town Council desires to sustain Operational Excellence by equipping staff with reliable data and effective technology to efficiently manage Town assets; and

WHEREAS, the professional engineering services of StreetScan USA, Inc., doing business as Citylogix, of Wakefield, Massachusetts, may be acquired utilizing City of Bellevue, Washington, RFP #25015, “ADA Transition Plan Assessment,” under the terms defined in the Professional Services Agreement executed between the City of Bellevue, Washington, and StreetScan USA, Inc.; and

WHEREAS, the Town Manager, having reviewed the proposed services and the qualifications of Citylogix, recommends that the Town Council authorize him to execute a contract with StreetScan USA, Inc., doing business as Citylogix, to perform work and services as described in Attachment 1; and

WHEREAS, Town Charter §C8-23 requires that all expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid

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34 requirements; and
35

36 **WHEREAS**, Town Code, Chapter 43, Section 43-2 C., provides for expenditures
37 which are exempt from the sealed bid requirements of § C8-23 if “Items, services, materials
38 and goods purchased from a person who is supplying that same item, service, material or
39 good to another governmental entity, if the total price or price per unit, as applicable, to be
40 paid by the town is not more than the total price or price per unit to be paid by the other
41 governmental entity and if the price to be paid by the other governmental entity has been
42 established by a competitive bidding process conducted by the other governmental entity
43 or by a purchasing cooperative or alliance that bids procurements on a volume basis for
44 state and local governments”; and
45

46 **WHEREAS**, Town Staff believes the purpose and intent of Town Charter §C8-23 has
47 been met.
48

49 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
50 **PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute and deliver, on
51 behalf of the Town of La Plata, an Agreement for Services with StreetScan USA, Inc., doing
52 business as Citylogix, for services under the terms defined in “Agreement for Services by
53 and between StreetScan USA, Inc., and the Town of La Plata, Maryland,” attached hereto as
54 Attachment 2, for total expenditure of twenty-five thousand nine hundred sixty-four dollars
55 (\$25,964.00) for Sidewalk Management Services and ADA Ramp Management Services
56 related to the conduct of a comprehensive sidewalk and ADA curb ramp condition
57 assessment of the Town's pedestrian network.
58

59 **BE IT FURTHER RESOLVED**, that the terms of the Professional Services Agreement
60 executed between StreetScan USA Inc. (Citylogix) and the City of Bellevue, Washington
61 under RFP #25015, “ADA Transition Plan Assessment,” attached hereto as Attachment 1,
62 are hereby adopted and incorporated herein by reference.
63

64 **AND BE IT FURTHER RESOLVED**, that the Agreement for Services between
65 StreetScan USA Inc. (Citylogix) and the Town of La Plata, Maryland, attached hereto as
66 Attachment 2, is hereby adopted and incorporated herein by reference.
67
68

69 **AND BE IT FURTHER RESOLVED**, that the Council of the Town of La Plata hereby
70 authorizes Noel Stevens, Town Manager, to take related and conforming actions as may be
71 necessary to adapt to evolving conditions relevant to the Town Sidewalk Survey, provided
72 such changes or actions do not substantially alter the terms of the executed Professional
73 Services Agreement.

ADOPTED AND APPROVED by the Council of the Town of La Plata on
this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

CR# _____ Date: _____ PO # & Loc: 2550333.000



City of Bellevue
Finance Department - Procurement Services
450 110th Ave. NE. Bellevue, WA 98004

Contract Routing Form

Current Contract Information:

Contract Title: ADA Transition Plan Assessment
Contract Description: ADA Sidewalk & Curb Ramps Assessment.
Total Contract Value: \$244,905.00
This Amendment Value:
Department: Transportation - 647
Contract Manager: Deontae Elder
Contract Type: Professional Service
Contract Form: Standard COB document with no changes
Budget Expenditure: Expenditure Contract - Sufficient Funds PSP / 91896

Grant Funded? If yes, please attach/e-mail copy of grant.

No

Maximo User: No

Vendor Information:

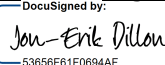
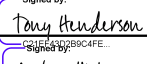
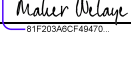
New Vendor? No **COB License #:** 181272
Vendor Name: StreetScan USA Inc. **UBI #:** 605444452
Vendor Email: jonerik.dillon@citylogix.com
JDE Vendor Number: 1070910 **Contractor's Lic. #:**
Independent Contractor? Yes

Contract Term:

Original Effective Date: 08/11/2025 **End Date:** 08/11/2026 Actual
Subject To: One 1-year renewal

Council Approval:

Does this contract require council approval? No

Route:	Approvers Name or Designee	Signature	Date Signed
Vendor Contact Name:	Jon-Erik Dillon		8/20/2025
Procurement Services:	Kelli Hoel		8/21/2025
Information Technology:	Not Required		
Legal Reviewer:	Heather Jones		8/20/2025
Insurance Reviewed By:	Tony Henderson		8/21/2025
Department Director:	Maher Welaye		8/21/2025
Return To:	Deontae Elder		

City Clerk's Office: _____

Related Contract Information:

Amendment/change order/renewal? No

Selection Method:

Selection Method: Advertised RFP/RFQ

Roster Service:

Solicitation Issue Date: 02/11/2025 Solicitation Due Date: 03/11/2025

Length Bid/Proposal is valid for: 90 days

Bid/RFP/RFQ #: 25015

Bid/RFP/RFQ/ITQ Title: ADA Transition Plan Assessment

Quote #	Vendor Name	MWDBE	Fee/Cost
1	Accessibility Consulting Partners, Inc.	☐	
2	Applied Research Associates, Inc.	☐	
3	Bureau Veritas Technical Assessments, LLC.	☐	
4	Daxbot, Inc.	☐	
5	Direct Access Consultancy, LLC.	☐	
6	Osborn Architects Inc., PS	☐	
7	StreetScan USA, Inc.	☐	
8	Transpo Group USA, Inc.	☐	

Budget Information:

Line #	Description	GL Date	Account #	Subtotal	Tax	Total
1	Base Contract	08/11/2025	91790.548000.4230	\$215,368.00	No	\$215,368.00
2	Contingency	08/11/2025	91790.548000.4230	\$29,537.00	No	\$29,537.00

Additional Comments:

CR: _____ Date: _____ PO# & Loc: 2550333.000

City of Bellevue
450 110th Ave. NE
Bellevue, WA 98004

Professional Services Agreement

City of Bellevue Contract Identification Information:

Contract Title: **ADA Transition plan Assessment**

This AGREEMENT is entered into between the **City of Bellevue, Washington ("CITY")** and **StreetScan USA Inc. - 605 Salem ST Wakefield, MA, 01880 ("CONSULTANT")**.

1. SERVICES BY CONSULTANT

- A. Performance of Services. The Consultant shall perform the services described in the Scope of Services, which is attached hereto as Attachment "A" and by this reference is incorporated herein. All Services will be rendered to the best of the Consultant's ability and in a timely and professional manner in compliance with all standards and rules reasonably established by the City.
- B. Modification. The City periodically may make changes to the Services that are within the general scope of the Agreement, by giving the Consultant written notice of such changes. If any change results in an increase or a reduction in the work that was contemplated to be performed by the Consultant as described in Attachment "A", the Consultants compensation hereunder shall be modified accordingly.

2. PAYMENT

- A. The City will be paying the Consultant for such services:
 - ☐ Fixed Sum: A total amount of: _____ plus all applicable taxes to be paid per invoice schedule.
 - ☒ Other: **Base Contract \$215,368.00, Contingency \$29,537.00-Total value not to exceed \$244,905.00,**
plus all applicable taxes, for all services performed and expenses incurred under this agreement.
- B. The Consultant shall maintain time and expense records, report them to the City monthly and shall submit invoices to the City monthly for payment of work performed to the date of the invoice. Invoices shall be in a format acceptable to the City.
- C. The City shall pay all invoices from the Consultant by mailing a City warrant within 30 days of receipt of a properly completed invoice after approval of the Consultant's completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.
- D. All records and accounts pertaining to this Contract are to be kept available for inspection by representatives of the City for a period of three (3) years after final payment. Copies shall be made available to the City upon request.
- E. If during the course of the Contract, the work performed does not meet the requirements set forth in the Contract, the Consultant shall correct or modify the work to comply with the Contract requirements and the City shall have the right to withhold payment for such work until it meets the requirements of the Contract.

3. DISCRIMINATION AND COMPLIANCE WITH LAWS

- A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational disqualification. Without limiting the foregoing, Consultant agrees to comply with

the provisions of Attachment "C", attached hereto and incorporated herein by this reference.

- B. The Consultant shall comply with all current federal, state, and local laws and ordinances applicable to the work to be done under this Agreement, including where applicable Bellevue City Code 4.28.170.
- C. Violation of this Section 3 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension of the Agreement by the City, in whole or in part, and may result in ineligibility for further work for the City.

4. TERM AND TERMINATION OF AGREEMENT

- A. See Attachment "A" for term details.
- B. Rights Upon Termination. This Agreement may be terminated by either party without cause upon thirty days' written notice, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Paragraph 2 for any satisfactory work completed prior to the date of termination.
- C. Non-Interference with Business. During the course of the Consultant's performance of the Services for the City and for period of twelve (12) months after the completion of such Services, the Consultant will not interfere with the City's business in any manner, including without limitation, encouraging anyone to leave the City's employ or encouraging any employee or independent Consultant to sever that person's relationship with the City.

5. OWNERSHIP OF WORK PRODUCT

- A. All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if it uses products prepared by the Consultant for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold the Consultant harmless therefor.

6. GENERAL ADMINISTRATION AND MANAGEMENT

The director of the Transportation - 647 Department, or his/her designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

7. INDEMNIFICATION AND HOLD HARMLESS

- A. The Consultant shall protect, defend, indemnify and save harmless the City, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in connection with the performance of this Agreement, including but not limited to the acts or omissions of the Consultant, its contractors, subcontractors, and/or the users of the Consultant's services and/or products, except for injuries and damages caused by the sole negligence of the City. The Consultant agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. In the event the City obtains any judgment or award, and/or incurs any cost arising therefrom including attorneys' fees to enforce the provisions of this Section, all such fees, expenses, and costs shall be recoverable from the Consultant.
- B. The City shall protect, defend, indemnify and save harmless the Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, directly caused by the sole negligence of the City. The City agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. In the event the Consultant obtains any judgment or award, and/or incurs any cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the City.
- C. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, or each party's respective officers, officials, employees, and agents, the indemnifying party's liability hereunder shall be only to the extent of the indemnifying party's

negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the parties' waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

- D. The Consultant will indemnify, defend, and hold the City (and its elected officials, officers, employees, successors, assigns, insurers, licensees, distributors, independent Consultants, and agents) harmless from all claims, damages, losses, and expenses (including reasonable attorney's fee's incurred on such claims and in proving the right to indemnification) arising out of or resulting from any claim, action, or other proceeding that is based upon (a) the Consultant's breach of any obligations, representations, or warranties under the Contract, (b) the Consultant's outside business activities, or (c) the infringement or misappropriation by the Consultant of any foreign or United States patent, copyright, trade secret, or other proprietary right in results.

8. INSURANCE; RISK OF LOSS

The Consultant shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks, as set forth in Attachment "B". The Consultant will cause the indemnified parties, as described in Section 7A and 7D, above, to be named as additional insureds on the policy required under the Contract and shall cause its insurance to be primary to any insurance carried by the indemnified parties. The Consultant will provide the City with certificates of insurance and other supporting materials as the City reasonably may request to evidence Consultant's continuing compliance with this Section 8. The Consultant will be liable for all loss or damage, other than ordinary wear and tear, to the City's property in the Consultant possession or control that is caused by the Consultant. In the event of any such loss or damage, the Consultant will pay the City the full current replacement cost of such equipment or property within thirty (30) days after its loss or damage. Insurance shall be placed with Insurers with an AM Best rating of A-minus or higher.

9. INDEPENDENT CONTRACTOR

- A. **Nature of Relationship.** The Consultant shall be and act as an independent Contractor (and not as the employee, agent, or representative of the City) in the performance of the Services for the City. The Agreement shall not be interpreted or construed as creating or evidencing an association, joint venture, partnership or franchise relationship among the parties or as imposing any partnership, franchise, obligation, or liability on any party. The Consultant will not represent himself/herself as an employee of the City. The Consultant shall not be entitled to, and shall not attempt to, create or assume any obligation, express or implied, on behalf of the City. So long as the Consultant is able to adequately perform all of the Consultant's obligations under the Agreement in a skilled and workmanlike manner, the Consultant shall not be required to devote the Consultant's full time to the performance of the Services called for under the Agreement, and it is acknowledged that the Consultant has other clients and/or offers services to the general public. Since the Consultant will not be an employee of the City, the Consultant will not be entitled to any of the benefits that the City may make available to its employees, such as but not limited to vacation leave, sick leave, or insurance programs, including group health insurance or retirement benefits; nor shall the Consultant permit or cause any of the Consultant's employees, agents or subcontractors to perform any services under the Agreement in such a way as to cause or enable them to become, or claim to have become, employees, common law or otherwise, of the City. In addition, the Consultant acknowledges that as an independent Contractor, he/she/it and/or his/her/its agents, servants or employees are not eligible to recover worker's compensation benefits from or through the City in the event of injury.
- B. **Consultant Responsible for Taxes and Records.** The Consultant will be solely responsible for and will file, on a timely basis, all tax returns and payment required to be filed with or made to any federal, state or local tax authority with respect to the Consultant's performance of the Services and receipt of fees under the Agreement. The Consultant will be solely responsible for and must maintain adequate records of expenses incurred in the course of performing the Services under the Agreement. No part of the Consultant's compensation will be subject to withholding by the City for the payment of any social security, federal, state or any other employee payroll taxes; nor shall the City be obligated to make any such withholdings and/or payments on behalf of any employee, subcontractors, supplier, or other person working for or engaged by the Consultant to perform the Consultant's obligations under the Agreement. The City will regularly report amounts paid to the Consultant by filing Form 1099-MISC with the Internal Revenue Service as required by law.

10. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of the Consultant's activities except as set forth in this Agreement.

11. GENERAL PROVISIONS

- A. Governing Law; Forum. The Agreement will be governed by the laws of Washington and its choice of law rules. The Consultant irrevocably consents to the exclusive personal jurisdiction and venue of the federal and state courts located in King County, Washington, with respect to any dispute arising out of or in connection with the Agreement, and agrees not to commence or prosecute any action or proceeding arising out of or in connection with the Agreement other than in the aforementioned courts.
- B. Severability. If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provision will continue in full force without being impaired or invalidated in any way. The City and the Consultant agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.
- C. Nonwaiver. Any failure by the City to enforce strict performance of any provision of the Agreement will not constitute a waiver of the City's right to subsequently enforce such provision or any other provision of the Agreement.
- D. No Assignment. Neither the Agreement nor any of the rights or obligations of the Consultant arising under the Agreement may be assigned, without the City's prior written consent. Subject to the foregoing, the Agreement will be binding upon, enforceable by, and inure to the benefit of, the parties and their successors and assigns.
- E. City Marks. The Consultant will not use any trade name, trademark, service mark, or logo of the City (or any name, mark, or logo confusingly similar thereto) in any advertising, promotions, or otherwise, without the City's express prior written consent.
- F. Notices. All notices and other communications under the Agreement must be in writing, and must be given by registered or certified mail, postage prepaid, or delivered by hand to the party to whom the communication is to be given, at its address set forth in this agreement.
- G. Legal Fees. In any lawsuit between the parties with respect to the matters covered by the Agreement, the prevailing party will be entitled to receive its reasonable attorney's fees and costs incurred in the lawsuit, in addition to any other relief it may be awarded.
- H. Counterparts. The Agreement may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document.

12. EXTENT OF CONTRACT/MODIFICATION

This Contract, together with the attachments and/or addenda, represents the entire and integrated Agreement between the parties hereto with respect to the scope of work described herein and supersedes all prior negotiations, representations, or agreements, either written or oral with respect to such scope of work. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties hereto.

13. INFORMATION SECURITY REQUIREMENTS

Consultant may have access to City data or systems and shall comply with all requirements as set forth in Attachment "D".

14. SECURITY/BACKGROUND CHECKS

- A. If requested by the City, the Consultant shall do all things necessary for the City to fully conduct security and/or background investigations on the Consultant, its employees, sub consultants, and any other individuals performing work on behalf of Contractor under this Agreement at a time and frequency as the City determines to be appropriate. Such investigations may include, but not be limited to, a criminal background check and fingerprinting. Failure to promptly comply with the required backgrounding process, and/or having insufficient qualified staff who have passed the backgrounding process, may result in immediate termination of the Contract at the City's election. Such termination will not result in any costs, fees or liability to the City. In no case shall the

Consultant, its employees, sub consultants, and any other individuals performing work on behalf of Consultant under this Agreement have access to facilities, records, or data files of the City, or vulnerable adults or children in City programs without prior written approval from the City.

In witness whereof, the parties have executed this Agreement and it shall be effective as of the last date written below.

<u>Consultant:</u>		<u>City of Bellevue:</u>	
Signature:		Signature:	
Printed Name:		Printed Name:	Maher Welaye
Title:		Title:	Assistant Director
Date:		Date:	
UBI #	605-444-452	Approved as to form	
Phone #	514-497-7308	By:	Assistant City Attorney

Attachment "A"

Scope of Services & Compensation

1. The Services

1.1 General Description:

See Cost Proposal and Scope of Work Attachment.

1.2 Term of Contract:

Consultant will begin providing services on, or about **August 11, 2025**, or upon contract execution (signature of both parties), whichever is later, and will complete services on **August 11, 2026**, however, Consultant shall not initiate, or otherwise begin work on any services covered by this agreement until notification to proceed is provided by the City's designated personnel, as identified below.

1.3 Renewal of Contract:

The City may exercise an option to renew the contract for a period of 1 term(s) of 1 years.

1.4 Deliverable Items:

See Cost Proposal and Scope of Work Attachment.

1.5 Designated Personnel:

Consultant's main point of contact at the City will be **Deontae Elder**, or such other personnel as the City may designate from time to time.

2. Compensation

2.1 Amount & Basis:

Consultant will submit an invoice to City for Services performed and reimbursable expenses. The invoice will be in a form and content reasonably acceptable to City and will describe (a) the Services performed; (b) the number of hours expended performing the Services; and (c) any reimbursable expenses. Consultant will furnish such itemized receipts, documents and other supporting materials as City reasonably may request to verify the contents of any invoice.

COST PROPOSAL FORM
RFP # 25015

Please attach cost estimate based on sidewalk and curb ramp per mile.

SIDEWALK MANAGEMENT			
SERVICES INCLUDED	SIDEWALK MILES	\$/MI	TOTAL
E-Scooter Data Collection	339	\$200	\$67,800
Data Processing (Images & Results)			
Sidewalk Project Management		\$10	\$3,390
Sidewalk Width (Avg. Width – 2 Measurements)		\$20	\$6,780
GIS Coordination Fee		Fixed	waived
Mobilization and Setup Cost			\$7,840
TOTAL			\$85,810
ADA RAMP MANAGEMENT			
SERVICES INCLUDED	RAMPS	\$/RAMP	TOTAL
ADA Ramp Data Collection	5,651	\$18	\$101,718
Mobilization and Setup Cost			\$7,840
TOTAL			\$109,558
PROJECT TOTAL			
SERVICES INCLUDED	QTY	\$/RAMP	TOTAL
ADA Ramp Data Collection	5651 Ramps		\$109,558
Sidewalk Management	339 Sidewalk Miles		\$85,810
GIS Fee			\$20,000
Management Contingency			\$29,537
TOTAL			\$244,905

3. PROJECT APPROACH

StreetScan will follow the project steps explained below:

Project Initiation/Kick-off – The review and planning stage is critical in laying a proper foundation to the project. StreetScan is essentially looking for a complete knowledge transfer from City staff to accurately plan its routes and data integration in the steps following. Our team will virtually meet with City staff and review the street network segmentation provided to us and the project schedule.

Road network segmentation – StreetScan will confirm the quality of the GIS road network provided by Bellevue for the approximately 339 sidewalk miles to be included in this project. With the City, we will define the road network segmentation in the most common way of intersection to intersection. *Note: If a GIS road layer doesn't exist or needs to be revised, StreetScan can assist in creating it. Any work performed by StreetScan Inc. to produce any GIS files will be billed at our GIS Technician hourly rate.*

Sidewalk Condition Data Collection – Utilize a mobile survey platform to collect continuous sidewalk surface data. The system utilizes the following technologies:

- High-precision GPS enabled system for geo-locating of sidewalk and asset information.
- Geo-tagged optical camera systems providing high resolution full color imagery.
- All survey work shall be performed on dry sidewalk and in lighting conditions that assure usable data.

Data Processing and QA/QC – StreetScan will perform analysis and QA/QC of collected data.

Sidewalk Maintenance and Rehabilitation Program Development – StreetScan will use an equivalent Sidewalk Condition Index (SCI) (0-100 scale) to provide recommended sidewalk maintenance treatment for each sidewalk segment with estimated maintenance suggestion cost, which may be based on other factors such as type of road (e.g. residential versus arterial) and benefits to cost ratio. The maintenance and repair data will be provided as a GIS layer and in tabular format.

Asset Management Software - In addition to the deliverables listed in our methodology, StreetScan can provide access to our ArcGIS-based, asset management software, Streetlogix: an intuitive, AI-powered software that will help analyze and translate gathered asset data into actionable multiyear capital improvement plans and budgets. Streetlogix's easy-to-use software requires minimal training and will help Staff make confident decisions in budgeting and planning.

Sidewalk Repair Analysis: our Streetlogix asset management software can address current and long-term pavement management goals to determine the best management strategy based on the SCI value ranges and specific distress type and severity level. StreetScan will work with the City to configure the software for the specific practice and procedures currently in use. The configuration will reflect the City's road repair and maintenance program's policies and practices. The subtasks will include:

- Configure the system to reflect the rehabilitation alternatives and repair methods used by the City
- Configure the system to reflect the current and local costs for the repair methods
- Configure the system to reflect the preferred repair method and critical SCI thresholds
- Provide a draft multi-year rehabilitation program for review by City staff
- Run the automated repair recommendation program and produce a list of repair/rehabilitation candidates
- Work with City staff to review the rehabilitation program and modify analysis parameters iteratively to produce the final repair program required
- Software has the ability to prioritize the top streets needing reconstruction or major rehabilitation

3.1 SCOPE OF WORK

The scope of work for this project will include:

- GIS review
- Sidewalk Data collection: e-scooter condition survey of approximately 339 miles of sidewalk
- ADA compliance assessment of approximately 3,862 curb ramps
- Inventory of all surface distresses as listed in our methodology
- Deliverables
- Asset Management software, Software training & Customer support (included)

3.2 SIDEWALK CONDITION ASSESSMENT METHODOLOGY

STEP 1: DATA COLLECTION

Vehicle Deployed: E-Scooters

StreetScan has developed an E-scooter-based approach which captures all the necessary sidewalk distresses. StreetScan utilizes high resolution imaging technology to collect sidewalk video, and identify distresses such as cracks, surface distortions, general uplifts and tree uplifts. A mobile phone and high-grade camera with built-in GPS are used to control data collection.



Data collected is processed to assign an overall condition rating for each sidewalk. The rating ranges from 0-100, where 0 is the worst possible sidewalk and 100 is the best. The rating can be considered as seven categories: excellent (90-100), good (80-90), fair (70-80), poor (40-70), very poor (25-40), serious (10-25) and failed (0-10).

Sidewalk width shall be estimated based on the high-resolution images.

Distresses and Condition Rating: Data collected is reviewed by quality control (QC) and then fed into our algorithm which is used to determine the rating of the sidewalk segment. The rating is calculated based on the quantity, type, and severity of distresses on a sidewalk.



Sample excellent sidewalk (90-100)



Sample fair sidewalk (70-80)



Sample very poor sidewalk (25-40)



Sample failed sidewalk (0-10)

Sidewalk Distress Definitions:

Cracking: There are two types of cracks with different definitions for their severities:

- **LINEAR CRACKS:**

For defining linear cracks severity, we have the following method: Combination of existed cracks in hypothetical straight lines along with the length of FE zone which the number of full lines defines severity.



Aggregate of cracks in hypothetical straight lines along the length of the FE zone

Crack 1 or minor:



The number of full lines is **2 or less lines.**

Crack 2 or moderate:



The number of full lines is **more than 2 but less than 5.**

Crack 3 or severe:



The number of full lines is **more than 5.**

- CRAZING/MAP CRACKING:**

This type of crack is also known as Alligator crack. The method for defining severity, is based on covering amount of the FE zone.

Crack 1 or minor:



Crack 2 or moderate:



Crack 3 or severe:



Surface Distortion (SD)

Surface distortion is defined as missed material in FE zone. The figures below illustrate different types of SD:



The method for defining severity, is based on covering amount of the FE zone.

SD 1 or minor:



SD 2 or moderate:



SD 3 or severe:



SD covers **less than 25%** of FE zone.

SD covers **between 25% to 50%** of FE zone.

SD covers **more than 50%** of FE zone.

Response to RFP #25015 - ADA Transition Plan Assessment
City of Bellevue, WA

Depression

Depression is a type of distress that can cause SD and cracks in the future. So, it is one of the most important distresses. The first 3 images below demonstrate a good example of depression. In the first image we have a great sign of water accumulation. When the water dries, we can see wash boarding. In the second image, there is gravel accumulation which can be a sign of depression. However, in concrete sidewalks existence of such depressions are very rare because of its characteristics and feature. Besides, most of concrete depressions are material loss which we have an example in image 3. So, technicians need to consider the material and check concrete depressions accurately. For considering depressions, we mark them as SD and for their severity we use the area coverage methodology.

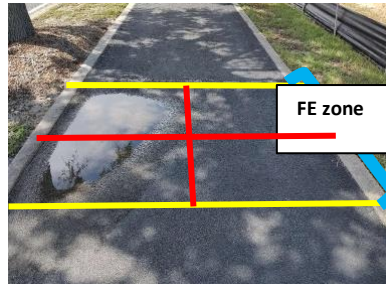


SD 1 or minor:



Depression covers **less than 25%** of FE zone.

SD 2 or moderate:



Depression covers **between 25% to 50%** of FE zone.

SD 3 or severe:



Depression covers **more than 50%** of FE zone

General Uplift (UG)

The next distress is general uplift, which is a vertical gap between panels or asphalt and caused due to weather changes etc. It's very important to mark as these can be serious tripping hazards. Every vertical gap higher than 2cm is considered as UG. Uplifts are assessed as follows:

- Minor: 0.25 - 0.5 inch
- Moderate: 0.5 - 1 inch
- Severe: above 1 inch



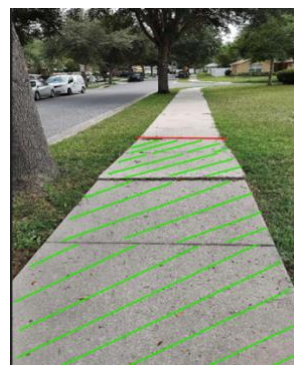
Tree Uplift (UT)

Tree uplift is like a General Uplift (UG) but is a vertical gap between panels or asphalt that caused due to tree roots pressure. For marking UT, we need to consider existence of a tree in an area that covers 4 concrete panels. For asphalt segments, we only consider UT in FE zone.

Image: The zone that uplifts considered as UT.

Uplifts are assessed as follows:

- Minor: 0.25 - 0.5 inch
- Moderate: 0.5 - 1 inch
- Severe: above 1 inch



Utility Uplift (UU)

We mark utility uplifts based on manholes, valves etc. In this condition, instead of marking UG or UT, we will mark UU. Images below illustrate true and false UU.



Uplifts are assessed as follows:

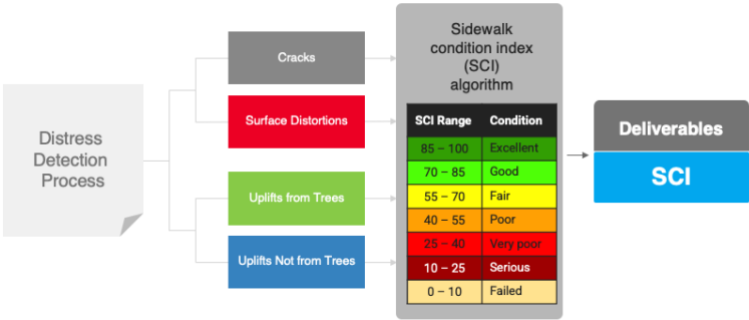
- Minor: 0.25 - 0.5 inch
- Moderate: 0.5 - 1 inch
- Severe: above 1 inch

STEP 2: DATA EXTRACTION

Data collected from the E-Scooter system is processed to identify the following for each sidewalk: material; quantity, location, and severity of distresses such as cracks, surface distortions, general uplifts and tree uplifts. The distress information for each sidewalk is input to StreetScan's proprietary algorithm to calculate the sidewalk's condition rating.

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than grass, so it is given a greater weighting in the rating formula.

Sidewalk Algorithm

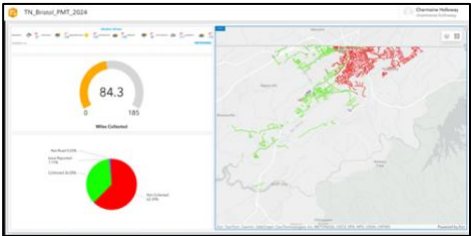


3.3 QUALITY CONTROL AND QUALITY ASSURANCE

Quality Control for Distress Detections for Accuracy:

StreetScan's office receives collected data and processes it for distresses (e.g. cracks, bumps, and surface distortions). **Quality control (QC) technicians visually review 100% of detected distresses.** Ten percent of the reviewed distresses are randomly selected for a secondary review by a Team Leader. If the accuracy of this secondary review is below 90%, a second 10% sample will be selected. If that accuracy is below 90%, a 30% sample of the remaining is selected. If that is still below 90%, all segments will go through manual verification.

Regular project updates – StreetScan recognizes the importance of delivering timely updates to our clients, particularly in the context of large-scale projects. In addition to regular status meetings and updates, and to ensure transparency and real-time monitoring, **we offer a user-friendly dashboard, empowering the City to track project progress effortlessly.**



3.4 ADA RAMP EVALUATION SYSTEM & COMPLIANCE PROCESS

StreetScan's ADA ramp compliance criteria is based on both the 2010 Americans with Disabilities Act (ADA) standards and on discussions between StreetScan and engineers from the municipality. StreetScan measures all ADA ramp slopes associated with compliance using the digital level M-D Building Products 93975 Smart Tool Adam Digital Slope Walker. In addition, StreetScan uses its

Response to RFP #25015 - ADA Transition Plan Assessment
City of Bellevue, WA

E-Scooter system, equipped with a high-resolution video camera and a mobile phone with Global Positioning System (GPS). Dimension measurements, such as the width of the ADA ramp and landing area are measured using a handheld Lufkin Wheel measurement tool. All measurements are reviewed by quality control technicians and compliance is determined.



Figure 1. Digital level.
Field technician measuring running slope



Figure 2.

StreetScan determines ADA ramp compliance based on the measurements shown below:

Attributes	Compliance
Presence of Detectable Warning Surface	Yes/No
Surface Condition	(Good/Fair/Poor)
Ramp Obstruction	Yes/No
Slope – Running	< 4.8° (8.3%)
Slope – Cross	< 1.2° (2.08%)
Slope – Left Flare	< 5.7° (10%)
Slope – Right Flare	< 5.7° (10%)
Slope – Street Running	< 2.9° (5%)
Ramp Width	> 36" wide
Landing compliance	Landing must be present*

If any of the above criteria is not met, the ramp is considered ADA non-compliant.

**If a ramp landing is absent, it is typically not compliant. However, there is an exception to this rule. Specifically, if both flares exist and their slopes are 10% or less, then it's acceptable for the landing to be absent and it's possible for the ramp to be COMPLIANT even though it's missing a landing.*

Additional measurements beyond the scope of work for ADA compliance can be taken, if requested.

Examples:

Presence of Ramp

An ADA ramp is designed to provide an accessible route for people with disabilities to travel from a sidewalk on one side of the street, over or through any curbs or traffic islands, to the sidewalk on the other side of the street.

Response to RFP #25015 - ADA Transition Plan Assessment
City of Bellevue, WA

Good Ramps:



No Ramps:



Response to RFP #25015 - ADA Transition Plan Assessment
City of Bellevue, WA

Presence of DWS

A visual inspection is performed to determine whether a DWS is present. An ADA ramp is considered not compliant if the DWS is missing. An example of an ADA ramp with a DWS present is shown in Figure 3. An example of an ADA ramp that is missing a DWS is shown in Figure 4.



Figure 3. ADA ramp with DWS present.



Figure 4. ADA ramp with DWS missing.

Surface Condition

A surface condition inspection is performed. It considers the entire ADA ramp surface, except where the DWS is located. An ADA ramp is considered not compliant if it has poor surface condition. An example of an ADA ramp with poor surface condition is shown in Figure 5. An example of an ADA ramp with good surface condition is shown in Figure 6.



Figure 5. ADA ramp with poor surface condition.



Figure 6. ADA ramp with good surface condition.

Obstruction

A visual inspection is performed to determine if an ADA ramp is obstructed. Obstructions can exist in several forms, including telephone poles, signs, and fire hydrants. If an ADA ramp is obstructed it is considered not compliant.

Figure 7. ADA ramp with obstruction.



Response to RFP #25015 - ADA Transition Plan Assessment
City of Bellevue, WA**3.5 DELIVERABLES:****Sidewalk Deliverables:****Geospatial shapefile (.shp) or geodatabase (.gdb):**

- Distress Layer
- Location (x,y coordinates)
- Standard Distress Types
 - Cracking (severity: minor, moderate, severe)
 - General Uplifts (severity: minor, moderate, severe)
 - Tree Uplifts (severity: minor, moderate, severe)
 - Surface Distortions (severity: minor, moderate, severe)
 - Utility Hazards (severity: minor, moderate, severe)
 - Grass
 - Replace Panel and Missing Panel (indication of work needed)
- Segments Layer including the following attributes:
 - Condition (SCI Score) - Scale 1-100 (100 best) *
 - Location - Municipality's Street Segment ID numbering system (provided by client)
 - Cross reference (Street Name, To/From Designation provided by client)
 - Functional Classification - Provided by client or default value
 - Surface Type
 - Dimensions (Length, Width) (average width two measurements – start and end point)
- Images of sidewalk distresses

Ramps Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/missing ramp:
- Compliance as per attributes described in methodology

Other Deliverables:

- Virtual delivery meeting
- Report
- Storymap
- Designated Customer Success Manager

*SCI scores can be modified in Streetlogix to reflect work completed and changed SCI scores

Additional considerations:

- **Sidewalk data collection timing to be discussed upon contract award.** Date of initiation will depend on receipt and approval of the City's GIS data and weather permitting. *Data Processing times can vary depending on the number and size of projects in queue. Data Processing is not always performed on consecutive days. The above schedule is an estimate and can be adjusted due to unforeseen circumstances.*
- **City's GIS file must be received, reviewed and approved by June 30, 2025, in order to meet the project completion date.**
- Before starting the project, **StreetScan will have a kick-off meeting with Bellevue** to go over the project timelines and deliverables. StreetScan will adjust this timeline based on the City's deadlines and preferences where possible.



Attachment "B"

Insurance Requirements

The Vendor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Vendor. Insurance shall meet or exceed the following unless otherwise approved by the City of Bellevue.

A. Minimum Insurance:

- Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate.
- Business Automobile Liability Coverage with limits not less than \$1,000,000 per accident for any auto.
- Stop Gap/Employer's Liability coverage with limits not less than \$1,000,000 per accident/disease.
- Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

B. Additional Insurance:

- Consultant's Errors & Omissions or Professional Liability with limits not less than \$1,000,000 per claim and as an annual aggregate.

C. Self-Insured Retentions:

Self-insured retentions must be declared to the City in writing.

D. Other Provisions:

Commercial General Liability policies must be endorsed to:

1. Include the City, its officials, employees and volunteers as additional insured,
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,

Contractor or its Insurance Agent/Broker shall notify the City of any cancellation, or reduction in coverage or limits, of any insurance within seven (7) days of receipt of insurers' notification to that effect.

E. Acceptability of Insurers:

Insurance shall be placed with Insurers with an AM Best rating of A:VII or higher.

F. Verification of Coverage:

Vendor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Subcontractors:

Vendor shall require subcontractors to provide coverage which complies with the requirements stated herein.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

July 26, 2025

City of Bellevue
450 110TH AVE NE
BELLEVUE WA 98004-5514

Account Information:

Policy Holder Details :	STREETSCAN USA INC.
-------------------------	---------------------



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.
We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

RESOLUTION 26-66
DATE (MM/DD/YYYY)
07/26/2025
Attachment 1

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP INTEGRO INSURANCE GROUP LLC 76250846 375 WOODCLIFF DRIVE STE 103 FAIRPORT NY 14450	CONTACT NAME:	
	PHONE (888) 289-2939 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC#	
INSURED STREETSCAN USA INC. 605 SALEM ST WAKEFIELD MA 01880	INSURER A : Hartford Fire and Its P&C Affiliates	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS	
	☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	76 WEG BU6VJP	08/01/2025	08/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$1,000,000 \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

City of Bellevue
 450 110TH AVE NE
 BELLEVUE WA 98004-5514

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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CERTIFICATE OF LIABILITY INSURANCE

STREUSMAN RESOLUTION 26-06 HODGES

Attachment 1
DATE (MM/DD/YYYY)
7/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP Intego Insurance Group, LLC 1601 Trapelo Rd Suite 280 Waltham, MA 02451	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: support@apintego.com		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : CNA		41345
	INSURER B : Progressive Casualty Insurance Company		24260
	INSURER C :		
	INSURER D :		
INSURED Streetscan USA Inc. 605 Salem Street Wakefield, MA 01880	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		7038692526	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 EPLI \$ 10,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			976844072	1/25/2025	1/25/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ 5,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			7038692557	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The city, its officials, employees and volunteers are additional insured with respect to commercial general liability. This insurance shall be primary as respects any insurance or self-insurance.

CERTIFICATE HOLDER

CANCELLATION

City of Bellevue Permit Center
 450 110th Avenue Northeast
 Bellevue, WA 98004

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



BLANKET ADDITIONAL INSURED AND LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM
 BUSINESSOWNERS COMMON POLICY CONDITIONS

TABLE OF CONTENTS	
I.	Blanket Additional Insured Provisions
A.	Additional Insured – Blanket Vendors
B.	Miscellaneous Additional Insureds
C.	Additional Provisions Pertinent to Additional Insured Coverage
1.a.	Primary – Noncontributory provision
1.b.	Definition of "written contract"
2.	Additional Insured – Extended Coverage
II.	Liability Extension Coverages
A.	Bodily Injury – Expanded Definition
B.	Broad Knowledge of Occurrence
C.	Estates, Legal Representatives and Spouses
D.	Fellow Employee First Aid
E.	Legal Liability – Damage to Premises
F.	Personal and Advertising Injury – Discrimination or Humiliation
G.	Personal and Advertising Injury – Broadened Eviction
H.	Waiver of Subrogation – Blanket

I. BLANKET ADDITIONAL INSURED PROVISIONS

A. ADDITIONAL INSURED – BLANKET VENDORS

Who Is An Insured is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed under a **"written contract"** to provide insurance, but only with respect to **"bodily injury"** or **"property damage"** arising out of **"your products"** which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

1. The insurance afforded the vendor does not apply to:
 - a. **"Bodily injury"** or **"property damage"** for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - b. Any express warranty unauthorized by you;
 - c. Any physical or chemical change in the product made intentionally by the vendor;
 - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
 - g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

h. **"Bodily injury" or "property damage"** arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(1) The exceptions contained in Subparagraphs **d.** or **f.**; or

(2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

3. This provision 2. does not apply to any vendor included as an insured by an endorsement issued by us and made a part of this Policy.

4. This provision 2. does not apply if **"bodily injury" or "property damage"** included within the **"products-completed operations hazard"** is excluded either by the provisions of the Policy or by endorsement.

B. MISCELLANEOUS ADDITIONAL INSURED

1. **Who Is An Insured** is amended to include as an insured any person or organization (called additional insured) described in paragraphs **3.a.** through **3.j.** below whom you are required to add as an additional insured on this policy under a **"written contract."**

2. However, subject always to the terms and conditions of this policy, including the limits of insurance, we will not provide the additional insured with:

a. A higher limit of insurance than required by such **"written contract;"**

b. Coverage broader than required by such **"written contract"** and in no event greater than that described by the applicable paragraph a. through k. below; or

c. Coverage for **"bodily injury" or "property damage"** included within the **"products-completed operations hazard."** But this paragraph c. does not apply to the extent coverage for such liability is provided by paragraph **3.j.** below.

Any coverage granted by this endorsement shall apply only to the extent permitted by law.

3. Only the following persons or organizations can qualify as additional insureds under this endorsement:

a. Controlling Interest

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

(1) such person or organization's financial control of you; or

(2) Premises such person or organization owns, maintains or controls while you lease or occupy these premises;

provided that the coverage granted to such additional insureds does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

b. Co-owner of Insured Premises

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability for **"bodily injury," "property damage" or "personal and advertising injury"** as co-owner of such premises.

c. Grantor of Franchise

Any person or organization that has granted a franchise to you, but only with respect to such person or organization's liability for **"bodily injury," "property damage," or "personal and advertising injury"** as grantor of a franchise to you.

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d. Lessor of Equipment

Any person or organization from whom you lease equipment, but only with respect to liability for **"bodily injury," "property damage" or "personal and advertising injury"** caused in whole or in part by your maintenance, operation or use of such equipment, provided that the **"occurrence"** giving rise to such **"bodily injury" or "property damage"** or the offense giving rise to such **"personal and advertising injury"** takes place prior to the termination of such lease.

e. Lessor of Land

Any person or organization from whom you lease land, but only with respect to liability for **"bodily injury," "property damage" or "personal and advertising injury"** arising out of the ownership, maintenance or use of that specific part of the land leased to you, provided that the **"occurrence"** giving rise to such **"bodily injury" or "property damage"** or the offense giving rise to such **"personal and advertising injury,"** takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

f. Lessor of Premises

An owner or lessor of premises leased to you, or such owner or lessor's real estate manager, but only with respect to liability for **"bodily injury," "property damage" or "personal and advertising injury"** arising out of the ownership, maintenance or use of such part of the premises leased to you, and provided that the **"occurrence"** giving rise to such **"bodily injury" or "property damage"** or the offense giving rise to such **"personal and advertising injury,"** takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

g. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee, or receiver's liability for **"bodily injury," "property damage" or "personal and advertising injury"** arising out of the ownership, maintenance, or use of a premises by you. This insurance does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

h. State or Political Subdivisions

A state or government agency or subdivision or political subdivision that has issued a permit or authorization, but only with respect to such government agency or subdivision or political subdivision's liability for **"bodily injury," "property damage" or "personal and advertising injury"** arising out of:

- (1) The following hazards in connection with premises you own, rent, or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance or use of any elevators covered by this insurance; or
- (2) The permitted or authorized operations performed by you or on your behalf. But the coverage granted by this paragraph does not apply to:
 - (a) **"Bodily injury," "property damage" or "personal and advertising injury"** arising out of operations performed for the state or government agency or subdivision or political subdivision; or
 - (b) **"Bodily injury" or "property damage"** included within the **"products-completed operations hazard."**

With respect to this provision's requirement that additional insured status must be requested under a **"written contract,"** we will treat as a **"written contract"** any governmental permit that requires you to add the governmental entity as an additional insured.

i. Trade Show Event Lessor

With respect to your participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom you are required to include as an additional insured, but only with respect to such person or organization's liability for **"bodily injury," "property damage," or "personal and advertising injury"** caused by:

- a.** Your acts or omissions; or
- b.** Acts or omissions of those acting on your behalf;

in the performance of your ongoing operations at the trade show premises during the trade show event.

j. Other Person or Organization

Any person or organization who is not an additional insured under paragraphs **a.** through **i.** above. Such additional insured is an insured solely for **"bodily injury," "property damage" or "personal and advertising injury"** for which such additional insured is liable because of your acts or omissions.

The coverage granted by this paragraph does not apply to any person or organization:

- (1)** For **"bodily injury," "property damage," or "personal and advertising injury"** arising out of the rendering or failure to render any professional services;
- (2)** For **"bodily injury" or "property damage"** included in the **"products-completed operations hazard."** But this provision **(2)** does not apply to such **"bodily injury" or "property damage"** if:
 - (a)** It is entirely due to your negligence and specifically results from your work for the additional insured which is the subject to the **"written contract"**; and
 - (b)** The **"written contract"** requires you to make the person or organization an additional insured for such **"bodily injury" or "property damage"**; or
- (3)** Who is afforded additional insured coverage under another endorsement attached to this policy.

C. ADDITIONAL PROVISIONS PERTINENT TO ADDITIONAL INSURED COVERAGE

- 1.** With respect only to additional insured coverage provided under paragraphs **A.** and **B.** above:

- a.** The **BUSINESSOWNERS COMMON POLICY CONDITIONS** are amended to add the following to the Condition entitled **Other Insurance**:

This insurance is excess of all other insurance available to an additional insured whether primary, excess, contingent or on any other basis. However, if a **"written contract"** requires that this insurance be either primary or primary and noncontributing, then this insurance will be primary and non-contributory relative solely to insurance on which the additional insured is a named insured.

- b.** Under **Liability and Medical Expense Definitions**, the following definition is added:

"Written contract" means a written contract or agreement that requires you to make a person or organization an additional insured on this policy, provided the contract or agreement:

- (1)** Is currently in effect or becomes effective during the term of this policy; and
- (2)** Was executed prior to:

- (a)** The **"bodily injury" or "property damage,"** or
- (b)** The offense that caused the **"personal and advertising injury"**;

for which the additional insured seeks coverage.

- 2.** With respect to any additional insured added by this endorsement or by any other endorsement attached to this Coverage Part, the section entitled **Who Is An Insured** is amended to make the following natural persons insureds.

If the additional insured is:

- a.** An individual, then his or her spouse is an insured;

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- b. A partnership or joint venture, then its partners, members and their spouses are insureds;
- c. A limited liability company, then its members and managers are insureds;
- d. An organization other than a partnership, joint venture or limited liability company, then its executive officers, directors and shareholders are insureds; or
- e. Any type of entity, then its employees are insureds;

but only with respect to locations and operations covered by the additional insured endorsement's provisions, and only with respect to their respective roles within their organizations. Furthermore, employees of additional insureds are not insureds with respect to liability arising out of:

- (1) **"Bodily injury"** or **"personal and advertising injury"** to any fellow employee or to any natural person listed in paragraphs **a.** through **d.** above;
- (2) **"Property damage"** to property owned, occupied or used by their employer or by any fellow employee; or
- (3) Providing or failing to provide professional health care services.

II. LIABILITY EXTENSION COVERAGES

It is understood and agreed that this endorsement amends the **Businessowners Liability Coverage Form**. If any other endorsement attached to this policy amends any provision also amended by this endorsement, then that other endorsement controls with respect to such provision, and the changes made by this endorsement to such provision do not apply.

A. Bodily injury – Expanded Definition

Under **Liability and Medical Expenses Definitions**, the definition of **"Bodily injury"** is deleted and replaced by the following:

"Bodily injury" means physical injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the physical injury, sickness or disease.

B. Broad Knowledge of Occurrence

Under Businessowners Liability Conditions, the Condition entitled Duties In The Event of Occurrence, Offense, Claim or Suit is amended to add the following:

Paragraphs **a.** and **b.** above apply to you or to any additional insured only when such **"occurrence,"** offense, claim or **"suit"** is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any **"executive officer"** or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This paragraph applies separately to you and any additional insured.

C. Estates, Legal Representatives and Spouses

The estates, heirs, legal representatives and spouses of any natural person insured shall also be insured under this policy; provided, however, coverage is afforded to such estates, heirs, legal representatives and spouses only for claims arising solely out of their capacity as such and, in the case of a spouse, where such claim seeks damages from marital common property, jointly held property, or property transferred from such natural person insured to such spouse. No coverage is provided for any act, error or omission of an estate, heir, legal representative or spouse outside the scope of such person's capacity as such, provided however that the spouse of a natural person Named Insured and the spouses of members or partners of joint venture or partnership Named Insureds are insureds with respect to such spouses' acts, errors or omissions in the conduct of the Named Insured's business.

D. Fellow Employee First Aid Coverage

In the section entitled **Who Is An Insured**, paragraph **2.a.1.** is amended to add the following:

The limitations described in subparagraphs **2.a.1.(a), (b) and (c)** do not apply to your **"employees"** for **"bodily injury"** that results from providing cardiopulmonary resuscitation or other first aid services to a co-**"employee"** or **"volunteer worker"** that becomes necessary while your **"employee"** is performing duties in the conduct of your business. Your **"employees"** are hereby insureds for such services. But the insured status conferred by this provision does not apply to **"employees"** whose duties in your business are to provide professional health care services or health examinations.

E. Legal Liability – Damage To Premises

1. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, Exclusion **k. Damage To Property**, is replaced by the following:

k. Damage To Property

"Property damage" to:

1. Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
2. Premises you sell, give away or abandon, if the **"property damage"** arises out of any part of those premises;
3. Property loaned to you;
4. Personal property in the care, custody or control of the insured;
5. That particular part of any real property on which you or any contractors or subcontractors working directly or indirectly in your behalf are performing operations, if the **"property damage"** arises out of those operations; or
6. That particular part of any property that must be restored, repaired or replaced because **"your work"** was incorrectly performed on it.

Paragraph **2** of this exclusion does not apply if the premises are **"your work"** and were never occupied, rented or held for rental by you.

Paragraphs **1, 3, and 4**, of this exclusion do not apply to **"property damage"** (other than damage by fire or explosion) to premises:

- (1) rented to you;
- (2) temporarily occupied by you with the permission of the owner, or
- (3) to the contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D – Liability and Medical Expenses Limits of Insurance.

Paragraphs **3, 4, 5, and 6** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph **6** of this exclusion does not apply to **"property damage"** included in the **"products-completed operations hazard."**

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the following paragraph is added, and replaces the similar paragraph, if any, beneath paragraph **(14)** of the exclusion entitled **Personal and Advertising Injury**:

Exclusions **c, d, e, f, g, h, i, k, l, m, n, and o**, do not apply to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner or to the contents of premises rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section D. Liability And Medical Expenses Limits Of Insurance**.

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3. The first Paragraph under item **5. Damage To Premises Rented To You Limit** of the section entitled **Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under Business Liability for damages because of **"property damage"** to any one premises, while rented to you or temporarily occupied by you with the permission of the owner, including contents of such premises rented to you for a period of 7 or fewer consecutive days, is the Damage to Premises Rented to You Limit. The Damage to Premises Rented to You Limit is the greater of:

- a. \$1,000,000; or
- b. The Damage to Premises Rented to You Limit shown in the Declarations.

F. Personal and Advertising Injury – Discrimination or Humiliation

1. Under **Liability and Medical Expenses Definitions**, the definition of **"personal and advertising injury"** is amended to add the following:

- h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is:

- (1) Not done intentionally by or at the direction of:

- (a) The insured; or

- (b) Any **"executive officer,"** director, stockholder, partner, member or manager (if you are a limited liability company) of the insured; and

- (2) Not directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person or person by any insured.

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the exclusion entitled **Personal and Advertising Injury** is amended to add the following additional exclusions:

(15) Discrimination Relating to Room, Dwelling or Premises

Caused by discrimination directly or indirectly related to the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured.

(16) Employment Related Discrimination

Discrimination or humiliation directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person by any insured.

(17) Fines or Penalties

Fines or penalties levied or imposed by a governmental entity because of discrimination.

3. This provision (**Personal and Advertising Injury – Discrimination or Humiliation**) does not apply if **Personal and Advertising Injury** Liability is excluded either by the provisions of the Policy or by endorsement.

G. Personal and Advertising Injury - Broadened Eviction

Under **Liability and Medical Expenses Definitions**, the definition of **"Personal and advertising injury"** is amended to delete Paragraph c. and replace it with the following:

- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room dwelling or premises that a person or organization occupies committed by or on behalf of its owner, landlord or lessor.

H. Waiver of Subrogation – Blanket

We waive any right of recovery we may have against:

- a. Any person or organization with whom you have a written contract that requires such a waiver.

All other terms and conditions of the Policy remain unchanged.



NON-COLLUSION CERTIFICATE

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the City of Bellevue for consideration in the award of a contract on the improvement described as follows:

Page 797 of 976

ATTACHMENT "D"**Equal Opportunity Requirements & Affidavit of Title VI Compliance****Equal Opportunity Requirements Section -****General Instructions:**

Applications: The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.170 of the Bellevue City Code. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City in a total amount of thirty-five thousand or more within any given year, or as requested by the City, must comply with these requirements.

Affidavit: Before being considered for a contract of the magnitude listed above, all contractors will be required to submit the "Affidavit of Equal Opportunity Compliance" as part of their proposal/qualifications or upon the request of the Procurement Services Division.

Compliance: The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc. will be asked for a specific demonstration of compliance with the requirements.

Noncompliance: A finding of a noncompliance may be considered a breach of contract and suspension or termination of the contract may follow.

City contact: The City's Compliance Office is the Procurement Services Manager, and specific questions pertaining to this section may be directed to the Procurement Services Manager at (425) 452-7876.

Bellevue City Code Excerpt:

Section 4.28.170 of the Bellevue City Code establishes the requirements for all contractual service providers:

"All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of thirty-five thousand or more within any given year, or as requested by the City, are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual services provider and the City of Bellevue the following provisions:

1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.
2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.
3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.
4. Contractor shall actively consider for promotion and advancement available minorities and women.
5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.
6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after school and summer employment.
7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City's nondiscrimination and affirmative action requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, vendors, consultants or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the bid proposal or upon the request of the Procurement Services Division. All documents related to compliance steps listed above shall be presented upon the request of the Procurement Services Division. The Procurement Services Manager shall serve as the compliance office for the City and is authorized to develop and issue procedures for the administration of this section."

Interpretations:

In order to more readily determine compliance with BCC 4.28.170, the following interpretations are provided:

Requirement 1. When a contractor needs to recruit, they must notify minority and women's organizations, schools and training institutions. Such "notification" can be in the form of an advertisement in newspapers or trade journals of general circulation in the metropolitan Seattle area.

When the contractor hires through a union hiring hall, the contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy.

Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and

women contractors for the subcontract work. The requirements to notify minority and women contractors of any bids can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.

Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor's commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity commitment at the job shack, or by the time clock.

Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider all eligible employees.

The City of Bellevue reserves the right to audit all contractors for compliance with the requirements set forth in BCC 4.28.170.

Affidavit of Title VI Compliance Section -

Assurances for Consultants, Contractors, Subcontractors, Suppliers and Manufacturers

- **Compliance with Regulations:** The Consultant shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- **Nondiscrimination:** The Consultant, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, sexual orientation, gender identification, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- **Solicitations for Subcontracts, including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, sexual orientation, gender identification or national origin.
- **Information and Reports:** The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Bellevue or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the City of Bellevue or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- **Sanctions for Noncompliance.** In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the City of Bellevue and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Consultant under the contract until the contractor complies, and/or;
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- **Incorporation of Provisions.** The Consultant shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontractor or procurement as the City of Bellevue or the US Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the City of Bellevue enter into such litigation to protect the interests of the City and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

AFFIDAVIT OF EQUAL OPPORTUNITY & TITLE VI COMPLIANCE



StreetScan USA Inc

certifies that:

Vendor

1. If necessary to recruit additional employees, it has:
 - a. Notified relevant minority and women's organizations, or
 - b. Hired through a union hall with an equal opportunity policy.
2. It intends to use the following listed construction trades in the work under the contract:

N/A

3. In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.
4. It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.
5. It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.
6. It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.

By: DocuSigned by:
Jon-Erik Dillon
5555F01F0094NF...

(authorized signature)

Title: CEO and President

Date: 03/10/2025

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-67

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Stormwater Drainage Repair – Ratification of Contract – Austins Dirtworks

FOR the purpose of ratifying an Agreement for Services with Austins Dirtworks, LLC to perform stormwater drainage repair work; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata desires to maintain Public Service Readiness by planning and developing the systems and infrastructure needed to meet growing demand, while supporting the health, safety, and wellness of residents and natural resources; and

WHEREAS, the Council of the Town of La Plata desires to provide high quality and reliable stormwater management services effectively and efficiently to the citizens of the Town; and

WHEREAS, the Town has a significant investment in its stormwater management infrastructure that enables it to provide these services to its customers; and

WHEREAS, the Town strives to maintain its infrastructure to the highest standards; and

WHEREAS, evolving conditions related to stormwater drainage repair work in the vicinity of Norfolk Drive in the King’s Grant neighborhood presented an immediate risk of flooding to adjacent residences, a potential water main break, and a public safety hazard; and

WHEREAS, the cost to complete the stormwater drainage repair work under exigent circumstances and to mitigate the ongoing risk to public safety, adjacent property, and Town infrastructure exceeded twenty thousand dollars (\$20,000); and

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

34 **WHEREAS**, Town Charter §C8-23 requires that all expenditures in excess of twenty
35 thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures
36 which the Town Council, by ordinance, has determined are not subject to the sealed bid
37 requirements; and
38

39 **WHEREAS**, Town Code, Chapter 43, Section 43-5 provides that the Town Council
40 may, by a two-thirds majority, authorize the bypassing of any or all bid procedure steps in
41 cases which warrant such approval; and
42

43 **WHEREAS**, the Town Council concurs that the evolving and exigent circumstances
44 of the stormwater drainage repair work warrant approval via ratification; and
45

46 **WHEREAS**, Town Staff believes the purpose and intent of Town Charter §C8-23 has
47 been met.
48

49 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
50 **PLATA** that the provisions of Town Charter § C8-23 have been met, and the Agreement for
51 Services executed by Noel Stevens, Town Manager, on behalf of the Town of La Plata with
52 Austins Dirtworks is hereby ratified, for a total expenditure of forty-seven thousand two
53 hundred seventy-five dollars (\$47,275.00) for work and services related to stormwater
54 drainage repair work in the vicinity of Norfolk Drive in the King's Grant neighborhood.
55

56 **BE IT FURTHER RESOLVED**, that the Council of the Town of La Plata hereby
57 authorizes Noel Stevens, Town Manager, to take related and conforming actions as may be
58 necessary to adapt to evolving conditions relevant to stormwater drainage repair work in the
59 vicinity of Norfolk Drive in the King's Grant neighborhood, provided such changes or actions
60 do not substantially alter the terms of the executed Agreement for Services.
61

62 **AND BE IT FURTHER RESOLVED**, that the Agreement for Services between Austins
63 Dirtworks and the Town of La Plata, Maryland, attached hereto as Attachment 1, is hereby
64 adopted and incorporated herein by reference.
65

66 **ADOPTED AND APPROVED** by the Council of the Town of La Plata on
67 this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____



Town of LaPlata
c/o Melinda Adams
305 Queen Anne Street
LaPlata, MD 20646

Re: Kings Grant Storm Drain Repair

Proposal Inclusions:

1. Equipment Mob.

Lowboy with Road Tractor- 6 hours @ \$150.00 per hour- \$900.00
Moving Permits- \$225.00
Total- \$1,125.00

2. Day 1

Superintendent- 2 hours @ \$75 per hour- \$150.00
Foreman with Truck- 10 hours @ \$55.00 per hour- \$550.00
3 Skilled Pipe Layers- 10 hours @ \$135.00 per hour- \$1,350.00
Large Excavator- 10 hours @ \$175.00 per hour- \$ 1,750.00
Light Tower- 10 hours @ \$45.00 per hour- \$450.00
Total-\$4,250.00

3. Day 2

Superintendent- 2 hours @ \$75 per hour- \$150.00
Foreman with Truck- 10 hours @ \$55.00 per hour- \$550.00
3 Skilled Pipe Layers- 10 hours @ \$135.00 per hour- \$1,350.00
Large Excavator- 10 hours @ \$175.00 per hour- \$ 1,750.00
Light Tower- 10 hours @ \$45.00 per hour- \$450.00
Skid Steer- 10 hours @ \$105.00 per hour- \$1,050.00
Total-\$5,300.00

4. Day 3

Superintendent- 2 hours @ \$75 per hour- \$150.00
Foreman with Truck- 10 hours @ \$55.00 per hour- \$550.00
3 Skilled Pipe Layers- 10 hours @ \$135.00 per hour- \$1,350.00
Large Excavator- 10 hours @ \$175.00 per hour- \$ 1,750.00
Light Tower- 10 hours @ \$45.00 per hour- \$450.00
Skid Steer- 10 hours @ \$105.00 per hour- \$1,050.00
Total-\$5,300.00



5. Day 4

Superintendent- 2 hours @ \$75 per hour- \$150.00
Foreman with Truck- 10 hours @ \$55.00 per hour- \$550.00
3 Skilled Pipe Layers- 10 hours @ \$135.00 per hour- \$1,350.00
Large Excavator- 10 hours @ \$175.00 per hour- \$ 1,750.00
Light Tower- 10 hours @ \$45.00 per hour- \$450.00
Skid Steer- 10 hours @ \$105.00 per hour- \$1,050.00
Total-\$5,300.00

6. Concrete

Head Walls- \$10,000.00
Curb and Gutter- \$3,200.00
Sidewalk- \$3,250.00
Total- \$16,450.00

7. Day 5

Superintendent- 2 hours @ \$75 per hour- \$150.00
Foreman with Truck- 10 hours @ \$55.00 per hour- \$550.00
3 Skilled Pipe Layers- 10 hours @ \$135.00 per hour- \$1,350.00
Large Excavator- 10 hours @ \$175.00 per hour- \$ 1,750.00
Light Tower- 10 hours @ \$45.00 per hour- \$450.00
Skid Steer- 10 hours @ \$105.00 per hour- \$1,050.00
Total-\$5,300.00

8. Day 6

Superintendent- 2 hours @ \$75 per hour- \$150.00
Foreman with Truck- 10 hours @ \$55.00 per hour- \$550.00
3 Skilled Pipe Layers- 10 hours @ \$135.00 per hour- \$1,350.00
60G Excavator- 10 hours @ \$115.00 per hour- \$1,150.00
Skid Steer- 10 hours @ \$105.00 per hour- \$1,050.00
Total-\$4,250.00

Total- \$47,275.00



9285 W&W Industrial Road
La Plata, MD 20646
RESOLUTION 26-67
Attachment 1

Proposal Exclusions:

1. Soils compaction testing
2. 3rd party testing
3. Milling, Asphalt Paving and Patching
4. Roadway sealing
5. Materials of any kind, Town to Supply all Materials (Concrete for headwalls supplied by ADW)
6. As-builts or surveying of any kind
7. Dump Fees or trucking of material for project

Billing and Accounts Info:

Accounts overdue beyond 30 days of billing will be charged at an interest rate of 18% per annum. Customer is also liable for an additional 18% of unpaid balance plus incidental collections costs, including attorney fees. If either party commences legal action to enforce its rights pursuant to this prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

If there are any questions about this proposal, please give us a call any time at 301-265-5458.
We appreciate the chance to bid this project for you. Hope you keep us in mind for any other project you may need site work on.

Bid / Pricing valid for 30 days

Thank You,
Bryce Austin
Owner

Authorized Signature: _____

Date of Acceptance: _____

Printed Name: _____



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Public Works
TYPE: Town Council Resolution — Ratification of Emergency Expenditure
SUBJECT: Ratification of Emergency Stormwater Drainage Repair Expenditure — King's Grant/Norfolk Drive

BACKGROUND:

In August 2026, the Town contracted with an operator to perform stormwater drainage repair work in the vicinity of Norfolk Drive in the King's Grant neighborhood. Work began, but as excavation progressed, the scope and complexity of the repair increased beyond what was originally anticipated, and the onsite operator no longer possessed the equipment, skills, or experience necessary to complete the work.

With the excavation open, a water main exposed, and drainage paths obstructed, the situation presented an immediate risk of flooding to adjacent residences, a potential water main break, and a public safety hazard at the open excavation. Norfolk Drive was closed to traffic and remained closed pending completion of the repair.

Given these exigent circumstances, the Town Manager identified and authorized a new operator, Austins Dirtworks to complete the work as quickly as possible in order to mitigate the ongoing risk to public safety, adjacent property, and Town infrastructure. On Thursday, August 27, 2026, the Town Manager informed Town Council that a new operator had been identified and approved, and that because the cost of completion would exceed the Town Manager's \$20,000 contract authorization threshold, the matter would be brought before Council for ratification at the earliest opportunity.

This item is presented to formally request Town Council ratification, by resolution, of the Town Manager's authorization of this expenditure, made in advance of Council approval due to the exigent circumstances described above.



FISCAL IMPACT:

The total cost of the repair work is \$47,275.00, based on the pricing summary provided by Austins Dirtworks (attached). A formal invoice will be substituted for this pricing summary once received. This expenditure exceeds the Town Manager's \$20,000 contract authorization threshold and therefore requires Town Council approval.

This expenditure arose from emergency circumstances requiring immediate corrective action to prevent flooding, protect an exposed water main, and eliminate a public safety hazard. Staff proposes that this expenditure be funded from the Stormwater Utility Fund. \$125,000 is appropriated in the FY27 budget for maintenance and repairs.

STRATEGIC PLAN ALIGNMENT:

This action supports Strategic Plan Goal #5, Public Service Readiness, which calls for the Town to plan and develop the systems and infrastructure needed to meet growing demand while supporting the health, safety, and wellness of residents and natural resources. It also reflects Goal #1, Good Governance, through responsible stewardship of Town funds and transparent handling of an emergency expenditure brought before Council for formal ratification.

SUSTAINABILITY CONSIDERATIONS:

Prompt completion of the repair protects the surrounding stormwater conveyance system and prevents prolonged, uncontrolled discharge and erosion that could otherwise result from an extended open excavation. Restoring proper drainage function also reduces the risk of future flooding events affecting adjacent properties and the surrounding natural environment.

ADA CONSIDERATIONS:

The scope of work includes restoration of curb, gutter, and sidewalk sections disturbed during excavation. Restored sidewalk and curb areas along Norfolk Drive will be constructed to meet current ADA accessibility standards to maintain safe pedestrian access.

RECOMMENDED ACTION:

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La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1257

Date of Meeting: September 08, 2026

Adopt Resolution No. 26-67, ratifying the Town Manager's authorization of an emergency expenditure in the amount of \$47,275.00 to Austins Dirtworks for completion of the stormwater drainage repair at King's Grant / Norfolk Drive, an expenditure made in advance of Town Council approval due to the exigent public safety and infrastructure risks presented by the open excavation.

ATTACHMENTS:

1. Austins Dirtworks Pricing Summary

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Page 3 of 3
Agenda Item Summary Form
r2026.06.24



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Michelle Miner, Assistant Town Manager
DEPARTMENT: Executive
TYPE: Proclamation
SUBJECT: National POW/MIA Recognition Day – Missing Man Table

BACKGROUND:

The Town of La Plata has been invited by the Legacy of Honor Project to participate in “From the Mountains to the Sea—Maryland Remembers” on Friday, September 18, 2026, in recognition of National POW/MIA Recognition Day. The Legacy of Honor Project is asking every county and municipality in Maryland to participate by displaying a Missing Man Table in a government building to honor the approximately 1,260 Marylanders who remain unaccounted for from World War I through the Vietnam War.

Congress established National POW/MIA Recognition Day to honor the courage and sacrifice of Americans who became prisoners of war and those who remain missing in action. The Missing Man Table provides a visible community tribute recognizing that each missing service member represents an individual with a family, community, and personal story.

The Legacy of Honor Project launched “From the Mountains to the Sea—Maryland Remembers” three years ago to bring this remembrance into communities throughout Maryland. In 2025, seven counties, 42 towns and municipalities, and more than 50 additional organizations, including restaurants, hotels, libraries, and firehouses, participated by displaying Missing Man Tables.

For 2026, the Legacy of Honor Project is seeking participation from every county and municipality in Maryland. The Town of La Plata has been invited to join this statewide effort by establishing a Missing Man Table in a Town government building on September 18, 2026. The initiative provides the Town with an opportunity to honor Maryland’s missing service members, recognize the families who continue to await answers regarding their loved ones, and demonstrate that those who never came home have not been forgotten.

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FISCAL IMPACT:

The initiative is not anticipated to have a significant fiscal impact on the Town. Participation would primarily involve establishing and displaying a Missing Man Table using readily available or recycled materials. No ongoing operational expenses or new revenue are anticipated based on the information provided.

STRATEGIC PLAN ALIGNMENT:

Participation supports the Town's commitment to fostering a strong sense of community, civic engagement, and recognition of the contributions and sacrifices of members of the armed forces and their families. The initiative provides an opportunity for the Town to participate in a statewide effort that brings residents and communities together around remembrance and civic responsibility.

SUSTAINABILITY CONSIDERATIONS:

The initiative supports social sustainability by recognizing Maryland's missing service members, honoring their families, and strengthening community connections. The display can be established using mostly existing or reusable materials, minimizing potential environmental impacts.

ADA CONSIDERATIONS:

The Missing Man Table display will be located in an area that remains accessible to members of the public and does not obstruct accessible routes, entrances, exits, doorways, or other required means of access. Staff will ensure that the display and any related signage are positioned in accordance with applicable ADA accessibility requirements.

RECOMMENDED ACTION:

Authorize the staff on behalf of the Town to participate in the Legacy of Honor Project's "From the Mountains to the Sea—Maryland Remembers" initiative by displaying a Missing Man Table in front of the Town Hall on National POW/MIA Recognition Day, September 18, 2026.

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La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-1258

Date of Meeting: September 08, 2026

ATTACHMENTS:

- Legacy of Honor Project invitation regarding “From the Mountains to the Sea—Maryland Remembers”
- National POW/MIA Recognition Day information flyer
- Missing Man Table setup/instruction flyer

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Page 3 of 3
Agenda Item Summary Form
r2026.06.24



Town of La Plata **PROCLAMATION**

**National POW-MIA Recognition Day
September 18, 2026**

WHEREAS, the United States has a solemn obligation to remember and honor the members of the Armed Forces who became prisoners of war and those who remain missing in action, and to ensure that their service, sacrifice, and absence are never forgotten; and

WHEREAS, National POW/MIA Recognition Day provides an opportunity for Americans to honor the courage and sacrifice of those who endured captivity, those who remain unaccounted for, and the families, friends, and communities who continue to keep faith while seeking answers; and

WHEREAS, the Town of La Plata recognizes the sacrifices made by members of our Armed Forces and their families, affirms that those who served our nation and remain missing shall not be forgotten, and that our commitment to accounting for them must endure.

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do recognize Friday, September 18, 2026, as NATIONAL POW/MIA RECOGNITION DAY in the Town of La Plata, and urge all residents to join in honoring our prisoners of war, those missing in action, and their families by remembering their service, sacrifice, courage, and enduring absence.

BE IT FURTHER PROCLAIMED, that the Town of La Plata invites the community to visit the Missing Man Table at the front entrance of Town Hall, 305 Queen Anne Street, on National POW/MIA Recognition Day, a solemn reminder of the Americans who are still missing and the families and loved ones who continue to await their return and answers.

WE REMEMBER. WE HONOR. WE WILL NOT FORGET.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

Gregory Sampson, Jr., Councilman

Tyjon C. Johnson, Councilman

Shelby Pritchett
Town Clerk

Date: _____



From the Mountains to the Sea – Maryland Remembers

NATIONAL POW/MIA RECOGNITION DAY FRIDAY, SEPTEMBER 18, 2026

Honoring Maryland's Missing. Supporting Their Families. Never Forgetting.



WHAT IS MARYLAND REMEMBERS?

On National POW/MIA Recognition Day a "Missing Man Table" is set at locations across the state to honor the **approximately 1,260** Marylanders from WWI, WWII, Korea, and Vietnam who are still 'missing'.



WHAT IS A MISSING MAN TABLE?

It is an empty place setting, sometimes referred to as the "Fallen Comrade Table". It is meant to remind viewers of the fallen who are absent and can no longer share meals because they are missing.



HOW DO I SET A MISSING MAN TABLE?

Display your "Missing Man Table" in a visible location. It may be set inside or outside. The basics are a white tablecloth, a single place setting, a bread plate (with a slice of lemon and sprinkle of salt), a candle, a vase with a single rose and a yellow ribbon tied around it, and an inverted glass.

Many "Missing Man Tables" have a Bible to show faith. There are many examples on the internet to provide inspiration.



WHAT DAY DO WE DISPLAY OUR MISSING MAN TABLE?

Friday, September 18, 2026



WHO CAN PARTICIPATE?

Everyone is invited! Counties, municipalities, businesses, schools, veterans' organizations, faith communities, civic groups, and individuals are encouraged to take part.

HOW DO WE BECOME A PART OF MARYLAND REMEMBERS?



1. REGISTER

To register, email
Denise@thelegacyofhonor.com.



2. WE'LL SPREAD THE WORD

To draw attention to our missing heroes, the Legacy of Honor will post on social media and through press releases the names of the counties, municipalities and businesses that are participating.



3. SHARE & HELP SPREAD AWARENESS

We hope that everyone will share photos on their social media pages and contact their local media to highlight their missing man table.

The goal is to bring attention to our service members still unaccounted for.



TOGETHER, WE ENSURE THEY ARE NOT FORGOTTEN.



On September 18, 2026 please join "From the Mountains to the Sea – Maryland Remembers." Help us honor and remember the Marylanders who are still unaccounted for and their families who are waiting for them to come home.



For more information or to register:

Denise@thelegacyofhonor.com

Thank you for helping Maryland Remember.



**The
LEGACY
of HONOR**
Project

HONORING THEIR SERVICE.
REMEMBERING THEIR SACRIFICE.
BRINGING THEM HOME.



MISSING MAN TABLE

A Setting for One - to Symbolize All

The Table is Round - to show our everlasting concern.

The Cloth is White - symbolizing the purity of their motives when answering the call to serve.

The Single Red Rose - reminds us of the lives of these Americans and of their loved ones and friends who keep the faith while seeking answers.

The Yellow Ribbon - symbolizes our continued uncertainty, hope for their return, and determination to account for them.

A Slice of Lemon - reminds us of their bitter fate, captured or missing in a foreign land.

A Pinch of Salt - symbolizes the tears of our missing and their families.

The Lighted Candle - reflects our hope for their return.

The Bible or an Element of Faith - represents the strength and comfort found through faith and the hope that sustains those who continue to wait.

The Glass is Inverted - to symbolize their inability to share a toast.

THE CHAIR IS EMPTY - THEY ARE STILL MISSING.

Until They All Come Home





Council of the Town of La Plata
Patrick A. McCormick
Councilor, Ward II

11 May 2026

To the Town Council,

Discussion Request: Town of La Plata Election Strategy and Policy

BACKGROUND

The Town of La Plata residents and members of this Council and Staff have identified election participation, accessibility, transparency and modernization as ongoing governance priorities for the Town of La Plata (11 Sep, 2025 – Priority Item #5).

The most recent municipal election demonstrated increased participation compared to the previous election cycle. However, overall voter turnout remains low compared to the Town's total eligible voting population, with many elections coming in the single digit percentages. The Council discussed the importance of evaluating existing election procedures to determine whether administrative, logistical or legislative reforms may improve accessibility, public awareness and resident participation in future elections.

The Town currently conducts municipal elections pursuant to the Town Charter, Code and applicable provisions of Maryland election law. The Town has a dedicated Supervisor of Elections, to include a Chair, the Town Clerk and an additional board member. The Board of Supervisors of Elections shall conduct all municipal elections required by law or properly called by the Town Council in the manner provided by the laws of the State of Maryland, the Town Charter and ordinances of the Town of La Plata.

REQUEST

I am requesting an agenda item to introduce the topic of the Town of La Plata's Election Policy and seeing what direction, if any, Council has for Town Staff on this matter. Topics to be discussed may include and are not limited to:

- Charter Amendments
- Code Changes
- Policy Changes

Potential specific policies to be discussed may include and are not limited to:

- Election Cycle Structure
 - o Review of Town's current four-year cycle
 - o Evaluation of staggered election model
 - o Discussion regarding governance continuity when the entire Council turns over simultaneously



Council of the Town of La Plata
Patrick A. McCormick
Councilor, Ward II

- Election Structure and Representation
 - o Review of the Town's current ward-based election structure
 - o Evaluation of the current primary election process
 - o Discussion regarding a single general election ballot with the top vote-getters elected Town-wide
- Election Day and Voting Access
 - o Review of current Election Day procedures
 - o Evaluation of Saturday elections (or alternative scheduling options)
 - o Discussion regarding pairing Election Day with existing Town events or community activities
- Public Outreach and Election Awareness
 - o Review of Town-led election promotion efforts
 - o Evaluation of prior election outreach funding and implementation
 - o Discussion regarding enhanced voter education and public communication strategies
- Election Administration and Modernization
 - o Review of polling accessibility and operational procedures
 - o Evaluation of voter participation trends
 - o Review of technological solutions that may improve election administration and transparency

The intent is for Town Council to have a discussion, on the record, regarding election process and potential changes needed to ensure resident concerns and low voter turnout are addressed. If Council deems it, Council can give clear direction to Staff through consensus or a motion.

FISCAL IMPACT

The request for a discussion regarding Town of La Plata's Election Policy will have no immediate fiscal impact.

Future costs associated with potential election reforms may vary depending on the scope of Council direction. Potential expenditures could include but are not limited to legal review, public outreach material, technological upgrades, expanding staffing needs during election periods, additional polling resources or contracted election administrative support.

Any future fiscal impacts would be presented to the Town Council for review and consideration prior to implementation.

SUSTAINABILITY CONSIDERATIONS

Accessible and transparent elections contribute to long-term institutional stability, civic trust and sustained community engagement.

Modernizing election procedures and increasing public participation may improve resident awareness of local government operations and strengthen public confidence in municipal governance.

ADA CONSIDERATIONS



Council of the Town of La Plata
Patrick A. McCormick
Councilor, Ward II

All election-related facilities, communications and public participation opportunities will continue to remain subject to applicable ADA accessibility requirements.

Future reforms discussed by the Council should consider accessibility impacts for residents with mobility, visual, auditory or other accessibility needs.

RECOMMENDED ACTION

Town Council:

1. Discuss potential election reform and voter participation initiatives;
2. Provide policy direction regarding priority areas for further evaluation;
3. Determine whether staff should prepare additional research, legal analysis, public engagement opportunities, or draft legislative amendments for future Council consideration.

No formal action is required at this time unless directed specifically by a majority of the Town Council.



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Executive
TYPE: Town Council Resolution (two resolutions for Council consideration)
SUBJECT: MD Route 6 Streetscape Improvement Project — SHA Option Contracts for Acquisition of Town-Owned Property Rights (SHA Items 122415 and 121558)

BACKGROUND:

The Maryland State Highway Administration (SHA) is undertaking the MD Route 6 Streetscape Improvement Project (SHA Contract No. CH2485184) along MD Route 6 (Charles Street) from US 301 to Willow Lane. On June 23, 2026, the Town Council adopted Resolution 26-39, authorizing the Mayor to execute a Letter of Support affirming the Town's commitment to the project as it advances into construction.

Construction of the project requires SHA to acquire land, easements, and construction rights from property owners along the corridor, shown on SHA Plat No. 62658 (revised May 26, 2026). The Town of La Plata owns property within the project corridor and is being engaged by SHA as a property owner in this transaction, in the same manner and under the same standard SHA instruments used with all other affected property owners along the corridor.

SHA has presented the Town with two option contracts covering the property rights needed from the Town's parcel:

- Item 122415 — Standard Option Contract. Grants SHA the exclusive option, for six months from execution, to purchase the land, easements, rights, privileges, and controls shown on Plat No. 62658, for a total consideration of \$16,900.00. This amount includes \$16,875.15 in payment for the contributory value of existing on-site improvements within the acquisition area, specifically asphalt pavement, concrete curb, concrete sidewalk, and landscaping. The contract also includes a temporary construction easement for sidewalk construction, driveway tie-ins, erosion and



sediment control, and fine grading, which reverts to the Town upon completion of construction.

- Item 121558 — Temporary Construction Easement Option Contract. Grants SHA a separate temporary construction easement over an additional hatched area shown on the same plat, for the same construction purposes, for nominal consideration of \$50.00. This right terminates and reverts to the Town upon completion of construction.

The consideration offered under both option contracts is based on independent market value appraisals prepared for SHA.

Staff will present both option contracts together in a single staff report; however, because the instruments are separate legal documents, Council action is requested on two separate resolutions, one for each option contract.

FISCAL IMPACT:

These transactions result in revenue to the Town rather than an expenditure. Combined, the two option contracts provide total consideration of \$16,950.00 (\$16,900.00 under Item 122415 and \$50.00 under Item 121558), to be paid by check from the Treasurer of the State of Maryland, payable to the Town of La Plata, upon SHA's acceptance of the options and conveyance of the described property rights. Execution of the option contracts does not obligate the Town to any expenditure, and no Town funds or budget appropriation are required.

STRATEGIC PLAN ALIGNMENT:

This action supports multiple goals of the Town's 2022 Strategic Plan. Under Goal #1, Good Governance, the Town's cooperative and transparent handling of these acquisitions, on the same terms offered to other affected property owners, reflects responsible stewardship of Town-owned assets and community trust. Under Goal #4, Community Identity, the underlying MD Route 6 Streetscape Improvement Project advances the Town's walkability and downtown connectivity objectives, consistent with the Comprehensive Plan. Under Goal #5, Public Service Readiness, conveying the property rights needed for the project supports the planned infrastructure upgrades to pedestrian facilities, lighting, and drainage along the corridor.

SUSTAINABILITY CONSIDERATIONS:

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Both option contracts limit SHA's construction disturbance to the specific areas shown on Plat No. 62658, and the temporary construction easement rights granted under each contract terminate and revert to the Town once construction is complete, minimizing the long-term footprint of the acquisition. The underlying streetscape project that these acquisitions support advances the Town's broader sustainability objectives by expanding pedestrian and shared-use infrastructure, which encourages active transportation, and by upgrading corridor drainage and stormwater systems, which improves environmental resilience along Charles Street.

ADA CONSIDERATIONS:

Conveying these property rights enables SHA to construct ADA-compliant sidewalks, curb ramps, and a shared-use path within the acquired areas, consistent with current ADA.gov guidance. Execution of the option contracts does not independently create new ADA obligations for the Town; SHA remains responsible for ADA compliance in the design and construction of the improvements within the acquired rights-of-way.

RECOMMENDED ACTION:

Staff recommends that the Town Council adopt two separate resolutions:

- Resolution No. 26-68, authorizing the Town Manager to execute the Standard Option Contract with the Maryland State Highway Administration (Item 122415, SHA Project CH248B31), granting SHA the option to acquire the land, easements, and construction rights described therein for total consideration of \$16,900.00.
- Resolution No. 26-69, authorizing the Town Manager to execute the Temporary Construction Easement Option Contract with the Maryland State Highway Administration (Item 121558, SHA Project CH248B31), granting SHA the temporary construction easement described therein for consideration of \$50.00.

ATTACHMENTS:

1. Standard Option Contract, Item 122415, SHA Project CH248B31
2. Temporary Construction Easement Option Contract, Item 121558, SHA Project CH248B31
3. Draft Resolution No. 26-68 (Item 122415)

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La Plata
MARYLAND

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Item Number: 2026-1259

Date of Meeting: Sep 08, 2026

4. Draft Resolution No. 26-69 (Item 121558)
5. Market value appraisals supporting SHA's acquisition offer

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Page 4 of 4
Agenda Item Summary Form
r2026.06.24

APPRAISAL REPORT

OF

**9870 La Plata Parkway
La Plata, MD 20646**

**Project No. CH248B31
Item No. 121558**

AS OF

March 24, 2026

FOR

**Maryland Department of Transportation
State Highway Administration, R/W District #5
Office of Real Estate
138 Defense Highway
Annapolis, MD 21421**

**Philip R. Lamb & Co., Inc.
3751 Thomas Point Road, Annapolis, MD 21403**

TABLE OF CONTENTS
PART I - INTRODUCTION

Title Page	1
Table of Contents	2
Letter of Transmittal	3
Summary of Salient Characteristics	4
Letter to Property Owner	6

PART II - FACTUAL DATA

Identification	7
Type of Property	7
Date & Purpose of the Appraisal	7
Intended Use and User	7
Scope of the Appraisal	7
Definition of Market Value	8
Definition of Hypothetical Condition	9
Property Rights Appraised	9
Definition of the Fee Simple Estate & Easement(s)	9
Definition and Analysis of the Larger Parcel	9
Legal Description	10
Real Estate Taxes	11
Zoning	12
Area and Neighborhood Data	14
Site Data	21
Improvement Data	23
Historical Data	23
Lease Data	23
Nature of the Acquisition	24

PART III - ANALYSIS & CONCLUSION

Highest & Best Use	26
Valuation Premise	28
Sales Comparison Approach	29
Conclusion	31

PART IV - ADDENDA

Certification, Assumptions & Contingent Conditions	Right-of-Way Plat & Construction Plan
Location & Tax Maps	Tax Record
Deed, Site Exhibit(s)	Area & Neighborhood Statistics
Subject Photographs	"Schedule A - Comparable Land Sales"
	Qualifications of the Appraiser



Philip R. Lamb & Co., Inc.
Real Estate Appraisers & Consultants



David N. Lamb, MAI
Member - Appraisal Institute

3751 Thomas Point Road
Annapolis, MD 21403-5012
(301) 924-5517

www.lambcompany.com

July 3, 2026

David N. Lamb
President
Laura G. Lamb
Vice-President

Maryland Department of Transportation
State Highway Administration, R/W #5
138 Defense Highway
Annapolis, MD 21421

Re: R/W Item No. 121558
9870 La Plata Parkway
La Plata, MD 20646
Charles County

Attention: Abiodun "Rowland" Oloye, PhD, PMP

Dear Dr. Oloye,

As requested, I have made an inspection and appraisal of the above referenced property which is located on the north and south sides of Charles Street (MD Route 6), just east of Willow Lane and east of Crain Highway (US Route 301), in the incorporated Town of La Plata, Maryland. The subject contains 261,360 ft² or 6.00± acres of land that is unimproved.

The purpose of this investigation was to estimate the just compensation that should be paid for the proposed acquisition and any damages to the remainder (if applicable), in as is condition as of the date of inspection and using traditional appraisal methodology. This appraisal is being done for acquisition purposes.

As a result of my study and analysis I am of the considered opinion that the just compensation that should be paid for the proposed acquisition as of the effective date of this appraisal and inspection, March 24, 2026, is

Market Value Before	\$33,976.80
Market Value After	\$33,973.15
Just Compensation	\$3.65
Rounded to	\$50.00

Respectfully Submitted,

David N. Lamb, MAI
MD Certified General Appraiser #1340

SUMMARY OF SALIENT CHARACTERISTICS:

Subject Address:	9870 La Plata Parkway La Plata, MD 20646
Legal Description:	Parcels 2 & 288 Tax Map 113 Grid 4 & 10 1st Election District in Charles County Owner(s): Town of La Plata Recorded in Book 1752 Page 493 and 2813/284
Type of Property:	The subject contains 261,360 ft ² or 6.00± acres of land that is unimproved.
Utilities:	There is public water & sewer, natural gas, electricity, telephone and CATV available to the subject.
Date & Purpose of Appraisal:	To estimate the just compensation that should be paid for the proposed acquisition and any damages to the remainder (if applicable), in as is condition as of the date of inspection, March 24, 2026, and using traditional appraisal methodology.
Date of Appraisal Report:	July 3, 2026
Property Rights Appraised:	This is an appraisal of all the rights in the Fee Simple Estate
Zoning:	R8 (Residential Zone)
Highest and Best Use:	AS IMPROVED – N/A – The subject is unimproved. AS IF VACANT – Being located in either the 100-year floodplain or the buffer from the 100-year floodplain the highest and best use is for recreational or open space.
Strengths/Weaknesses:	The property is located on a busy roadway where, according to the state's 2025 Traffic Volume County Maps, Charles Street sees an average of 21,570 vehicles per day.

SUMMARY OF SALIENT CHARACTERISTICS (cont'd.):

Valuation Method: The sales comparison approach was used exclusively.
The income and cost approaches are not applicable
since the subject is vacant land.

Final Valuation:	Market Value Before	\$33,976.80
	Market Value After	\$33,973.15
	Just Compensation	\$3.65
	Rounded to	\$50.00

Hypothetical Condition(s): Consideration of the “after condition”, if applicable,
and to disregard any increase or decrease in market
value as a result of the project, in accordance with 49
CFR Part 24.103(b), requires the use of a hypothetical
condition.

Extraordinary Assumption(s): None.

Appraiser Contact Information: David N. Lamb, MAI
President - Philip R. Lamb & Co., Inc.
3751 Thomas Point Road, Annapolis, MD 21403
Telephone: (301) 924-5517
Email: davelamb@lambcompany.com



Philip R. Lamb & Co., Inc.
Real Estate Appraisers & Consultants



David N. Lamb, MAI
Member - Appraisal Institute

3751 Thomas Point Road
Annapolis, MD 21403
(301) 924-5517
www.lambcompany.com

David N. Lamb
President
Laura G. Lamb
Vice-President

March 12, 2026

Dear Property Owner:

Re: Project CH248B31
MD 6 Community Safety
& Enhancement from US301
To Willow Lane

My company has been selected to provide a real estate appraisal of your property to the Maryland State Highway Administrations as a result of a pending partial acquisition for the above project. I will be visiting your property over the next few weeks and will take exterior photographs along the road. If the property is improved I do not need to go inside as the acquisition includes no buildings.

Attached is a copy of the right-of-way plat that includes your property. If you would like a digital copy (pdf file) that can be enlarged and viewed in detail please send me an e-mail and I will reply with the attachment. Feel free to contact me if you would like to meet me while I am onsite, have questions relating to the appraisal process or have any information that you would like for me to consider. You will be contacted by a Real Property Specialist regarding the project itself and the purchase of a portion of your property.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads 'David N. Lamb'.

David N. Lamb, MAI
MD Certified General Appraiser #1340
davelamb@lambcompany.com
(240) 498-0691 (cell phone)

IDENTIFICATION:

9870 La Plata Parkway
La Plata, MD 20646
Census Tract 8510.04

TYPE OF PROPERTY:

The subject contains 261,360 ft² or 6.00± acres of land that is unimproved.

DATE AND PURPOSE OF THE APPRAISAL:

To estimate, as of March 24, 2026, the just compensation that should be paid for the proposed acquisition, and any damages to the remainder (if applicable), in as is condition as of the date of inspection and using traditional appraisal methodology.

INTENDED USER:

The intended user of this appraisal report is primarily the Maryland State Highway Administration, but its funding partners may review the appraisal as part of their program oversight activities. This appraisal report may also be provided to the property owner(s) by SHA, in compliance with Maryland State Highway Administration, Office of Real Estate policies and procedures.

SCOPE OF THE APPRAISAL:

The appraiser researched the area near the subject property for comparable sales that were felt to be similar to the subject property. The area investigated included primarily Charles County and other, nearby areas similar to the subject.

I notified the property owner by U.S. Mail to the address for the real estate tax bill and got no response. I inspected the subject property on March 24, 2026, the effective date of this appraisal. I have performed no services relating to the subject property over the preceding three (3) years. This appraisal was prepared in conformance with FIRREA and the Uniform Standards of Professional Appraisal Practice (USPAP), as adopted by the Appraisal Standards Board of the Appraisal Foundation.

SCOPE OF THE APPRAISAL (cont'd.):

Software used in the preparation of this appraisal report includes MS-DOS, Windows, Microsoft Office and Works, Image Expert and Realtor Workstation. The services utilized in finding data included the assessment records for the Bright MLS (formerly the Metropolitan Regional Information Service (MRIS)) as well as various websites, some in-house data and information gathered from realtors, brokers and appraisers in the area.

DEFINITION OF MARKET VALUE:

Due to the type of appraisal assignment, the definition of market value to be used within this appraisal report is the definition of fair market value for condemnation actions as contained within the Annotated Code of Maryland, as follows:

"The fair market value of property in a condemnation proceeding is the price as of the valuation date for the highest and best use of the property which a vendor, willing but not obligated to sell, would accept for the property, and which a purchaser, willing but not obligated to buy, would pay, excluding any increment in value proximately caused by the public project for which the property condemned is needed. In addition, fair market value includes any amount by which the price reflects a diminution in value occurring between the effective date of legislative authority for the acquisition of the property and the date of actual taking if the trier of facts finds that the diminution in value was proximately caused by the public project for which the property condemned is needed, or by announcements or acts of the plaintiff or its officials concerning the public project and was beyond the reasonable control of the property owner."

(Annotated Code of Maryland, Real Property Section, Article 12-105)

DEFINITION OF HYPOTHETICAL CONDITION:

“In contrast to an extraordinary assumption, which may or may not be true, a hypothetical condition is something that is known to be contrary to fact as of the effective date of the appraisal but that is taken to be true for the purposes of the appraisal.”¹

Consideration of the “after condition”, if applicable, and to disregard any increase or decrease in market value as a result of the project, in accordance with 49 CFR Part 24.103(b), requires the use of a hypothetical condition.

PROPERTY RIGHTS APPRAISED:

This is an appraisal of all the rights in the Fee Simple Estate form of ownership.

DEFINITION OF THE FEE SIMPLE ESTATE:

"Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat."²

DEFINITION OF TEMPORARY EASEMENT:

“An easement granted for a specific purpose and applicable for a specific time period. A construction easement, for example, is terminated after the construction of the improvement and the unencumbered fee interest in the land reverts to the owner.”³

¹ The Appraisal of Real Estate. Chicago: 2013, pg 53.

² The Dictionary of Real Estate Appraisal. Chicago: 2010. pg. 137

³ *ibid*, page 364

DEFINITION AND ANALYSIS OF THE LARGER PARCEL:

Defined in *The Dictionary of Real Estate Appraisal*,

*In governmental land acquisitions, the tract or tracts of land that are under the beneficial control of a single individual or entity and have the same, or an integrated, highest and best use. Elements for consideration by the appraiser in making a determination in this regard are contiguity, or proximity, as it bears on the highest and best use of the property, unity of ownership, and unity of highest and best use. In most states, unity of ownership, contiguity, and unity of use are the three conditions that establish the larger parcel for the consideration of severance damages. In federal and some state cases, however, contiguity is sometimes subordinated to unitary use.*⁴

The subject consists of two (2) parcels of land that, according to SDAT, contain a total of 261,360 ft² or 6.00± acres of land. The site is unimproved and the owners do not own any other abutting or nearby land that could be considered a part of the larger parcel.

LEGAL DESCRIPTION:

Parcels 2 & 288
Tax Map 113 Grid 4 & 10
1st Election District in Charles County
Owner(s): Town of La Plata
Recorded in Book 1752 Page 493 and 2813/284

A metes and bounds legal description in the deed or a copy of the subdivision plat is included in the addenda of this report.

⁴ *ibid*, page 110

ASSESSMENT & TAXES:

Below is the tax information for the subject property.

☐
9870 La Plata Pkwy, La Plata, MD 20646
La Plata
Tax ID 0901004476

[Public Records](#)
[Tax History](#)
[Sale & Mortgage](#)
[Flood Report](#)
[Last Listing](#)
[Public Record Only-Property History](#)
[Maps](#)

Annual Tax Amounts

Year	County	Municipal	School	Annual
2026	\$13	\$3		\$225
2025	\$13	\$3		\$225
2024	\$13	\$3		\$224
2023	\$13	\$3		\$224
2022	\$13	\$3		\$224
2021	\$12	\$3		\$96
2020	\$12	\$3		\$94
2019	\$13	\$3		\$36
2018	\$12	\$3		\$36
2017		\$3		\$135

Annual Assessment

Year	Land	Building	Ttl Taxable	Total Land	Total Bldg	Total Asmt
2026	\$1,100		\$1,100			
2025	\$1,100		\$1,100			
2024	\$1,100		\$1,100			
2023	\$1,100		\$1,100			
2022	\$1,100		\$1,100			
2021	\$1,100		\$1,100			
2020	\$1,100		\$1,100			
2019	\$1,100		\$1,100			
2018	\$1,100		\$1,100			
2017	\$1,100		\$1,100			
2016	\$1,100		\$1,100			
2015	\$1,100		\$1,100			

☐ Willow Ln, La Plata, MD 20646
 La Plata
 Tax ID 0901000276

[Public Records](#)
[Tax History](#)
[Sale & Mortgage](#)
[Flood Report](#)
[Last Listing](#)
[Public Record Only-Property History](#)
[Maps](#)

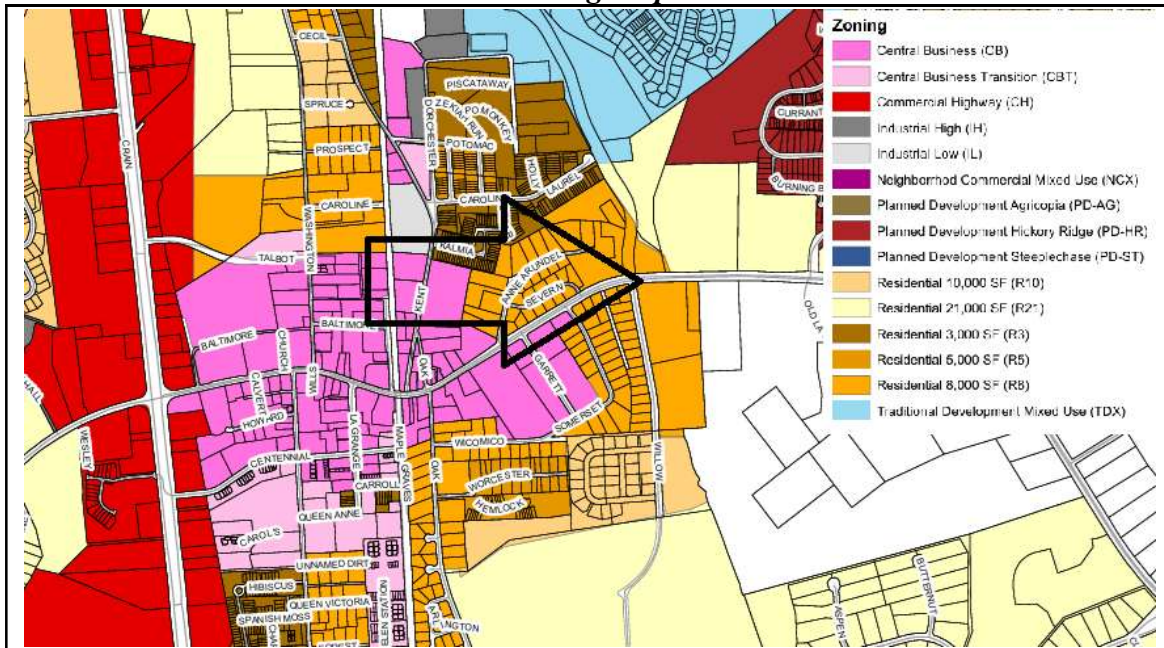
Annual Tax Amounts				
Year	County	Municipal	School	Annual
2026	\$29	\$8		\$246
2025	\$29	\$8		\$246
2024	\$29	\$8		\$245
2023	\$29	\$8		\$245
2022	\$29	\$8		\$245
2021	\$28	\$8		\$116
2020	\$27	\$8		\$114
2019	\$29	\$8		\$57
2018	\$29	\$8		\$57
2017		\$8		\$157

Annual Assessment						
Year	Land	Building	Ttl Taxable	Total Land	Total Bldg	Total Asmt
2026	\$2,500		\$2,500			
2025	\$2,500		\$2,500			
2024	\$2,500		\$2,500			
2023	\$2,500		\$2,500			
2022	\$2,500		\$2,500			
2021	\$2,500		\$2,500			
2020	\$2,500		\$2,500			
2019	\$2,500		\$2,500			
2018	\$2,500		\$2,500			
2017	\$2,500		\$2,500			
2016	\$2,500		\$2,500			
2015	\$2,500		\$2,500			

ZONING:

The subject property is zoned R8 (Residential Zone). Below is a copy of the current zoning map, showing the location of the subject and its corresponding zoning designation.

Zoning Map



In the Town of La Plata, the R8 Residential Zone is primarily established for low to medium-density residential development. Its main purpose is to accommodate detached dwelling units while ensuring adequate open space and privacy.

Single-family detached dwellings are the primary permitted use. Certain uses like Bed and Breakfasts are allowed by special exception, provided the lot is at least 2 acres and the owner resides on the property. Other non-residential uses like places of worship or schools also typically require a special exception in this zone.

ZONING (cont'd.):

The following bulk regulations typically apply;

1. Minimum Lot Area: 8,000 square feet.
2. Minimum Lot Width: 80 feet.
3. Maximum Building Height: 35 feet.
4. Maximum Lot Coverage: 30% (for all structures).

Minimum Yard Setbacks:

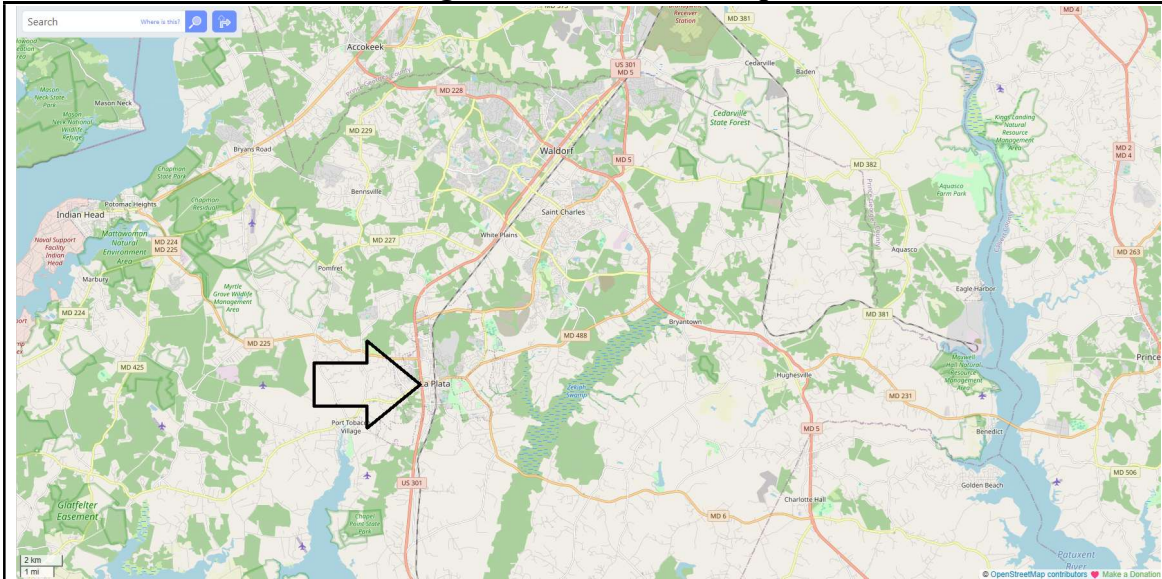
- Front: 25 feet
- Side: 8 feet
- Rear: 20 feet

The subject appears to be a legal, conforming use.

AREA AND NEIGHBORHOOD:

The subject property is located in the incorporated Town of La Plata, Maryland. This area is in eastern Charles County and is roughly 25 miles south the District of Columbia city line and 28 miles south the Zero Milestone, located on the Ellipse in Washington, DC. Below is a neighborhood location map, showing the approximate location of the subject property.

Neighborhood Location Map



Base map and data from OpenStreetMap and OpenStreetMap Foundation

Geography:

Charles County is a part of the Washington Metropolitan Area. It is located in the south-central portion of Maryland. As of the 2020 census, the population was 166,617, up 13.7% from the 2010 figure of 146,551. Its county seat is La Plata.

Charles County encompasses approximately 458 square miles, with a landscape defined by its intimate relationship with water. It is bounded by the Potomac River to the south and west, the Wicomico River to the east, and Mattawoman Creek to the east.

AREA AND NEIGHBORHOOD DATA (cont'd):

Population & Demographics:

As of early 2026, Charles County's population is estimated to be approximately 178,898, reflecting a growth rate of 1.25% over the past year. This estimate indicates that Charles County continues to be one of Maryland's fastest-growing jurisdictions, maintaining its status as a significant area for growth and development.

Over 94% of residents are high school graduates, and approximately 33–41% hold an Associate's degree or higher. The median household income is significantly higher than the national average. Approximately 54% of households earn over \$100,000 annually

Economy & Employment:

The economy of Charles County is a blend of federal contracting, healthcare, and a massive retail sector centered in Waldorf. The Naval Support Facility (NSF) Indian Head is the county's most significant economic engine, employing over 4,200 military and civilian personnel. It is a world leader in "energetics" (explosives and propellants).

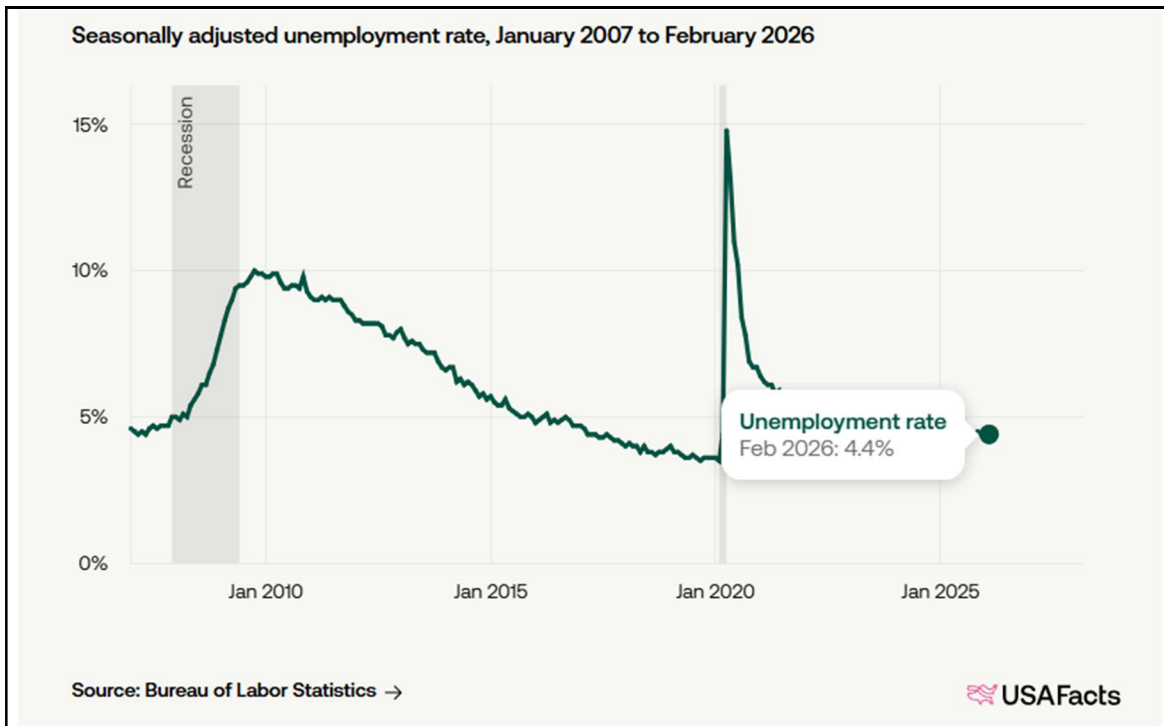
The civilian labor force stands at roughly 90,000. While many residents work within the county in retail and services, a significant portion (over 26%) commutes to Washington, D.C., or Prince George's County. The unemployment rate has remained stable at approximately 3.3%.

The chart below shows the industry and major employer within the county.

Employer	Industry	Approximate Employees
Charles County Public Schools	Education	4,600+
NSF Indian Head	Federal/Defense	4,200+
University of MD Charles Regional	Healthcare	850+
Walmart / Sam's Club	Retail	600+
SMECO	Utilities	500+

AREA AND NEIGHBORHOOD (cont'd.):

The U.S. national unemployment rate increased to 4.4% in February 2026. That's a 0.1 percentage point increase from the prior month. Job growth has slowed, with roughly 1.86 million people receiving unemployment benefits as of early March, while manufacturing, mining, and construction sectors saw significant job losses over the past year. Below is a chart of the unemployment rate over the last 20-years.



As of late 2025, Maryland's seasonally adjusted unemployment rate was approximately 4.2% in December, according to FRED data and the Bureau of Labor Statistics. This rate indicates a slight increase from earlier in the year, with notable job losses in transportation and administrative sectors during late 2025, as reported by the Maryland Department of Labor.

While some local economic profiles cite a lower 2.8% unemployment rate, official Maryland Department of Labor data from late 2025 placed the county at 5.3%, reflecting a general uptick in the regional unemployment trend.

AREA AND NEIGHBORHOOD DATA (cont'd.):

Real Estate Market:

As of early 2026, the commercial retail market in Charles County is characterized by resilient demand and significant new development, particularly in the Waldorf area. While broader macroeconomic factors like high construction costs and borrowing rates remain hurdles, the local market is outperforming many neighboring jurisdictions due to strong population growth and its role as a regional hub for Southern Maryland.

Retail vacancy in the suburban Maryland and Charles County region remains tight, generally holding around 5% to 6%. Quality space is especially scarce, as limited new speculative construction has kept supply in check while national and local brands continue to expand.

Asking rents for prime retail space in Charles County have seen steady upward pressure, mirroring a broader regional trend where rent growth has averaged 3% to 5% annually. In high-demand corridors like Route 301, rents are sustained by a "flight to quality," where tenants compete for well-located, grocery-anchored, or modern open-air centers.

New deliveries are being absorbed quickly. For instance, recent mixed-use and retail developments have seen pre-leasing rates upwards of 75% before completion, indicating that demand for physical storefronts—particularly in the food, beverage, and service sectors—remains robust.

AREA AND NEIGHBORHOOD DATA (cont'd.):

Commercial development in La Plata is currently defined by a shift toward massive, multi-phase mixed-use projects and the modernization of key transit corridors. While Waldorf often sees the bulk of Charles County's retail churn, La Plata is focusing on "Neo-Traditional" design—blending thousands of new residential units with significant commercial footprints. Two primary projects are set to transform the town's outskirts and connect previously separated areas:

Pinegrove (formerly Heritage Green): This 1,100-acre master-planned community is the most significant development in La Plata's history. It is slated to include up to 1.5 million square feet of commercial space alongside over 3,000 residential units. Current activity involves mass grading and infrastructure for the "Lilyfield" neighborhood and the construction of the La Plata Parkway, which will eventually provide a major four-lane connection through the site.

The HUB at La Plata: Located on 310 acres between downtown and the College of Southern Maryland (CSM), this project is designed as a walkable "Traditional Neighborhood Development." It includes plans for a "neighborhood core" with retail and commercial services specifically optimized for the work-from-home workforce. A critical component, the Rosewick Road extension, is central to its viability and is currently navigating environmental and transportation permitting.

Recent activity along the US-301 and Rosewick Road corridors shows a steady influx of service-oriented commercial tenants. A flagship "next-generation" Dash In at the corner of Route 301 and Route 6 (6670 Crain Highway) is celebrating its grand opening in April 2026. This location features a 24-hour made-to-order kitchen and a specialized "tap wall" for beverages.

Rosewick Crossing & Apartments is being developed near the Rosewick Road and US-301. The Rosewick Apartments, a 198-unit luxury complex, is a major part of an 18-acre mixed-use parcel that brings high-density residential support to the surrounding retail.

New retail additions in the area include Hand & Stone Massage and Facial Spa has taken over the former Capital One Bank space on Shining Willow Way. O'Reilly Auto Parts is now located on W & W Industrial Road, just off Crain Highway. University of Maryland Urgent Care recently opened in the Potomac Square Shopping Center (across from Safeway) as of February 2026.

The town is currently drafting an Adequate Public Facilities Ordinance (APFO) to manage this growth. This will tie future commercial and residential approvals to specific capacities for traffic, water, and sewer, ensuring the town's infrastructure—particularly the wastewater treatment plant—can keep up with the projected population surge.

AREA AND NEIGHBORHOOD DATA (cont'd.):

Market participants use various online sources for real estate information, including the following;

Redfin.com *“In November 2025, Charles County home prices were down 1.2% compared to last year, selling for a median price of \$485K. On average, homes in Charles County sell after 41 days on the market compared to 30 days last year. There were 532 homes sold in November this year, down from 583 last year.”*

Zillow.com *“The average Charles County, MD home value is \$494,258, up 1.2% over the past year and goes to pending in around 15 days.”*

Realtor.com *“In September 2025, the median listing home price in Charles County, MD was \$529.5K, flat year-over-year. The median listing home price per square foot was \$266. The median home sold price was \$490K.”*

With this information considered I consider the current single-family, residential market to be relatively level or flat. Additional county statistics are included in the addenda of this report.

Commercial and institutional properties have seen modest increases over the last few years and I will use a rate of +3% per year.

AREA AND NEIGHBORHOOD DATA (cont'd.):

Micro-Sub Market:

As of early 2026, La Plata is experiencing a period of steady residential expansion. The town's population is estimated at approximately 11,980, reflecting an annual growth rate of roughly 2.6%. This represents a significant increase from the 2020 Census, which recorded 10,162 residents.

The employment market in La Plata is characterized by high-income households and a low unemployment rate, currently hovering around 2.3%. Residents are highly educated, with over 95% holding a high school diploma and roughly 35% to 41% possessing an associate's degree or higher. The median household income is approximately \$115,000 to \$127,000, significantly higher than both the state and national averages.

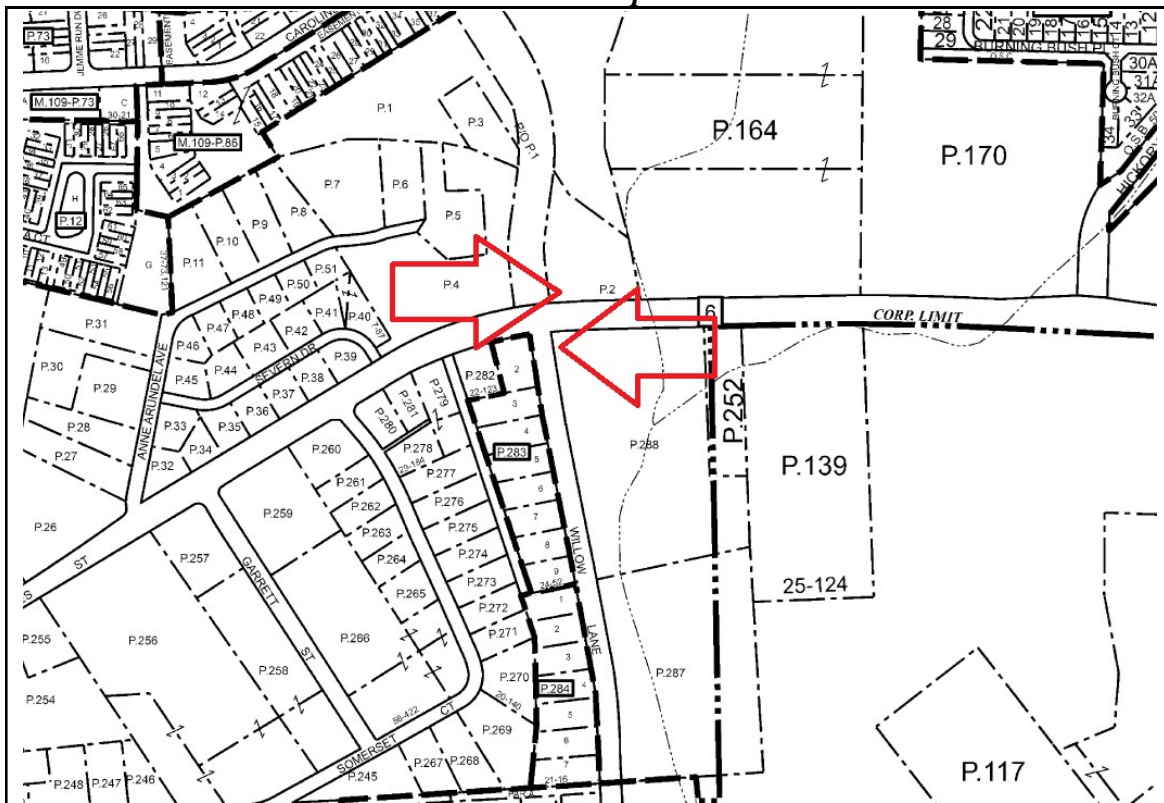
La Plata's economy is anchored by its status as the county seat, making government and professional services the primary drivers of local activity. The town benefits from its proximity to major federal installations and the burgeoning "lighthouse industries" of Southern Maryland, including aerospace and cybersecurity.

The housing market in La Plata remains competitive but has seen a shift toward stabilization in 2026. While the town maintains a high rate of homeownership (over 80%), the inventory remains relatively tight, keeping property values firm.

Additional data for the county can be found in the addenda of this report.

SITE DATA:

The subject is located on the north and south sides of Charles Street (MD Route 6), just east of Willow Lane and east of Crain Highway (US Route 301), in the incorporated Town of La Plata, Maryland. The parcels have frontage along Willow Lane to the south of MD 6 and La Plata Parkway to the north. It is a regularly shaped area of non-contiguous, unimproved parcels of land that contains a combined area of 261,360 ft² or 6.00± acres of land. Below is a portion of the tax map for the area showing the subject and nearby properties.

Tax Map

The site is found on both sides of Charles Street and is irregularly shaped, gradually sloping and is unimproved. Site dimensions and road frontage and other details can be gleaned from the deed which is included in the addenda of this report.

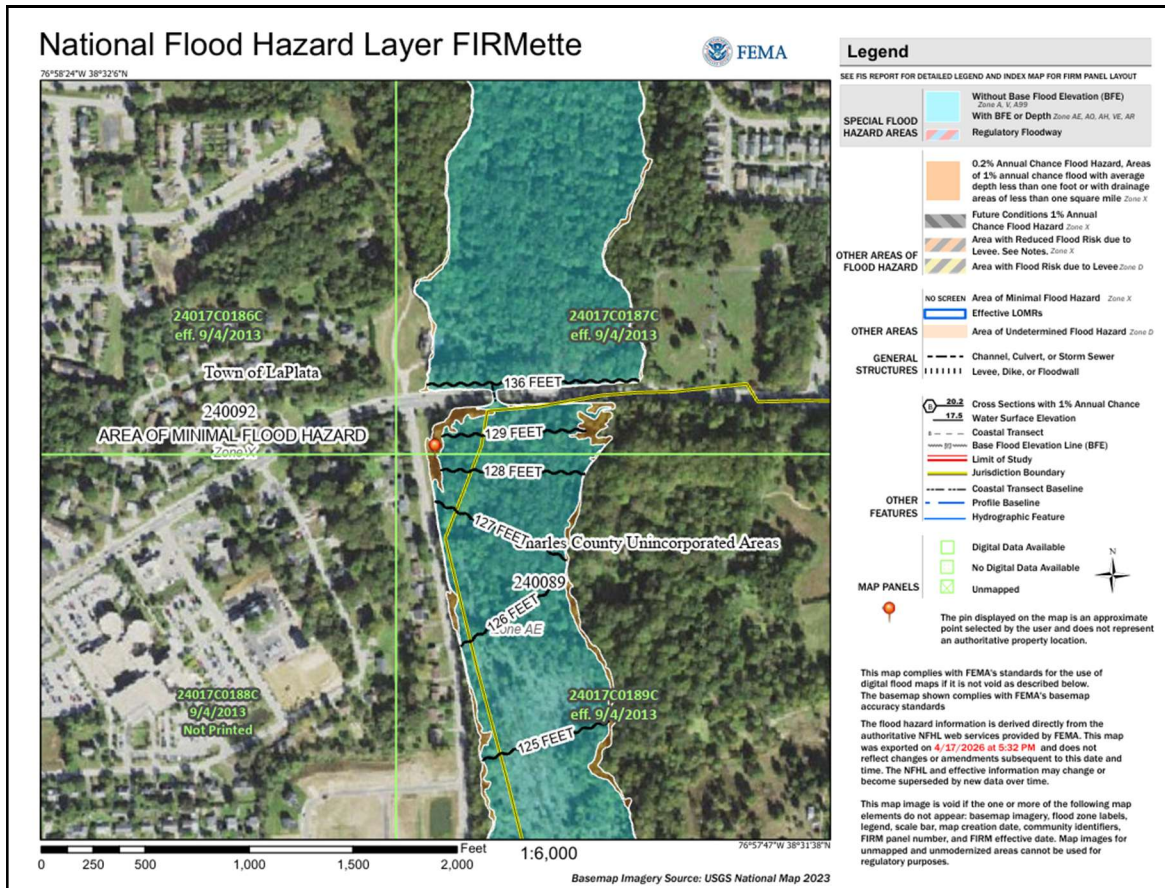
Easements and Encroachments: None were noted or observed.

Hazardous Materials: It is an assumption of this appraisal that there are no hazardous conditions or materials present, below or above grade.

SITE DATA (cont'd):

Utilities: There is public water & sewer, natural gas, electricity, telephone and CATV available to the subject.

Flood Zone Information: The subject can be found in the Federal Emergency Agency's (FEMA) Flood Map Panel Numbers 24017C0189C dated 9/4/2013. This map shows that the subject is located in Zones X and AE, mostly within the 100-year floodplain or buffer areas. Below is a digitized rendering of this map showing the approximate location of the subject with the centered red pushpin.

FEMA Firmette

Additional site information can be gleaned from the attached maps & photographs.

IMPROVEMENT DATA:

The subject is unimproved.

HISTORICAL DATA:

The subject has remained under the same ownership for over five (5) years.

LEASE DATA:

The subject may be leased and while the lease(s) may be significant in the valuation of a Leased Fee Estate this is not what is being valued for the purpose of this appraisal and the lease(s) is not germane to this assignment.

NATURE OF THE ACQUISITION (cont'd.):

No landscaping or screening is impacted by the proposed acquisition(s). No damages or benefits to the remainder have been identified. Additional details can be gleaned from the right-of-way (R/W) plat(s) which are included in the addenda of this report.

HIGHEST AND BEST USE:

Highest and best use as defined in the Appraisal Institute's "*The Appraisal of Real Estate*", 15th Edition (c.2020). The essential components of the analysis of highest and best use are contained in the following definition of the term:

The reasonably probable use of property that results in the highest value.

To be reasonably probable, traditionally a use must meet certain conditions:

- The use must be physically possible (or it is reasonably probable to render it so).
- The use must be legally permissible (or it is reasonably probable to render it so).
- The use must be financially feasible.

Uses that meet the three criteria of reasonably probable uses are tested for economic productivity, and the reasonably probable use with the highest value is the highest and best use.

Traditionally, highest and best use analysis has been described in terms of four "tests." And those tests are theoretically applied to the subject property considered from two perspectives: (a) the land as though vacant and (b) the property as improved. In practice, however, the process of highest and best use analysis is more effectively organized into eight steps that echo and amplify the process of market and marketability analysis. Figure 18.1 (below) lays out the eight steps in highest and best use analysis as its own sequential process and illustrates how those steps map onto the four fundamental criteria for the analysis of highest and best use.

Figure 18.1 Eight Steps of the Highest and Best Use Analysis Process		
Step 1. Property productivity analysis	Analyze property productivity attributes (site, legal, and location) to eliminate uses and determine most probable uses	• Physical possibility • Legal permissibility
Step 2. Delineate the market Step 3. Demand analysis Step 4. Supply analysis Step 5. Residual demand analysis Step 6. Subject capture analysis	Perform market studies to determine the economic demand and timing for probable alternative uses Perform marketability analysis	Data required for analysis of financial feasibility
Step 7. Financial analysis of alternative uses	Complete a financial analysis of alternative land uses to determine which use has the highest residual land value	Financial feasibility
Step 8. Highest and best use conclusions	Perform highest and best use reconciliation and draw conclusions: • Use • Timing • Market participants - Users of space - Most probable buyer type	Maximum productivity

HIGHEST AND BEST USE (cont'd.):

The essential components of highest and best use analysis are;

1. A specific property's physical, legal, and locational attributes that determine use
2. The economic demand for the potential alternative uses of that property
3. Estimates of the financial rewards for each alternative use

Those first two components are generated through market and marketability analysis. The conclusion of that process provides the basis for the financial analysis of alternative uses—the third component. That screening process then leads to reconciliation and the final conclusion of highest and best use—i.e., the maximally productive use.

In analyzing the highest and best use of the site, careful consideration has been given to the following information: (a) Data relating to existing land use regulations and any reasonable probable modification thereof; (b) The economic demand and feasibility of its proposed use; (c) An analysis of neighborhood trends influencing its proposed use.

Below is a discussion of the four (4) criteria for Highest & Best Use.

- 1) Physically Possible - The subject site is an irregularly shaped, mostly wooded and gradually-sloping site that is on a busy road with the necessary utilities needed to support development of any legally permissible use.
- 2) Legally Permissible - The subject's zoning allows for primarily residential uses, however, it is located either within the 100-year floodplain or the buffer from the 100-year floodplain. As a result, the subject is left for recreational or open space value.
- 3) Financially Feasible – Being located in either the 100-year floodplain or the buffer from the 100-year floodplain the only financially feasible use is for recreational or open space value.
- 4) Maximally Productive - Being located in either the 100-year floodplain or the buffer from the 100-year floodplain the only maximally productive use is for recreational or open space value.

AS IMPROVED – N/A – The subject is unimproved.

AS IF VACANT – Being located in either the 100-year floodplain or the buffer from the 100-year floodplain the highest and best use is for recreational or open space.

VALUATION PREMISE:

Your appraiser has analyzed all applicable approaches to value in estimating the current market value of the subject property. An explanation of the approaches used in the valuation process are stated as follows.

Cost Approach - This approach was not used since the subject is vacant land.

Sales Comparison Approach - Traditionally, an appraisal procedure in which the market value estimate is predicated upon prices paid in actual market transactions and current listings, the former fixing the lower limit of value in a static or advancing market (pricewise); and the latter fixing the higher limit of value in any market. It is a process of analyzing the sales of similar recently sold properties in order to derive an indication of the most probable sales price of the property being appraised. The reliability of this technique is dependent upon;

- (a) the reliability of comparable sales data,
- (b) the verification of the sales data,
- (c) the degree of comparability or extent of the adjustment necessary for time differences, and
- (d) the absence of non-typical conditions affecting the sale.

The sales comparison approach has been used with regard to the subject property and being used exclusively mimics the actions of the typical buyer for this type of property.

Income Approach - This approach was not used since the subject is vacant land and this type of vacant land is not frequently leased or viewed as income-producing property.

SALES COMPARISON APPROACH:

An investigation of the current market in the general area of the subject yields several sales of similar properties. Included in the addenda of this report is an itemized list marked as "Schedule A, Comparable Land Sales" of properties that are felt to be most similar to the subject land. The following adjustment grid adjusts each of these sales to the subject.

LAND SALES SPREADSHEET

SUBJECT		SALE #1	ADJ	SALE #2	ADJ	SALE #3	ADJ	SALE #4	ADJ
La Plata Pkwy La Plata, MD		6730 Pomfret Rd La Plata, MD		Freddy Pl La Plata, MD		5505 Winston Vines Pl Indian Head, MD		10400 Griffith Ln White Plains, MD	
SITE SIZE (acres)	6.0000	157.0700		110.8900		111.0700		231.2900	
SALE PRICE	N/A	\$710,000 *		\$495,000 *		\$340,000 *		\$900,000 *	
TDR's	as if NONE	\$0 no TDRs		\$0 no TDRs		\$0 no TDRs		\$0 no TDRs	
SALE PRICE - TDRs		\$710,000		\$495,000		\$340,000		\$900,000	
UNADJ. UNIT VALUE (per acre w/o TDRs)		\$4,520		\$4,464		\$3,061		\$3,891	
BUYER EXPENDITURES									
Demolition	NONE	demo old SFD	2.1%	NONE	0.0%	NONE	0.0%	NONE	0.0%
Environmental	NONE	NONE	0.0%	NONE	0.0%	NONE	0.0%	NONE	0.0%
Legal/Zoning	NONE	NONE	0.0%	NONE	0.0%	NONE	0.0%	NONE	0.0%
Other	NONE	NONE	0.0%	NONE	0.0%	NONE	0.0%	NONE	0.0%
ADJUSTED SALE PRICE		\$4,616		\$4,464		\$3,061		\$3,891	
PROPERTY RIGHTS	FEE SIMPLE	FEE SIMPLE	0.0%	FEE SIMPLE	0.0%	FEE SIMPLE	0.0%	FEE SIMPLE	0.0%
ADJUSTED SALE PRICE		\$4,616		\$4,464		\$3,061		\$3,891	
FINANCING ADJ.	NONE	NONE	0.0%	NONE	0.0%	NONE	0.0%	NONE	0.0%
CONDITIONS OF SALE	NONE	NONE	0.0%	NONE	0.0%	NONE	0.0%	NONE	0.0%
ADJUSTED SALE PRICE		\$4,616		\$4,464		\$3,061		\$3,891	
MARKET COND.	3/24/2026	10/19/2023	7.4%	12/15/2023	6.9%	7/27/2022	11.1%	3/24/2023	9.1%
ADJUSTED SALE PRICE	3.0%	\$4,957		\$4,772		\$3,401		\$4,245	
ADJ PRICE / ACRE (above adjustments)		\$4,957		\$4,772		\$3,401		\$4,245	
LOCATION	AVERAGE	COMPARABLE	0.0%	COMPARABLE	0.0%	INFERIOR	10.0%	INFERIOR	10.0%
SIZE/ECONOMIES OF SCALE		LARGER	20.0%	LARGER	10.0%	LARGER	10.0%	LARGER	30.0%
ZONING	R8	WCD	0.0%	AC	0.0%	90% RC 10% WC	0.0%	WCD	0.0%
SITE FEATURES	irreg, creek, wdd, WL	COMPARABLE	0.0%	COMPARABLE	0.0%	INFERIOR	20.0%	INFERIOR	20.0%
UTILITIES	el, tel, CATV	COMPARABLE	0.0%	COMPARABLE	0.0%	COMPARABLE	0.0%	COMPARABLE	0.0%
UTILITIES	Public W&S available	COMPARABLE	0.0%	COMPARABLE	0.0%	COMPARABLE	0.0%	COMPARABLE	0.0%
OTHER	NONE	NONE	0.0%	NONE	0.0%	NONE	0.0%	NONE	0.0%
TOTAL ADJUSTMENTS		20.0%		10.0%		40.0%		60.0%	
INDICATED UNIT VALUE (w/o TDRs)		\$5,949		\$5,249		\$4,761		\$6,793	
INDICATED SUBJECT VALUE (w/o TDRs)		\$35,693		\$31,494		\$28,568		\$40,755	

* NOTE: Sale #4 includes a \$300k extraction for existing improvements. (\$1,200,000 - \$300,000 = \$900,000)

Below and on the following page are explanations of the adjustments made to each of these sales and the computations made to arrive at a market value estimate for the subject.

Sale #1 received a time adjustment of +7.4% when using +3% per year from the sale date until the effective date of this appraisal. It was also adjusted +20% for economies of scale as this is a larger sale than the subject.

Sale #2 received a time adjustment of +6.9% when using +3% per year from the sale date until the effective date of this appraisal. It was also adjusted +10% for economies of scale as this is a larger sale than the subject.

Sale #3 received a time adjustment of +11.1% when using +3% per year from the sale date until the effective date of this appraisal. This sale is farther from support facilities and employment and a +10% location adjustment was applied. It was also adjusted +10% for economies of scale as this is a larger sale than the subject. Lastly, this sale is more sloping and a +20% adjustment was made.

SALES COMPARISON APPROACH (cont'd.):

Sale #4 received a time adjustment of +9.1% when using +3% per year from the sale date until the effective date of this appraisal. This sale is farther from support facilities and employment and a +10% location adjustment was applied. It was also adjusted +30% for economies of scale as this is a much larger sale than the subject. Lastly, this sale is more sloping and a +20% adjustment was made.

Following these adjustments a rounded range of \$4,761 to \$6,793 per acre is obtained. With this range in mind, and applying the least weigh to Sale #4 due to the level of adjusting made, the market value of the subject land is well supported at \$5,500 per acre or \$0.1263, say \$0.13 per ft². This figure will be used in the spreadsheet on the following page.

Philip R. Lamb & Co., Inc.

CONCLUSION:

Below are the computations of the subject before and after the proposed acquisition. No damages or benefits to the remainder have been identified. The just compensation has been rounded up to the next \$50.00. Figures in the extended or column to the far right are rounded to the nearest cent.

<i>Item No. 121558 - Town of La Plata</i>				
	<i>ITEM/DESCRIPTION</i>	<i>QTY</i>	<i>UNIT \$</i>	<i>AMOUNT</i>
=====				
BEFORE	FEE SIMPLE LAND AREA	261,360	\$0.130	\$33,976.80
	IMPROVEMENTS (assessed value)			\$0.00
			TOTAL	\$33,976.80
=====				
TAKING & DAMAGES	FEE AREA TO BE ACQUIRED	0	\$0.130	\$0.00
	TEMPORARY EASEMENT (10%)	281	\$0.013	\$3.65
	LANDSCAPING			\$0.00
	DAMAGES (None)			\$0.00
			TOTAL	\$3.65
=====				
AFTER	REMAINING FEE AREA	261,079	\$0.130	\$33,940.27
	TEMPORARY EASEMENT (90%)	281	\$0.117	\$32.88
	IMPROVEMENTS (Impr. AV - onsites)			\$0.00
			TOTAL	\$33,973.15

As a result of my study and analysis I am of the considered opinion that the just compensation that should be paid for the proposed acquisition as of the effective date of this appraisal and inspection, March 24, 2026, is

ROUNDED TO

Market Value Before	\$33,976.80
Market Value After	\$33,973.15
Just Compensation	\$3.65
Rounded to	\$50.00

CERTIFICATIONS OF THE APPRAISER

- The undersigned appraiser hereby certifies that, to the best of his knowledge and belief:
- The statements of fact contained in this appraisal report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) and the Appraisal Policies and Guidelines adopted by the Intended User.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification. This includes the subject property inspection, data gathering and report preparation.
- I currently hold the "Certified General" Appraisal License in Maryland, Virginia and D.C.
- I certify to the best of my knowledge and belief, the reported analysis, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- I certify that the use of this report is subject to the requirements of the Appraisal Institute, relating to review by its duly authorized representatives.
- As of the date of this report, I am a Designated Member of the Appraisal Institute, and I have completed the requirements of the continuing education program of the Appraisal Institute.
- Digital photographs are true and correct and are unaltered, except for brightness/contrast corrections
- I have not provided any appraisal or other services with respect to the subject over the past 3 years.

Philip R. Lamb & Co., Inc.



David N. Lamb, MAI
President

UNDERLYING ASSUMPTIONS AND LIMITING CONDITIONS

In conducting this appraisal, I have assumed that:

1. Title is marketable and free and clear of all liens, encumbrances, encroachments, easements and restrictions, except those specifically discussed in this report. The property is under responsible ownership and competent management and is available for its highest and best use, unless otherwise noted in the appraisal. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
2. Unless otherwise noted in the appraisal, existing judgments, pending or threatened litigation are assumed to have no effect on the value of the property.
3. There are no hidden, unapparent or undisclosed conditions of the land or of the improvements which would render the property more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
4. The revenue stamps placed on any deed to indicate the sale price are in correct relation to the actual dollar amount of the transaction.
5. The property is in compliance with all applicable building, environmental, zoning, and other federal, state and local laws, regulations and codes, unless otherwise stated, described and considered in the appraisal. It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
6. Unless otherwise noted in the appraisal, it is assumed that the property is not located in an area in which the purchase of flood insurance is required as a condition for Federal or Federally related financial assistance. The Intended User is cautioned to confirm this; the appraiser is not an expert in flood hazard determination.
7. If the appraisal is for a property with improvements to be constructed and/or renovated, such construction and/or renovation will be completed as outlined in the report.
8. The appraisal does not give effect to any proposed federal income tax legislation now under consideration. Uncertainties in the marketplace could eventually have a material affect on a property's market value.

The appraisal report is subject to the following limiting conditions:

1. An appraisal is inherently subjective and represents only one estimate of a property's Market Value. The forecasts and projections contained herein are based on current market conditions, anticipated short-term supply and demand factors and a continued stable economy. These forecasts are, therefore, subject to changes with future conditions, as is the value conclusion.
2. The conclusions stated in the appraisal apply only as of the date of valuation and no representation is made as to the effect of subsequent events.
3. No changes in any federal, state or local laws, regulations or codes (including, without limitation, the Internal Revenue Code) are anticipated, unless otherwise noted in the appraisal.
4. No environmental impact studies were either requested or made in conjunction with this appraisal, and I reserve the right to revise or rescind any of the value opinions based upon any subsequent environmental impact studies. Required revisions, beyond the scope of the original appraisal assignment, would be subject to a new appraisal engagement letter. If any environmental impact statement is required by law, the appraisal assumes that such statement will be favorable and will be approved by the appropriate regulatory bodies.
5. By reason of this assignment I am not required to give testimony or to be in attendance in court or any government or other hearing with reference to the property without written contractual arrangements relative to such additional employment being made beforehand. By accepting this appraisal – as evidenced by compensating the appraiser in the agreed upon amount – the Intended User hereby agrees to promptly indemnify and defend the appraiser against any damage or claim resulting by any third party arising out of the use or the dissemination of this appraisal report (or any portion of the contents). The Intended User further agrees to allow the appraiser to approve any attorney employed by the Intended User to defend against such claim or cause of action.
6. No survey of the property has been made and no responsibility is assumed in connection with such matters. Any sketch or survey of the property included in this report is for illustrative purposes only. No such sketch or survey is scaled for size, unless otherwise noted in the appraisal. The appraisal covers the property as described in this report, and the areas and dimensions set forth herein are assumed to be correct.
7. No opinion is expressed as to the value of subsurface oil, gas or mineral rights, and it is assumed that the property is not subject to surface entry for the exploration or removal of such materials, unless otherwise noted in the appraisal.
8. No responsibility is accepted for considerations requiring expertise in other fields. Such considerations include, but are not limited to, legal descriptions and other legal matters, geologic considerations, such as soils and seismic stability, civil, mechanical, electrical, structural and other engineering, environmental and toxic contaminants. All illustrative material in this report is included only to help the reader visualize the property and is assumed to be correct.

9. If the property is improved, the distribution of the total valuation in this report between land and improvements applies only under the reported highest and best use of the property. Any value estimates provided in the report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the value estimate(s), unless such proration or division of interests has been set forth in the report. The allocations of value for land and improvements must not be used in conjunction with any other appraisal and are invalid if so used. This appraisal shall be considered in its entirety. No part thereof shall be utilized separately or out of context.

10. Neither all nor any part of the content of this report (especially any conclusions as to value, the identity of the appraiser, or any reference to the Appraisal Institute) shall be disseminated through advertising media, public relations media, news media or any other means of communication (including without limitation prospectuses, private offering memoranda and other offering material provided to prospective investors) without the prior written consent of the appraiser. Possession of this report does not carry with it the right of publication; such right can only be granted by the appraiser, in writing.

11. Information, estimates and opinions contained in this report, obtained from sources outside of this office, are assumed to be reliable and may not have been verified.

12. I have not reviewed any financial statements pertaining to the property, unless otherwise noted in the appraisal.

13. If the value of the property is relevant for federal income tax purposes, the methodology and/or results of the appraisal may be challenged by the Internal Revenue Service. In the event of such a challenge, there can be no assurance that the methodology and/or results of the appraisal will be accepted. In particular, the methodology for appraising certain types of properties, including without limitation government subsidized housing, has been the subject of debate among professional appraisers and may be especially susceptible to challenge.

14. If the property is subject to one or more leases, any estimate of residual value contained in the appraisal cannot take into account the condition of the economy, of the real estate industry, or of the appraised property at the time the leases expire or otherwise terminate.

15. Unless otherwise noted in the appraisal, no consideration has been given to personal property located on the premises or to the cost of moving or relocating such personal property; only the real property has been considered.

16. The current purchasing power of the dollar is the basis for the value stated in the appraisal; I have assumed that no extreme fluctuations in economic cycles will occur.

17. The soils in the area are assumed to be adequate for existing structures or construction of improvements as proposed if any are proposed.

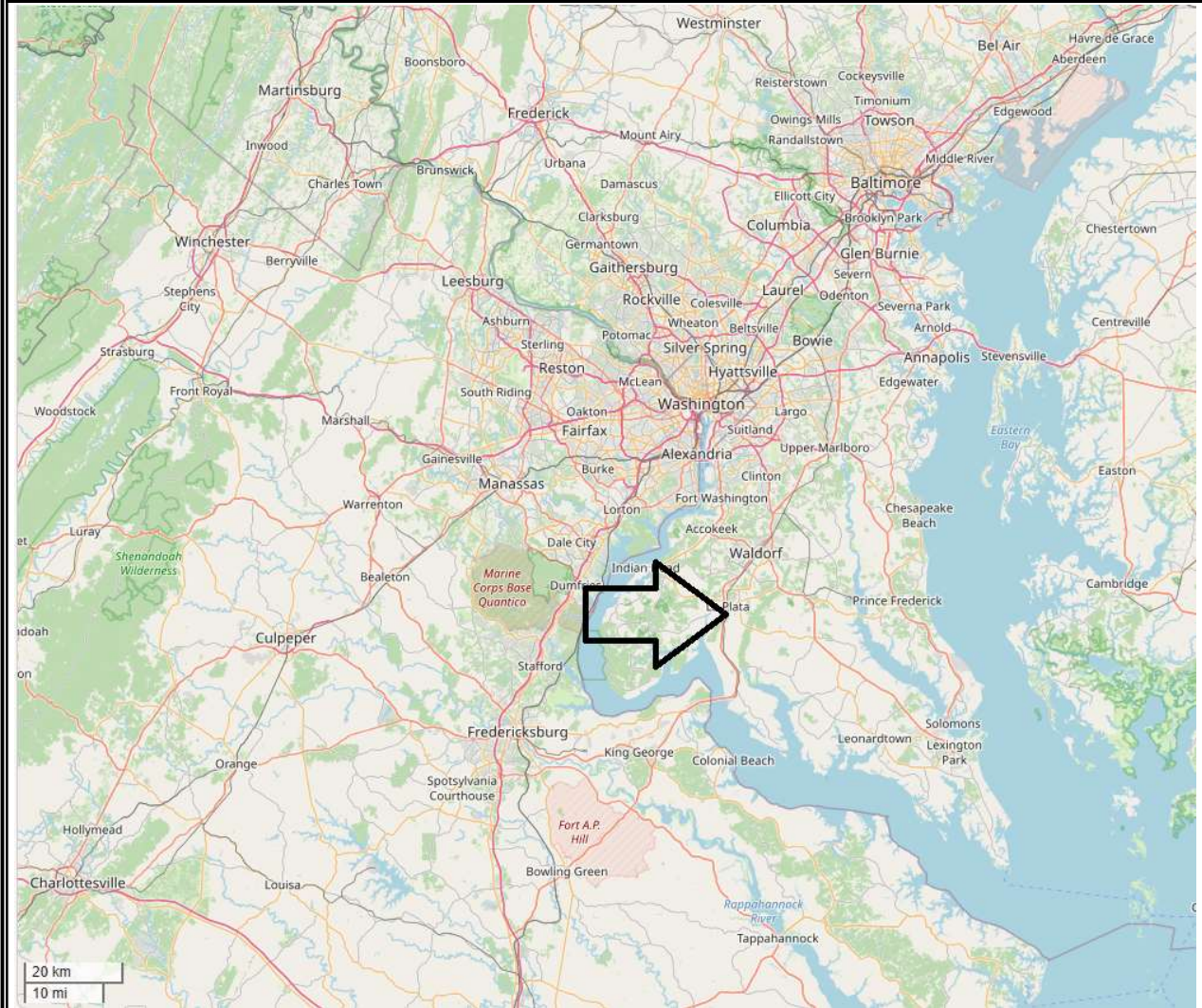
18. The existence of hazardous materials or conditions, which may or may not be present at the subject property, was not observed by the appraiser. The appraiser has no knowledge of the existence of any hazardous materials in or on the property, in any supplied public utility, or in or on a neighboring property affecting the subject property. The appraiser is not, however, qualified in the arts and sciences of environmental hazard detection and assume no responsibility for any such conditions. If any user of this appraisal report is concerned with the possibility of environmental hazard, I recommend retention of appropriate experts for counsel and advice.

19. Effective immediately, the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities require that newly constructed and altered buildings and facilities be readily accessible to and useable by individuals with disabilities in terms of architecture, design and communications. I have not made a specific compliance survey and analysis of the property to determine whether existing or proposed improvements are in conformance with the numerous technical requirements of the ADA. It is possible that a compliance survey of the subject property could reveal that it is not in compliance with one or more requirements of the ADA. If so, it is likely this fact could have a negative impact on the subject's value. Since I have no such survey at my disposal, I made a specific assumption that the subject is in compliance with the ADA and have rendered my value estimates accordingly.

20. The appraiser is not a home or environmental inspector. The appraiser provides an opinion of value. The appraisal does not guarantee that the property is free of defects or environmental problems. The appraiser performs an inspection of visible and accessible areas only. Mold may be present in areas the appraiser cannot see. The appraiser is not qualified to determine the cause of mold, the type of mold or whether the mold might pose any risk to the property or its inhabitants. A professional home inspection or environmental inspection is recommended.

21. Appraiser and Client agree that the following mutual limitation of liability is agreed to in consideration of the fees to be charged and the nature of Appraiser's services under this Agreement. Appraiser and Client agree that to the fullest extent permitted by applicable law, each party's and its Personnel's maximum aggregate and joint liability to the other party for claims and causes of action relating to this Agreement or to appraisals or other services under this Agreement shall be limited to the higher of \$10,000 or the total fees and costs charged by Appraiser for the services that are the subject of the claim(s) or causes) of action. This limitation of liability extends to all types of claims or causes of action, whether in breach of contract or tort, including without limitation claims/causes of action for negligence, professional negligence or negligent misrepresentation on the part of either party or its Personnel, but excluding claims/causes of action for intentionally fraudulent conduct, criminal conduct or intentionally caused injury. The Personnel of each party are intended third-party beneficiaries of this limitation of liability. "Personnel," as used in this paragraph, means the respective party's staff, employees, contractors, members, partners and shareholders, Appraiser and Client agree that they each have been free to negotiate different terms than stated above or contract with other parties.

REGIONAL LOCATION MAP



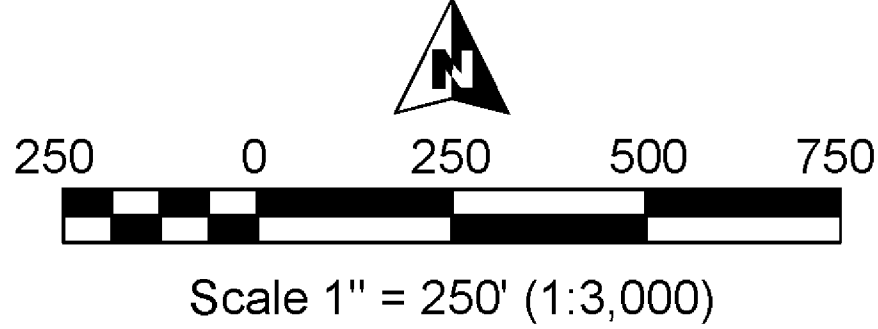
Base map and data from OpenStreetMap and OpenStreetMap Foundation

DISCLAIMER: "This parcel data was derived in part from information provided by the Maryland Department of Planning as the distributor of the data and owner of the digital product."

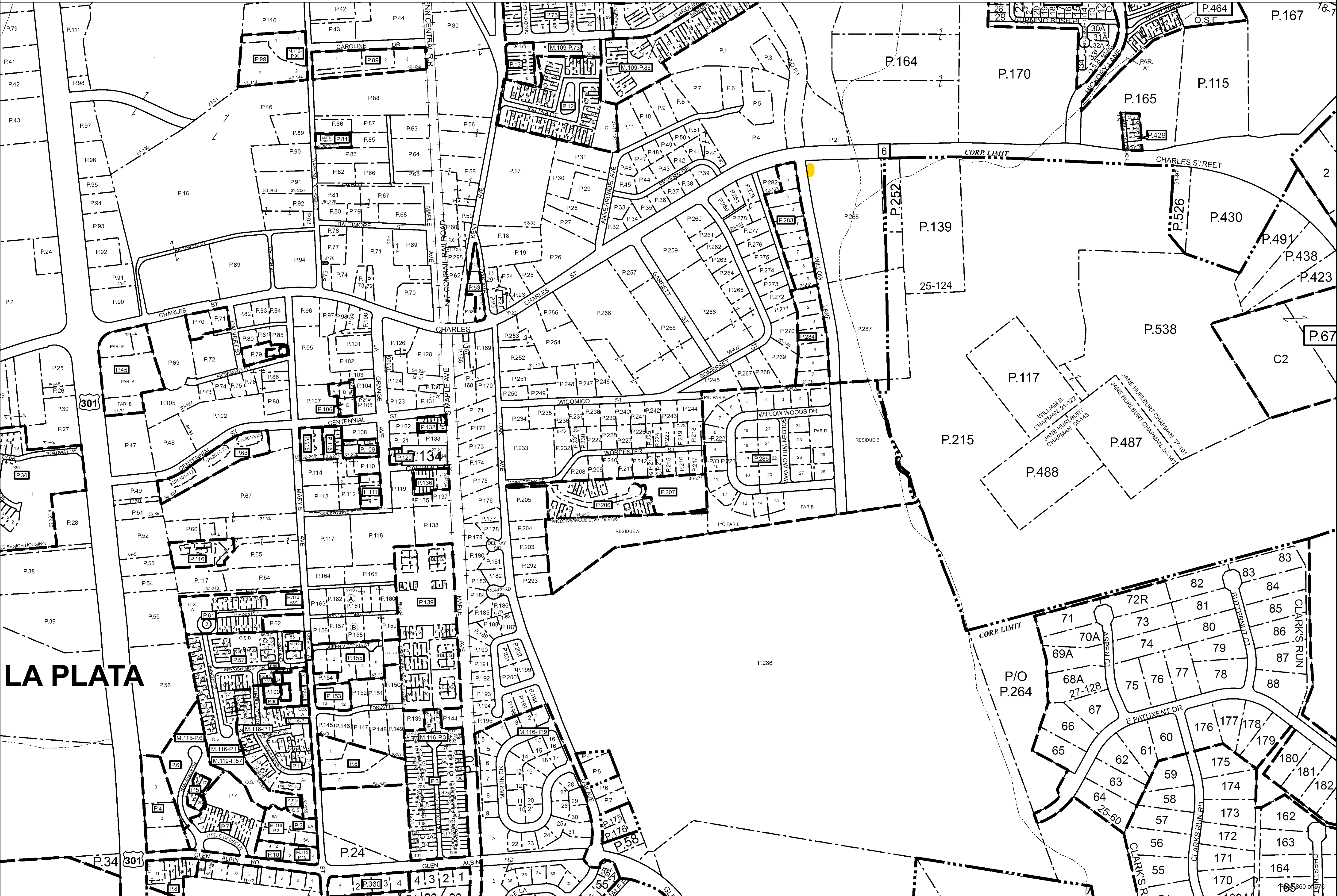
LEGEND:
Property Line: ---
Subdivision Boundary: - - -
Town Boundary: - - -
Private Road: ---
Stream Line: ---
Continuing Ownership: Z i.e. Z- - -
Parcel Number = P. ###
(Assigned to Identify Ownership, must be preceded by a Map Number)

APN Label Record Layout:
99-999999
District ID L Account ID

032	033	034
043	044	045



CHARLES, MD
Map ID: 113
LA PLATA



Agreed and signed

LIBER 1752 FOLIO 93

NO CONSIDERATION

THIS DEED HAS BEEN PREPARED WITHOUT
BENEFIT OF A TITLE EXAMINATION

#057220 C720 R01 T15:28

DEED

THIS DEED is made this 5th day of February, 1993 by and
between

ROBERT C. LYBROOK AND BETTY L. LYBROOK
parties of the first part, Grantor, and
TOWN OF LA PLATA
party of the second part, Grantee.

02/18/93

WITNESS that for no monetary consideration, but for other good
and valuable consideration, the receipt of which is hereby duly
acknowledged, the said parties of the first part, for themselves,
their heirs, personal representatives, successors, and assigns, do
hereby grant and convey unto the said Grantee, TOWN OF LA PLATA,
and its successors and assigns, in fee simple, all that real
property situate and lying in the First Election District of
Charles County, Maryland, and described as follows, to wit:

CHARLES COUNTY 1993
#057222 C00 R01 T15:27
5.00
13.00
0 H
18.00

BEGINNING FOR THE SAME at an iron pipe driven in the ground on
the north side of Charles Street, 40 feet from the center line
thereof, said iron pipe marking the southeast corner of the entire
tract of which the lot now described is a part; running thence with
Charles Street and bounding thereon North 85 degrees 27 minutes West
149.05 feet to the east side of a 50 foot street; thence with the
said street North 03 degrees 54 minutes West 377.07 feet to a point
in the outline of the entire tract; thence with said outline South
26 degrees 51 minutes East 76.09 feet to an iron pipe; thence South
47 degrees 32 minutes East 213 feet to an iron pipe; thence South
05 degrees 06 minutes East 173.38 feet to the point of beginning,
containing .90 acres, more or less.

BEING all of the property conveyed by a deed dated
December 16, 1963 and recorded among the Land Records of Charles
County at Liber 167, folio 30, from Harris S. Matthews, Jr. and
June L. Matthews, his wife, John W. Matthews and Martha Ann
Matthews, his wife, and Martin Matthews and Cecelia Matthews, his
wife, to the Grantors, as tenants by the entireties.

TOGETHER with the buildings and improvements thereupon and the
rights, alleys, ways, waters, privileges, appurtenances and
advantages thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the aforesaid real property with the
improvements and appurtenances aforesaid unto and to the proper use
and benefit of the said Grantee, TOWN OF LA PLATA, and the

LIBER 1752 FOLIO 91

successors and assigns of said Grantee, in fee simple, forever, subject, however, to covenants, conditions and restrictions of record.

AND the said parties of the first part hereby covenant that, except as herein provided, said parties of the first part have not done or suffered to be done any act, matter or thing whatsoever to encumber the property conveyed; that said parties of the first part will warrant specially the property hereby granted; and that said parties of the first part will execute such further assurances of the same as may be requisite.

AS WITNESS the signatures and seals of the Grantors below.

WITNESS:

Robert C. Lybrook (SEAL)
ROBERT C. LYBROOK

Betty L. Lybrook (SEAL)
BETTY L. LYBROOK

STATE OF MARYLAND, CHARLES COUNTY:

I HEREBY CERTIFY that on this 5th day of February, 1993, before me, the subscriber, a Notary Public of the State of Maryland, in and for the county aforesaid, personally appeared ROBERT C. LYBROOK and BETTY L. LYBROOK who are known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and said persons acknowledged the execution of said instrument as said persons' act.

Taxes levied and on record
as of this date

FEB 18 1993

have been paid

THELMA M. BOWIE, Treas.

I HEREBY CERTIFY that I am an attorney admitted to practice before the Court of Appeals of Maryland and that this instrument was prepared by me or under my supervision.

Betty J. Musial
Notary Public

My commission expires: 2-1-94

Frederick C. Sussman
Frederick C. Sussman
WRIGHT, SUSSMAN & ELMORE, P.C.
The Parkway Building, Suite 410
200 Harry S. Truman Parkway
P.O. Box 6488
Annapolis, Maryland 21401
(410) 266-5100, 841-6644
(301) 261-8585

Transferred on Assessment Books
of the Town of La Plata, Maryland.
This 18th day of February 1993
All Taxes, Payments, Assessments, Sewer
and Water Connection Charges, Sewer, and
Refuse Use Charges, and all other Liens
Due the Town of La Plata have been Paid

Betty J. Musial

This Deed

LIBER 2813 FOLIO 284

01-000276

Tax Account No./Parcel Identifier

Made this 8th day of June, 19 99, by and between
Robert Z. Hildreth and Marcia D. Hildreth, his wife, Tenants by the Entirety
party(ies) of the first part, and
Town of La Plata, Maryland
party(ies) of the second part:

Witnesseth, that in consideration of the sum of \$ 32,000.00 receipt of which is hereby
acknowledged, and which party(ies) of the first part certify under the penalties of perjury as the actual considera-
tion paid or to be paid, including the amount of any mortgage or deed of trust outstanding, the said party(ies) of
the first part do(es) grant and convey unto the party(ies) of the second part in fee simple as a body
corporate and political that property situate in Charles County, State of Maryland,
described as:

All of the land obtained by Robert Z. Hildreth and Marcia D. Hildreth by Deed
dated December 6, 1979, recorded in Liber 690, folio 217, more particularly
described as follows:

All that lot, tract, piece or parcel of land and premise situate, lying and
being in the First Election District of Charles County, Maryland, and more
particularly described as 5.108 acres, more or less, east and west of Willow
Lane, in the Town of La Plata, and being the residue of all and the same land
and premises acquired by Baldus Real Estate Limited Partnership from Iola S.
Barbour, dated April 3, 1975 and duly recorded among the Land Records of
Charles County, Maryland in Liber 377, folio 215.

Said property is assessed as 5.108 acres, and identified as Tax Map 113,
Grid 10, Parcel 288.

APPROVED FOR TRANSFER

Office of the Treasurer
for Charles County

Per: [Signature] Date: 6/1/99

Taxes levied and on

records are paid of Charles Street and Willow Lane, La Plata, MD 20646

Subject to covenants, easements and restrictions of record.

To Have and To Hold said land and premises above described or mentioned and hereby intended to

be conveyed, together with the buildings and improvements thereupon erected, made or being, and all and every ti-
le, right, privileges, appurtenances and advantages thereunto belonging, or in anywise appertaining, unto and for
the proper use only, benefit and behalf forever of said party(ies) of the second part in fee simple. **RECORDING FEE** 20.00
Being the same property described in Liber 690 folio 217, among the said Land Records. **RECEIVED** 25.00

And the said party(ies) of the first part covenants that it will warrant specially the property **RECEIVED** 25.00
veyed and that it will execute such further assurances of said land as may be requisite or necessary **DGB JCO** BLK # 616
Jun 11, 1999 01:20 PM

In Testimony Whereof, the said party of the first part has set its hand(s) and seal(s) the year and day
first above written.

(SEAL)

[Signature] (SEAL)
Robert Z. Hildreth

(SEAL)

[Signature] (SEAL)
Marcia D. Hildreth

State of Maryland, County of Charles ss:

I Hereby Certify that on this 8th day of June, 19 99,
before me, the undersigned subscriber, did personally appear Robert Z. Hildreth and Marcia D.
Hildreth, his wife
known to me or satisfactorily proved to be the person(s) whose name(s) are set forth in the within deed, and did fur-
ther acknowledge that they executed the foregoing deed for the purposes therein contained.

Witness My Hand And Notarial Seal.

My commission expires 6/1/01

[Signature]
Denise M. Harris Notary Public

I certify that this instrument was prepared under the supervision of an attorney admitted
to practice before the Court of Appeals of Maryland.

[Signature]
John D. Hungerford Attorney

LIBER 2813 FOLIO 285

Information provided is for the use of the Clerk's Office and State Department of Assessments and Taxation, and County Finance Office only.

(Type or Print in Black Ink Only—All Copies Must Be Legible)

CHARLES COUNTY CIRCUIT COURT (Land Records) DGB 2813 p.0285 MSA CE 52 2832. Date available 7/18/2003. Printed 3/12/2026.



Front View, Looking Northeast



Acquisition Area, Looking West



Acquisition Area, Looking North

Photographs taken by David N. Lamb, MAI on March 24, 2026

MARYLAND COORDINATE SYSTEM
NAD 83/91

TIARA WILLIAMS 121557		
REC'D		
LIBER	FOLIO	
1	N 42° 46' 14" E	38.40'
2	N 82° 36' 42" E	95.74'
3	S 63° 02' 53" E	44.45'
4	R = 1182.92' L = 162.07'	
CHD. S 82° 47' 12" W 161.94'		
FEE SIMPLE AREA 2,899 SQ. FT. OR 0.067 ACRES± SHOWN THUS:		
TEMPORARY EASEMENT AREA 8,323 SQ. FT. OR 0.191 ACRES± SHOWN THUS:		

TEMPORARY EASEMENT NOTE 'A'
TEMPORARY EASEMENT TO BE USED ONLY DURING THE PERIOD OF CONSTRUCTION FOR THE PURPOSE OF SIDEWALK CONSTRUCTION, DRIVEWAY TIE-INS, EROSION & SEDIMENT CONTROL AND FINE GRADING AND AT THE TERMINATION OF THE CONSTRUCTION ALL RIGHTS HEREBY ACQUIRED BY THE STATE HIGHWAY ADMINISTRATION - STATE ROADS COMMISSION SHALL THEN TERMINATE AND REVERT TO THE PROPERTY OWNERS.

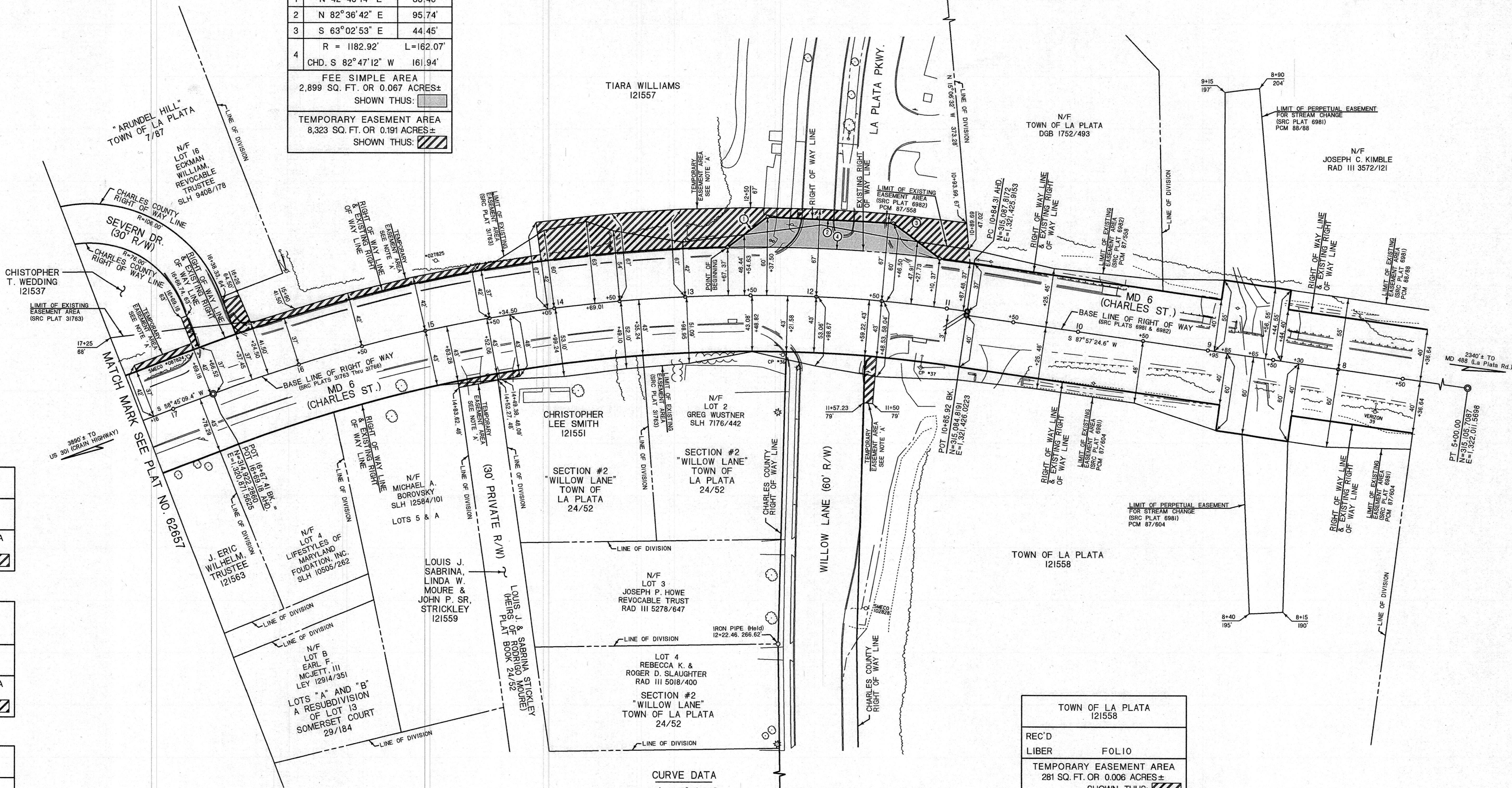
TIARA WILLIAMS
121557

POINT AT THE END OF FOURTH OR NORTH 08°54'00" WEST, 371.80 FOOT LINE OF A PROPERTY DESCRIBED IN A DEED FROM MARY M. MATTHEWS AND ARTHUR C. TARBOR TO HENRY M. AND JESSIE K. STEER AS SHOWN ON A DEED DATED SEPTEMBER 19, 1959 AND RECORDED AMONG THE LAND RECORDS OF CHARLES COUNTY, MARYLAND IN P.C.M. 144/350.

N/F
TOWN OF LA PLATA
DGB 1752/493

LIMIT OF PERPETUAL EASEMENT
FOR STREAM CHANGE
(SRC PLAT 6981)
PCM 88/86

N/F
JOSEPH C. KIMBLE
RAD III 3572/121



CHRISTOPHER T. WEDDING
121537

REC'D	
LIBER	FOLIO
TEMPORARY EASEMENT AREA 349 SQ. FT. OR 0.008 ACRES± SHOWN THUS:	

LOUIS J. SABRINA,
LINDA W. MOORE &
JOHN P. SR. STRICKLEY
121559

REC'D	
LIBER	FOLIO
TEMPORARY EASEMENT AREA 152 SQ. FT. OR 0.003 ACRES± SHOWN THUS:	

CHRISTOPHER LEE SMITH
121551

REC'D	
LIBER	FOLIO
TEMPORARY EASEMENT AREA 85 SQ. FT. OR 0.002 ACRES± SHOWN THUS:	

CURVE DATA

Δ = 29°14'35.6"
D = 04°59'59.9"
R = 1145.92'
T = 298.95'
L = 584.87'
E = 38.35'

1/2" IRON PIPE
(held for line)
12+13.07, 426.31

TOWN OF LA PLATA 121558		
REC'D		
LIBER	FOLIO	
TEMPORARY EASEMENT AREA 281 SQ. FT. OR 0.006 ACRES± SHOWN THUS:		

COORDINATES AND BEARINGS SHOWN HEREON ARE IN REFERENCE TO THE MARYLAND COORDINATE SYSTEM, AS DEFINED BY THE NORTH AMERICAN DATUM OF 1983, ADJUSTED IN 1991 (NAD83/91) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION PLATS & SURVEYS DIVISION CONTROL STATIONS:			
DESIGNATION	NORTH	EAST	BOOK/PAGE
23041A	315129.6488	1321367.7866	32142/95
23041B	314651.3862	1321370.8308	32142/96
23041C	313952.9746	1317268.5028	32142/97

BOOKS	PART OF PLATS	LOCATED IN
32142	6981 6982 31763 (rev. 07/07/1965) 31764 (rev. 07/01/1965) 31765 (rev. 09/01/1965) 31766	CHARLES COUNTY
PREPARED BY: PLATS & SURVEYS DIVISION		
ADDRESS: 211 E. MADISON STREET BALTIMORE MD 21202		
CONSTRUCTION PROJECT: MD 6 COMMUNITY SAFETY AND ENHANCEMENT FROM US 301 TO WILLOW LANE		
CONSTRUCTION PROJECT NO: CH2485184		

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT: MD 6 COMMUNITY SAFETY AND ENHANCEMENT FROM US 301 TO WILLOW LANE

RIGHT OF WAY PROJECT NO. CH248 1

ISSUED February 17, 2020 FEDERAL AID PROJECT NO.

SCALE: 1" = 40'

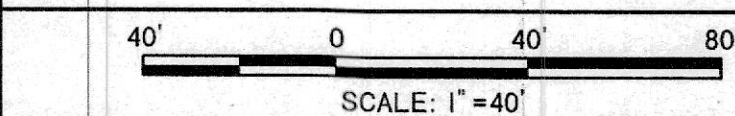
ACQUISITION PLAT No. 62658

PROFESSIONAL CERTIFICATION
I HEREBY DECLARE THAT THESE DOCUMENTS, RIGHT OF WAY LINES, AND LINES OF DIVISION SHOWN HEREON WERE ESTABLISHED FROM DEEDS, PLATS OF RECORD, AND FIELD SURVEYS, WERE PREPARED OR APPROVED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 21704, AND LICENSE EXPIRATION DATE: 6/3/2027

MARK ALAN WILD PROFESSIONAL LAND SURVEYOR
DATE 2/17/2026



LEGEND OF PROPOSED EASEMENTS	
	TEMPORARY CONSTRUCTION EASEMENT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON THIS PLAT.
	REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
	PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
	PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT.
	PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO AN EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
	PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.



SENT TO RECORD OFFICE 20
APPROVED BY: STATE ROADS COMMISSION CHAIRMAN 20

	NO.	DATE	REVISION

Public Records/Appraiser One Page

9870 La Plata Pkwy, La Plata, MD 20646

La Plata - Charles MD

Tax ID 0901004476

Municipality: La Plata
High Sch Dist: Charles County Public Schools
Prop Class: Exempt/Inst
Land Use: Exempt
Tax Map: 0113
Tax ID Alt: 01004476
Parcel Number: 2
City Council Dist: 01
Tax Record Updated: 02/19/2026

Owner: Town Of La Plata
Owner Addr: PO Box 2268
Owner City St: La Plata Md
Owner Zip+4: 20646-2268

Legal Desc: .90 AC CHARLES ST LA PLATA



Annual Tax Amounts

Year	County	Municipal	School	Annual
2026	\$13	\$3		\$225
2025	\$13	\$3		\$225
2024	\$13	\$3		\$224

Annual Assessment

Year	Land	Building	Ttl Taxable	Total Land	Total Bldg	Total Asmt
2026	\$1,100		\$1,100			
2025	\$1,100		\$1,100			
2024	\$1,100		\$1,100			

Record Date: 02/18/1993
Owner Names: Town Of La Plata

Sale Date:
Sale Remarks:

Sales Amt:
Book/Page: 1752 / 493

Lot Characteristics

Pavement Desc: SQFT: 39,204 Zoning: FP
Acres: 0.9000 Zoning Desc: Floodplain District

Building Characteristics

Fireplace Total: Property Class Code: E Sewer: Public

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Public Records/Appraiser One Page

Willow Ln, La Plata, MD 20646

La Plata - Charles MD

Tax ID 0901000276

Municipality: La Plata
High Sch Dist: Charles County Public Schools
Prop Class: Exempt/Inst
Land Use: Exempt
Tax Map: 0113
Tax ID Alt: 01000276
Parcel Number: 288
City Council Dist: 01
Tax Record Updated: 02/19/2026

Owner: Town Of La Plata
Owner Addr: PO Box 2268
Owner City St: La Plata Md
Owner Zip+4: 20646-2268

Legal Desc: 5.108 AC E & W WILLOW
LANE TOWN OF LA PLATA



		Annual Tax Amounts				
Year	County	Municipal	School		Annual	
2026	\$29	\$8			\$246	
2025	\$29	\$8			\$246	
2024	\$29	\$8			\$245	

		Annual Assessment				
Year	Land	Building	Ttl Taxable	Total Land	Total Bldg	Total Asmt
2026	\$2,500		\$2,500			
2025	\$2,500		\$2,500			
2024	\$2,500		\$2,500			

Record Date:	06/11/1999	Sale Date:		Sales Amt:	\$32,000
Owner Names:	Town Of La Plata	Sale Remarks:		Book/Page:	2813 / 284

Lot Characteristics					
Pavement Desc:		SQFT:	222,156	Zoning:	FP
		Acres:	5.1000	Zoning Desc:	Floodplain District

Building Characteristics					
Fireplace Total:		Property Class Code:	E	Sewer:	Pvt/Comm

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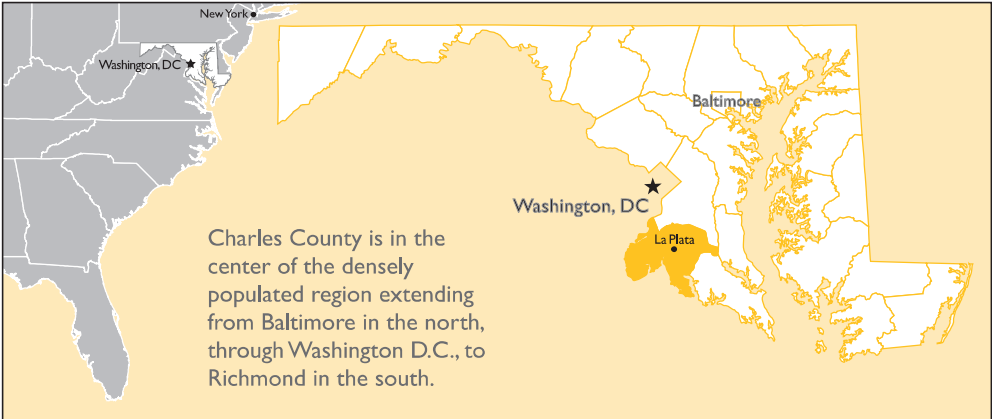


Brief Economic Facts

CHARLES COUNTY, MARYLAND

Charles County is a growing business hub that remains well-positioned for present and future development. Strategically located in the Washington, D.C. metro area, the county is a prime location for businesses looking to locate or expand, offering access to a growing pool of talented workers, affordable and flexible real estate options, a multi-modal transportation network, three Opportunity Zones, and excellent educational institutions. Charles County's private sector industries generate \$5.9 billion in economic output. The county is known for its rich history, panoramic waterfront views, great dining, excellent schools, and lower cost of living relative to the rest of the region.

The Western Charles County Technology Corridor (WCCTC) is a key driver of innovation and economic growth, attracting businesses in high-tech and defense-related sectors. Targets for business growth include defense, energetics technology, federal contracting, logistics and distribution, health services, retail, and agribusiness. Charles County is



home to the Naval Support Facility at Indian Head, whose largest tenant, the Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division, has been designated as a Center of Industrial and Technical Excellence at both the depot and arsenal levels. The command boasts the largest and still-growing concentration of energetics engineers and scientists in the U.S. Navy and remains one of Charles County's largest employers, with an anticipated investment of over \$2 billion from the Navy over the next decade.

LOCATION

Driving distance from La Plata	Miles	Kilometers
Atlanta, Georgia	609	980
Baltimore, Maryland	56	90
Boston, Massachusetts	452	727
Chicago, Illinois	710	1,143
New York, New York	241	388
Philadelphia, Pennsylvania	152	244
Pittsburg, Pennsylvania	247	397
Richmond, Virginia	91	146
Washington, DC	25	40

CLIMATE AND GEOGRAPHY¹

Yearly Precipitation (inches)	43.6
Yearly Snowfall (inches)	16.1
Summer Temperature (°F)	75.1
Winter Temperature (°F)	38.7
Days Below Freezing	71.3
Land Area (square miles)	451.6
Water area (square miles)	35.2
Shoreline (miles)	305
Elevation (ft)	sea level to 235

POPULATION^{2,3}

	Charles County Households	Charles County Population	Maryland part of Washington DC metro*	Maryland
2010	51,225	146,551	335,458	5,773,552
2020	59,150	164,436	372,195	6,055,802
2030**	67,725	182,570	407,360	6,254,500

*Calvert, Charles, and St. Mary's counties
**Projections
Selected places population (2020): Waldorf 81,410; Bensville 15,288; La Plata 10,159; Bryans Road 8,650; Indian Head 3,919; Hughesville 2,525

POPULATION DISTRIBUTION^{2,3} (2023)

Age	Number	Percent
Under 5yrs	9,763	5.8%
5 - 19 yrs	34,562	20.5%
20 - 44 yrs	54,323	32.2%
45 -64 yrs	47,954	28.4%
65 and over	22,108	13.1%
Total	168,710	100.0%
Median Age		38.8 years

Brief Economic Facts CHARLES COUNTY, MARYLAND

LABOR AVAILABILITY^{3,4,5} (BY PLACE OF RESIDENCE)

Civilian Labor Force (2024 avg.)	County	Labor Mkt. Area*
Total civilian labor force	90,531	200,106
Employment	87,723	194,365
Unemployment	1,726	5,741
Unemployment rate	3.3%	2.9%
Residents commuting outside the county to work (2019-2023)	Number 22,440	Percent 26.5%
Employment in selected occupations (2019-2023)		
Management, business, science and arts	38,916	45.3%
Service	13,828	16.1%
Sales and office	17,359	20.2%
Production, transp. and material moving	8,239	9.6%

* Charles, Calvert, Prince George's and St. Mary's counties.

MAJOR EMPLOYERS^{6,7} (2023-2024)

Employer	Product/Service	Employment
Naval Support Facility (NSF) Indian Head*	Military Installation	4,272
University of Maryland Charles Regional Medical Center	Medical Services	841
College of Southern Maryland	Higher Education	711
Walmart/Sam's Club	Retail	638
Southern Maryland Electric Cooperative (SMECO)	Energy Products and Services	527
Waldorf Chevy/Cadillac, Honda, Ford, Toyota/Scion, Dodge	Retail	527
Safeway	Retail	466
Target	Retail	400
MedStar Shah	Medical Services	400
Lowe's	Retail	310
Amazon	Distribution	300
Chick-fil-A	Restaurants	253
Kaiser Permanente**	Medical Services	300
Genesis Health Care Waldorf/ La Plata Center	Nursing Care	211
Darden Restaurants	Restaurants	201
The Wills Group	HQ/Fuel Distribution & Marketing	180
Home Depot (mostly PT employees)	Retail	174
Green Acres Nursing and Rehab	Nursing Care	167
McDonald's	Restaurants	160
Recovery Center of America	Medical Services	160

Excludes post offices, state and local governments,

* number represents Federal, Military, and Contractor employees

**future employment supporting use project and future employment numbers

*** number represents Charles County employees only

EMPLOYMENT⁴ (2024)

Industry	Estab- lishments	Annual Avg. Empl.	Empl. %	Avg. Wkly. Wage
Federal Government	56	3,953	9.2%	2,375
State Government	9	552	1.3%	1,151
Local Government	70	7,538	17.6%	1,205
Private Sector	3,142	30,747	71.9%	994
Natural resources and mining	10	23	0.1%	1,080
Construction	378	2,874	6.7%	1,420
Manufacturing	56	593	1.4%	1,257
Trade, Transportation, and utilities	627	9,742	22.8%	912
Information	45	232	0.5%	1,824
Financial activities	268	1,058	2.5%	1,518
Professional and business services	607	3,135	7.3%	1,481
Education and health services	489	5,761	13.5%	1,020
Leisure and hospitality	333	5,858	13.7%	481
Other Services	330	1,471	3.4%	997
Total	3,277	42,790	100.0%	1,161

Includes civilian employment only

HOURLY WAGE RATES⁴ (2023)

Selected Occupations	Median	Entry	Skilled
Accountants and Auditors	\$40.84	\$28.35	\$52.98
Aerospace Engineers	\$64.23	\$43.69	\$73.57
Assemblers and Fabricators	\$22.08	\$18.65	\$26.81
Bookkeeping Clerks	\$24.99	\$19.07	\$29.72
Computer Hardware Engineers	\$56.51	\$39.32	\$65.63
Network Support Specialists	\$41.19	\$28.97	\$50.66
Computer Systems Analysts	\$47.88	\$31.81	\$60.71
Computer User Support Specialists	\$29.18	\$20.99	\$37.14
Customer Service Representatives	\$18.16	\$15.12	\$23.45
Electrical Engineers	\$58.54	\$44.46	\$67.71
Electronics Engineers, not Computer	\$70.00	\$51.65	\$77.52
Industrial Truck Operators	\$23.50	\$19.73	\$27.25
Information Security Analysts	\$66.80	\$43.00	\$80.37
Inspectors, Testers, Sorters	\$36.10	\$21.23	\$41.94
Laborers and Freight, Hand	\$17.87	\$15.63	\$20.73
Mechanical Engineers	\$54.92	\$38.28	\$63.76
Packers and Packagers, Hand	\$17.13	\$13.71	\$19.82
Secretaries and Admin Assistants	\$22.97	\$17.53	\$28.85
Shipping, Receiving Clerks	\$19.75	\$15.90	\$23.83
Stockers and Order Fillers	\$17.67	\$14.59	\$19.72
Stockers and Order Fillers	\$16.74	\$13.80	\$18.77

Wages are an estimate of what workers might expect to receive in Southern Maryland (Calvert, Charles and St. Mary's counties) and may vary by industry, employer and locality

Brief Economic Facts CHARLES COUNTY, MARYLAND

SCHOOLS AND COLLEGES^{3,8}

Educational Attainment - age 25 & over (2019-2023)

High school graduate or higher	94.3%
Bachelor's degree or higher	31.6%

Public Schools

Number: 22 elementary; 8 middle/comb.; 7 high
Enrollment: 27,765
Cost per pupil: \$16,786
Students per teacher: 15.3
High school career / tech enrollment: 4,395
High school graduates: 2,093

Nonpublic Schools Number: 15

Higher Education (2023)	Enrollment	Degrees
2-year institution		
College of Southern Maryland*	4,654	2,055

*Includes two campuses in Charles County as well as facilities in Calvert and St. Mary's counties

High-quality, customizable workforce training is provided through CSM's Center for Trades and Energy Training and the Center for Transportation Training. The University of Maryland University College offers degree programs at the Waldorf Center for Higher Education. The region's world-renowned universities are within easy driving distance, and satellite courses are offered locally."

TAX RATES⁹

	Charles County	Maryland
Corporate Income Tax	none	8.25%
Base – federal taxable income		
Personal Income Tax	3.03%	2.0-5.75%
Base – federal adjusted gross income		
*Graduated rate peaking at 5.75% on taxable income over \$300,000		
Sales & Use Tax	none	6.0%
Exempt – sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale		
Real Property Tax	\$1.141	\$0.1120
Effective rate per \$100 of assessed value		
In an incorporated area, a municipal rate will also apply		
Business Personal Prop. Tax	\$2.8525	none
Rate per \$100 of depreciated value		
Exempt – manufacturing and R&D machinery, equipment, materials and supplies; manufacturing, R&D and warehousing inventory In an incorporated area, a municipal rate may also apply; municipal exemptions may be available		

Major Tax Credits Available

Enterprise Zone, Job Creation, More Jobs for Marylanders, R&D, New Jobs, Biotechnology and Cybersecurity Investment, A&E District

INCOME³ (2019-2023)

Distribution	Percent Households		
	Charles Co.	Maryland	U.S.
Under \$25,000	8.0	11.3	15.0
\$25,000 - \$49,999	8.3	12.7	17.3
\$50,000 - \$74,999	11.3	13.2	15.7
\$75,000 - \$99,999	11.6	12.0	12.7
\$100,000 - \$149,999	24.5	19.3	17.4
\$150,000 - \$199,999	15.6	12.4	9.3
\$200,000 and over	20.8	19.2	12.6
Median household	\$120,592	\$101,652	\$78,538
Average household	\$140,010	\$133,800	\$110,491
Per Capita	\$50,540	\$51,689	\$43,289
Total income (millions)	\$8,428	\$313,026	\$14,085,709

HOUSING^{3,10}

Occupied Units (2019-2023) 62,362 (79.8% owner occupied)

Housing Transactions (2024)

Units Sold	2,412
Median Selling Price	\$445,00

*All multiple listed properties excludes auctions and FSBO

BUSINESS AND INDUSTRIAL PROPERTY⁶

Waldorf Station - a mixed-use project on a 145-acre site at the intersection of US 301 and MD 5, which will serve as the gateway to Charles County. The project is slated to include approximately 260,000 sf of retail, a Class A office building, a hotel, apartments, and townhomes.

Berry Point - construction has begun on over 551,000+ square feet of flex/research and development space, with an additional 37,850 square feet of supporting retail space. Once completed the project is expected to support over 2,100 jobs at full build-out and occupancy. The initial phase of the project will include 2 flex buildings, a gas station, and other retail uses.

St. Charles - one of the best master-planned communities in the country and only 11 miles from the Capital Beltway. Thousands of acres of industrial and commercial property are available in parcels from one to 100+ acres in three employment parks.

Morgantown - a 350-acre parcel of industrial land, Morgantown's access to highway, rail, and water makes this location arguably the most promising properties in the county's catalog.

Brief Economic Facts CHARLES COUNTY, MARYLAND

TRANSPORTATION

Highways: U.S. 301, MD 5 and MD 210; Routes 5 and 210 connect to the National Capital Beltway (I-495) providing access to D.C. and Northern Virginia; Route 301 connects the region with Baltimore and Richmond, and serves as an alternate to I-95 through the D.C. area

Rail: CSX Transportation

Truck: Nearly 60 local and long-distance trucking establishments are located in Southern Maryland

Water: Served by the Port of Baltimore and the Potomac River

Air: The county business district lies 45 minutes from Washington's Reagan National Airport and about an hour from both Dulles International and BWI Marshall Airports; Maryland Airport near La Plata has upgraded to a 4200' runway and is the closest airport to D.C. for corporate jet traffic without the requirement of additional security agents

RECREATION AND CULTURE

Parks and Recreation: Charles County is home to 30 county-owned parks that total 3,626 acres. Each park offers amenities including fishing piers, picnic areas, scenic trails, and sport facilities. A popular destination in the county is The Indian Head Rail Trail, a 13-mile scenic hiker/biker trail on a converted railroad corridor. In addition to the county-operated parks, Charles County is home to three state parks and four wildlife areas that total nearly 10,000 acres. For water sport enthusiasts, the county hosts 300 miles of shoreline along the Potomac and Patuxent rivers.

Recreation facilities in the county offer seasonal programming for athletes and participants of all ages. Our most visited public facilities include Capital Clubhouse, White Plains Regional Golf Course, and Waldorf Senior and Recreational Center.

Entertainment: Regency Furniture Stadium, a 4,200 seat stadium located in Waldorf, is home to the Southern Maryland Blue Crabs professional baseball club. During the off season, the stadium hosts concerts, expos, and family-friendly events. For other sources of entertainment, visitors and residents are encouraged to visit our local businesses and restaurants for unique offerings including Southern Maryland Paintball, Bad Axe axe throwing, Copper Compass Distilling Co., and the Rad House.

Agritourism: Charles County's thriving agricultural scene consists of a variety of farm stands, markets, and pick-your-own experiences. Family-run farms including Shlagel Farms, Zekiah Farms 3, LLC and Hancock Family Farms offer proteins and produce along with other locally sourced products.

Seasonally, you can also find a variety of farm stands, craft vendors, and food vendors participating in the farmer's markets in La Plata and Waldorf.

Cultural and Historical: From live shows to art exhibits, the county has something for everyone. Thanks to the work of many talented creatives, art displays and performances are prevalent in Charles County. The award-winning Port Tobacco Players are known for excellent stage productions, as well as their educational opportunities for up-and-coming performers. Mattawoman Creek Art Center and Shop 53 Custom Tattoo and Art Studio, LLC house phenomenal art pieces carefully crafted by skilled local artists.

Rich in history, the county is filled with cultural attractions depicting different walks of life and places in time. Visitors are encouraged to visit the Historic Port Tobacco Village, the Dr. Samuel Mudd House, and the Thomas Stone historic site to learn about notable figures and events that took place in the county's past.

Events: From family-friendly shows to niche-interest activities, events in Charles County offer unforgettable experiences for all attendees. Well-attended annual events include the Charles County Fair, Artsfest, Kris Kringle Christmas Market, Charles County Classic Car Show, and the Charles County Holiday Tour.

UTILITIES

Electricity: Southern Maryland Electric Cooperative;

Gas: Washington Gas; customers may choose their gas supplier

Water: The county provides water for Waldorf, White Plains and Bryans Road; Indian Head and La Plata have municipal water systems

Sewer: Waldorf, White Plains, Bryans Road, Cobb Island, Clifton, and Bel Alton are served by the county; the towns of La Plata and Indian Head have municipal sewer systems

Telecommunications: Broadband services include Verizon FiOS, Comcast Business Class, and ThinkBig Networks

GOVERNMENT

County Seat: La Plata

Government: Government: Five commissioners elected for four-year terms; code home rule government allows for broad local legislative authority

Reuben B. Collins, II, Esq., President, Board of County Commissioners 301.645.0550

Deborah Hall, Acting County Administrator 301.645.0550

Website: www.charlescountymd.gov

Bond Rating: AAA (S&P); Aaa (Moody's); AAA (Fitch)

Charles County Department of Economic Development

Jim Chandler Director,

10665 Stanhaven Place, Suite 206 White Plains, MD 20695

Telephone: 301.885.1340

Email: info@MeetCharlesCounty.com

www.MeetCharlesCounty.com

Sources:

1 National Oceanic and Atmospheric Administration (1981-2010 normals); Maryland Geological Survey

2 American Community Survey

3 U.S. Bureau of the Census

4 Maryland Department of Labor; Office of Workforce Information and Performance

5 U.S. Bureau of Labor Statistics

6 Charles County Department of Economic Development

7 Maryland Department of Commerce

8 Maryland State Department of Education; Maryland Higher Education Commission

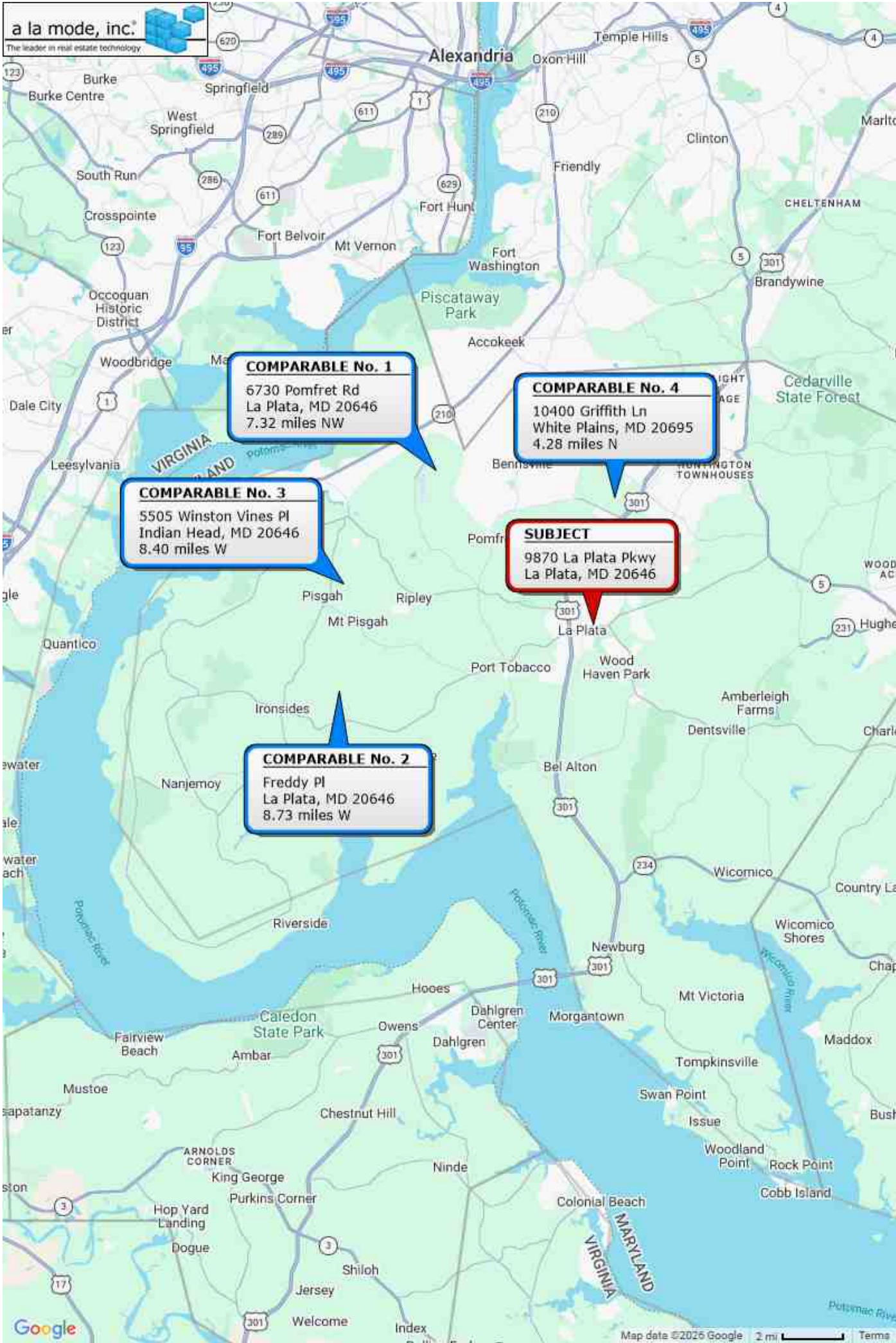
9 Maryland State Department of Assessments and Taxation; Comptroller of the Treasury

10 Maryland Association of Realtors

11 Maryland State Archives; Maryland Association of Counties

Location Map

Borrower				
Property Address 9870 La Plata Pkwy				
City	La Plata	County	Charles	State MD Zip Code 20646
Lender/Client				



SCHEDULE A - COMPARABLE LAND SALE #1

6730 Pomfret Rd, La Plata, MD 20646

Closed | 12/15/23 Land

\$710,000



MLS #: MDCH2010604
Tax ID #: 0907024754
Ownership Interest: Fee Simple
Type: Land
Waterfront: No
Views: Creek/Stream, Street, Trees/Woods

Lot Acres / SQFT: 157.07a / 6841969sf / Assessor
Price/Acre: \$4,520.28

Location

County: Charles, MD
In City Limits: No

School District: Charles County Public Schools
Election District: 07

Association / Community Info

Mgmt Co. Fax:

Association Recreation Fee: No

Taxes and Assessment

Tax Annual Amt / Year: \$795 / 2023
County Tax: \$468 / Annually
Clean Green Assess: No
Municipal Trash: No
Agricultural Tax Due: Yes
Zoning: WCD
Zoning Description: Watershed Conservation District-
minimum of 20 acres for each single
family detached home
Tax Book: 16,12

Tax Assessed Value: \$36,867 / 2023
Imprv. Assessed Value: \$7,000
Special Assmt: \$327.00
Historic: No
Land Use Code: A

Land Information

Lot Acres / SQFT: 157.07a / 6,841,969sf / Assessor
Current Use: Timber, Vacant
Topography: level to sloped in the northeast portion
of the property
Views: Creek/Stream, Street, Trees/Woods
Development Status: Raw Land
Lease In Effect: No
Additional Parcels: No
Lot Features: Backs to Trees, Rural, Stream/Creek
Location Type: Rural
Road: 815 / Paved / Public

Wooded Area: 157.08

Ground Rent

Ground Rent Exists: No

Exterior Features

Exterior Features: Other Structures: Tenant House

Utilities

Utilities: Water Source: Well Required; Sewer: No Septic System

Remarks

Public: Nice, all wooded 157 acre tract of land located not far from Bryans Road. Property has great upside potential for development in the future someday, whenever zoning is changed in the future allowing development. The property is currently in the (WCD) watershed conservation zone, allowing for one single family detached

house for each 20 acres of land area . In the meantime, the property is currently in a Forest Stewardship Plan (FSP) to keep the property taxes very low! The property was partially timbered a few years ago to comply with the FSP. There is an old abandoned house on the property of no value. Property is being sold "as is". Property is assessed Agriculturally and subject to AG tax if buyer does not sign declaration of intent at settlement.

Listing Office

Listing Agent: [Richard Baldus](#) (40068) (Lic# 23709) (301) 870-3131
 Listing Agent Email: rbaldus@baldus.com
 Responsible Broker: Bonnie Grier (56612) (Lic# 43415-MD)
 Listing Office: [Baldus Real Estate, Inc.](#) (BALD1) (Lic# Unknown)
 PO Box 1068, La Plata, MD 20646-0000
 Office Manager: Richard Baldus (40068)
 Office Phone: (301) 934-8407 Office Fax: (301) 870-3266

Directions

From La Plata- North on Crain Hwy. to left on Hawthorne Road. Right on Marshall Corner Road to left on Pomfret Road. Subject property is located on right past Mt. Zephyr Farm Place.

Historical Compensation

For more information about offers of compensation, see BrightMLS.com/offer-comp.

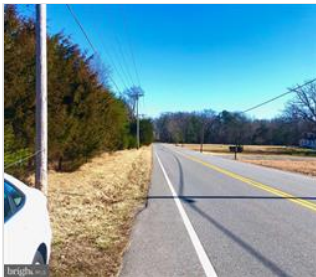
Buyer Agency Comp:	4% Of Gross	Sub Agency Comp:	4% Of Gross
		Dual/Var Comm:	No

Listing Details

Original Price:	\$785,385	Owner Name:	George S Jr and C Mufarrij Malouf
Listing Agrmnt Type:	Exclusive Right	DOM / CDOM:	581 / 581
Prospects Excluded:	No	Listing Terms:	As is Condition
Listing Service Type:	Full Service	Original MLS Name:	BRIGHT
Dual Agency:	Yes	Off Market Date:	12/15/23
Sale Type:	Standard	Lease Considered:	No
Listing Term Begins:	03/18/2022	Documents Available:	Aerial Photo, Boundary Line Survey, Other
Listing Entry Date:	03/18/2022		
Possession:	Settlement	Seller Concessions:	
Acceptable Financing:	Cash, Conventional		
Federal Flood Zone:	No		

Sale/Lease Contract

Selling Team Name:	The Bob & Ronna Group	
Selling Agent:	Bob Chew (91028) (Lic# 575539)	(410) 465-4440
Selling Agent Email:	brg@bobandronna.com	
Selling Office:	Berkshire Hathaway HomeServices PenFed Realty (PFED59) (Lic# Unknown)	
Responsible Broker:	Terri Bracciale (28980) (Lic# 83690-MD)	
	3410 Plumtree Dr, Ellicott City, MD 21042-3879	
Office Phone:	(410) 465-4440	Office Fax: (410) 995-8500
Selling Office Email:	bobandronna@bobandronna.com	
Co-Selling Agent:	Josh Nevid (3338327) (Lic# 5010733)	
Concessions:	No	
Agreement of Sale Dt:	10/19/23	Close Date: 12/15/23
Close Sale Type:	Standard Sale	Close Price: \$710,000.00
Buyer Financing:	Cash	Last List Price: \$785,385.00



logging road on the proeprty

sloped area of the property



Old house on the parcel

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SCHEDULE A - COMPARABLE LAND SALE #2

Freddy Pl, La Plata, MD 20646

Closed | 06/18/24 Land

\$495,000



MLS #: MDCH2015104
Tax ID #: 0902003813
Ownership Interest: Fee Simple
Type: Land
Waterfront: No
Views: Street, Trees/Woods

Lot Acres / SQFT: 110.89a / 4830368sf / Assessor
Price/Acre: \$4,463.88

Location

County: Charles, MD
In City Limits: No
School District: Charles County Public Schools
Election District: 02

Mgmt Co. Fax:

Taxes and Assessment

Tax Annual Amt / Year: \$1,134 / 2023
County Tax: \$807 / Annually
Clean Green Assess: No
Municipal Trash: No
Agricultural Tax Due: Yes
Zoning: AC
Zoning Description: Rural density allowing one house for each three acres of land area.

Tax Assessed Value: \$62,767 / 2023
Imprv. Assessed Value: \$8,700
Special Assmt: \$327.00
Land Use Code: A

Land Information

Lot Acres / SQFT: 110.89a / 4,830,368sf / Assessor
Current Use: Agriculture
Topography: mostly level but some sloped areas
Views: Street, Trees/Woods
Development Status: Raw Land
Additional Parcels: No
Lot Features: Backs to Trees, Partly Wooded, Rural, Secluded, Trees/Wooded

Possible Use: Agriculture, Hunting, Residential, Timber

Utilities

Utilities: Water Source: None; Sewer: No Septic Approved

Remarks

Public: 110 acres near the end of Freddy Place located off Annapolis Woods Road. The property is assessed agricultural, so the property taxes are very low. Potential for farming, hunting, residential use, (TDR) transfer development rights sending area ; other easement programs. Property is a mixture of forested areas and farm fields. The land is mostly level.

Listing Office

Listing Agent: [Richard Baldus](#) (40068) (Lic# 23709)
Listing Agent Email: rbaldus@baldus.com
Responsible Broker: Bonnie Grier (56612) (Lic# 43415-MD)
Listing Office: [Baldus Real Estate, Inc.](#) (BALD1) (Lic# Unknown)
PO Box 1068, La Plata, MD 20646-0000
Office Manager: Richard Baldus (40068)
Office Phone: (301) 934-8407

(301) 870-3131

Office Fax: (301) 870-3266

Directions

From intersection of Crain Hwy. and Port Tobacco Road in La Plata- Proceed west on Port Tobacco Road to right on Annapolis Woods Road past Welcome. Make left on private drive named Freddy Place. Proceed to near the end of the road. Property is located on the

left side of the roadway.

Historical Compensation

For more information about offers of compensation, see BrightMLS.com/offer-comp.

Buyer Agency Comp:	4% Of Gross	Sub Agency Comp:	4% Of Gross
		Dual/Var Comm:	No

Listing Details

Original Price:	\$550,000	Owner Name:	G Croft Llc
Listing Agrmnt Type:	Exclusive Right	DOM / CDOM:	483 / 483
Prospects Excluded:	No	Original MLS Name:	BRIGHT
Listing Service Type:	Full Service	Off Market Date:	06/18/24
Dual Agency:	Yes	Documents Available:	Aerial Photo
Sale Type:	Standard	Seller Concessions:	
Listing Term Begins:	07/28/2022		
Listing Entry Date:	07/28/2022		
Possession:	Settlement		
Acceptable Financing:	Cash, Conventional		

Sale/Lease Contract

Selling Agent:	Doug Smith (41512) (Lic# 316176)	(443) 532-5101
Selling Agent Email:	dougsmith.remex100@gmail.com	
Selling Office:	RE/MAX 100 (RMAX1001) (Lic# Unknown)	
Responsible Broker:	Ken Crowley (1965) (Lic# 71370-MD)	
	10720 Town Center Blvd, Dunkirk, MD 20754-2736	
Office Phone:	(301) 855-8600	Office Fax: (410) 423-1728
Agreement of Sale Dt:	12/15/23	Close Date: 06/18/24
Close Sale Type:	Standard Sale	Close Price: \$495,000.00
Buyer Financing:	Conventional	Last List Price: \$550,000.00



wooded stream valley



farm field



field located on the subject property



Driveway to access the property



field on the property



field



forested area of the property



eastern farm field



forest



wooded area

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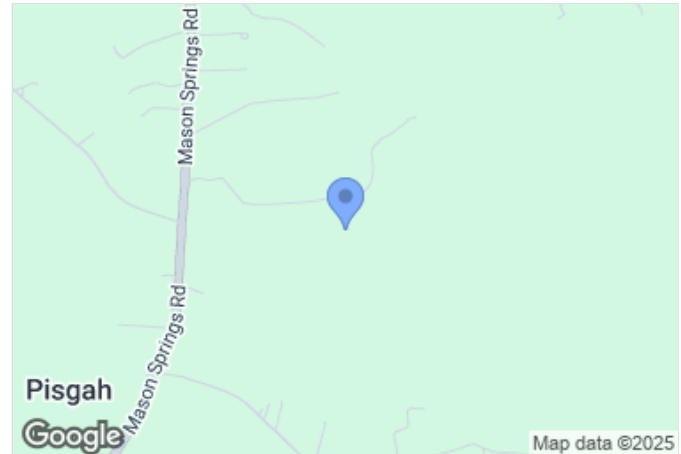


SCHEDULE A - COMPARABLE LAND SALE #3

5505 Winston Vines Pl, Indian Head, MD
20640

Closed | 09/14/22 Land

\$340,000



MLS #: MDCH2012148
Tax ID #: 0910017246
Ownership Interest: Fee Simple
Type: Land
Waterfront: No
Views: Trees/Woods

Lot Acres / SQFT: 111.07a / 4838209sf / Assessor
Price/Acre: \$3,061.13

Location

County: Charles, MD
In City Limits: No
Legal Subdivision: MEDLEY PROPERTY SUB

School District: Charles County Public Schools
High School: Henry E. Lackey
Middle/Junior School: General Smallwood
Elementary School: Gale-Bailey
Election District: 10

Mgmt Co. Fax:

Taxes and Assessment

Tax Annual Amt / Year: \$3,976 / 2022
County Tax: \$3,671 / Annually
Clean Green Assess: No
Municipal Trash: No
Zoning: WCD

Tax Assessed Value: \$287,900 / 2022
Special Assmt: \$305.00
Historic: No
Land Use Code: R
Block/Lot: 14

Land Information

Lot Acres / SQFT: 111.07a / 4,838,209sf / Assessor
Current Use: Hunting, Investment, Land/Lot Only, Recreation
Views: Trees/Woods
Development Status: Raw Land
Lease In Effect: No
Additional Parcels: No
Lot Features: Stream/Creek, Trees/Wooded

Possible Use: Hunting, Investment, Land/Lot Only, Recreational, Timber
Wooded Area: 110.07

Ground Rent

Ground Rent Exists: No

Utilities

Utilities: None; Water Source: None; Sewer: No Septic System, No Sewer System

Remarks

Agent: Kindly schedule online but show anytime. Once you pull onto Winston Vines the property is on your right. The gate is locked. However, this is a common access point for two other lots. You may also pull over and access the property from the Mason Springs road.

Public: "Buy land; they're not making it anymore." said the famous author Mark Twain. Here's your opportunity to own 111.07 acres of your own land! Located in bucolic Indian Head, Maryland, in historic Charles County. Under this emerald green canopy of mixed hardwoods is a world of possibilities. Trees and shrubs as far as the eye can see, but a creek and some wetlands teeming with life. You'd think you are miles away from civilization but the Nation's capital is about 30 miles away. As you pull onto the property from Mason Springs road, you will find the property to be on the right. The dirt/gravel road is common access for two other lots. The road is the only indication that this pristine property has been touched by modern man! Recreation-

related businesses would flourish in such a large and ecologically rich location. The lumber booty on this large parcel may offset the costs of many business opportunities. Farming, Glamping/Camping Site, Hunting, RV Park, nature centers, paint-ball center, scouting reservation, cycling track, and shooting range. Minutes from the Naval Support Facility in Indian Head. The National Harbor and MGM Resort and Casino. La Plata is around the corner and great schools, restaurants and shopping minutes away.

Listing Office

Listing Agent: [Lana De Moraes Africano](#) (3028208) (Lic# Unknown) (301) 404-0340
 Listing Agent Email: laneafricano@gmail.com
 Broker of Record: Holly Worthington (6093) [Click for License](#)
 Listing Office: [Compass](#) (COMPS7) (Lic# 0226035307)
 1004 King St, Alexandria City, VA 22314-1616
 Office Manager: Susan Westbrook (80873)
 Office Phone: (703) 229-8935 Office Fax: (202) 609-9652

Directions

Merge onto Indian Head Hwy/MD-210, Turn slight left onto Marshall Hall Rd/MD-227. Continue to follow MD-227, Stay straight to go onto Livingston Rd/MD-224, Turn left onto Hawthorne Rd/MD-225/MD-224, Take the 2nd right onto Chicamuxen Rd/Religious Freedom Byway/MD-224, Turn left onto Mason Springs Rd/MD-425, Turn left onto Winston Vines Pl and 5505 Winston Vines Pl, Indian Head, MD 20640, 5505 WINSTON VINES PL is on the right.

Historical Compensation

For more information about offers of compensation, see BrightMLS.com/offer-comp.

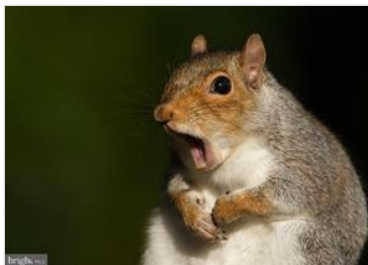
Buyer Agency Comp:	2.5% Of Gross	Sub Agency Comp:	0% Of Gross
		Dual/Var Comm:	No

Listing Details

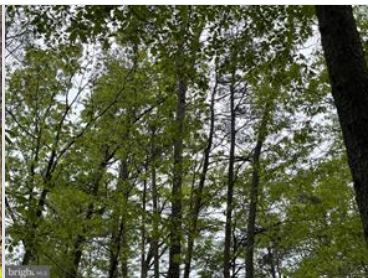
Original Price:	\$389,900	Owner Name:	Wan Hua Char & George Uthuan
Listing Agrmnt Type:	Exclusive Right	DOM / CDOM:	84 / 394
Prospects Excluded:	No	Listing Terms:	All Negotiation Thru Lister
Listing Service Type:	Full Service	Original MLS Name:	BRIGHT
Dual Agency:	No	Off Market Date:	09/14/22
Sale Type:	Standard	Lease Considered:	No
Listing Term Begins:	05/06/2022	Seller Concessions:	
Listing Entry Date:	05/06/2022		
Possession:	Settlement		
Acceptable Financing:	Cash, Conventional, Exchange, Farm		
	Credit Service		
Disclosures:	None		

Sale/Lease Contract

Selling Agent:	Tony Butler (3106707) (Lic# Unknown)	(703) 338-6922
Selling Agent Email:	tonybutler@remax.net	
Selling Office:	RE/MAX Allegiance (RMAX60) (Lic# Unknown)	
Broker of Record:	Charles Klein (30188)	
	120 Waterfront St Ste 420, Oxon Hill, MD 20745-1153	
Office Phone:	(202) 547-5600	
Concessions:	No	
Agreement of Sale Dt:	07/27/22	Close Date: 09/14/22
Close Sale Type:	Standard Sale	Close Price: \$340,000.00
Buyer Financing:	Cash	Last List Price: \$389,900.00



What are you waiting for?





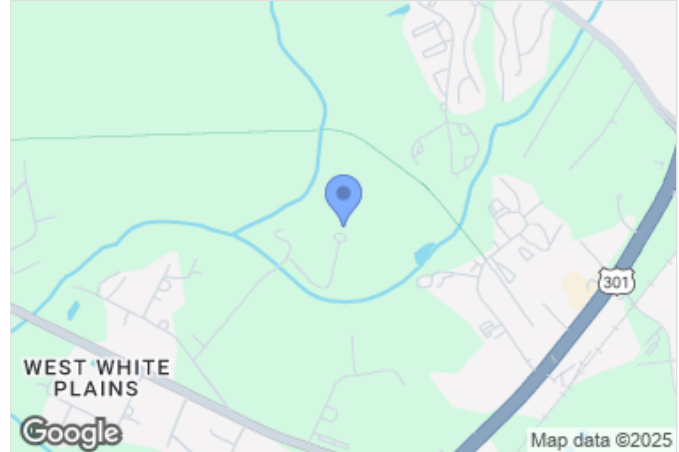
SCHEDULE A - COMPARABLE LAND SALE #4

10400 Griffith Ln, White Plains, MD 20695

Closed | 09/03/24

Residential

\$1,200,000



MLS #: MDCH2016612
Tax ID #: 0906035698
Ownership Interest: Fee Simple
Unit Entry Floor: 1
Structure Type: Detached
Levels/Stories: 1.5
Waterfront: No
Views: Pasture, Trees/Woods
Garage: No

Beds: 4
Baths: 1
Above Grade Fin SQFT: 1,168 / Estimated
Assessor AbvGrd Fin SQFT: 2,280
Price / Sq Ft: 1,027.40
Year Built: 1767
Property Condition: Average
Style: Cape Cod
Central Air: No
Basement: Yes

Location

County: Charles, MD
In City Limits: No
Subdiv / Neigh: NONE AVAILABLE

School District: Charles County Public Schools
Election District: 06

Taxes and Assessment

Tax Annual Amt / Year: \$4,163 / 2023
County Tax: \$3,836 / Annually
Clean Green Assess: No
Agricultural Tax Due: Yes
Zoning: WCD
Zoning Description: watershed conservation district
Tax Book: 44

Tax Assessed Value: \$311,733 / 2023
Imprv. Assessed Value: \$116,300
Land Assessed Value: \$222,300
Special Assmt: \$327.00
Historic: Yes
Historic Designation ID: CH-304
Land Use Code: A

Rooms

Breakfast Room: Main
Kitchen: Main
Living Room: Main
Den: Main

	Bed	Bath
Main	2	1 Full
Upper 1	2	

Building Info

Above Grade Fin SQFT: 1,168 / Estimated
Total Fin SQFT: 1,168 / Estimated
Tax Total Fin SQFT: 2,280
Total SQFT: 1,168 / Estimated
Wall & Ceiling Types: Plaster Walls
Foundation Details: Brick/Mortar, Crawl Space
Basement Type: Connecting Stairway, Partial, Unfinished

Main Entrance Orientation: South
Construction Materials: Brick, Frame
Flooring Type: Luxury Vinyl Plank
Roof: Shingle

Lot

Lot Acres / SQFT: 231.29a / 10074949sf / Assessor
Additional Parcels: No
Views: Pasture, Trees/Woods
Location Type: Rural

Lot Features: Backs to Trees, Irregular, No thru street, Not In Development, Partly Wooded, Private, Rural, Secluded, Stream/Creek, Trees/Wooded

Parking

Total Parking Spaces: Unknown

Features: Driveway

Interior Features

Interior Features: Combination Kitchen/Dining, Floor Plan-Traditional; Fireplace(s): 3; Dryer, Oven/Range - Electric, Refrigerator, Washer, Water Heater; Accessibility Features: None

Exterior Features

Exterior Features: Pool: No Pool

Utilities

Utilities: Above Ground; No Cooling; Cooling Fuel: None; Heating: Radiator; Heating Fuel: Oil; Hot Water: Electric; Water Source: Well; Sewer: Septic Exists

Remarks

Agent: Showing is by appointment only with the listing agent.

Public: This charming historic farmhouse known as Spye Park is listed on the National Register of Historic Places. The 231 acre farm features a 1,168 sq ft Cape Cod style main house dating to 1767. This home features 4 bedrooms and one bath. There are three fireplaces and the house is heated by an oil baseboard heating system. The property also features a cozy 1,075 sq ft log cabin constructed in the 1930's that features a living room set up for a wood stove insert, kitchen, dining room and a second floor bedroom. There is one old barn on the property that pre-dates the age of the main home on the farm. There is a second barn and several other farm buildings on the property. There is a large field surrounding the main house while the balance of the property is wooded. The farm features two beautiful streams on the property and a beautiful hardwood forest. The property is in a forest management plan with the State of Maryland and is assessed agriculturally.

Listing Office

Listing Agent: [Richard Baldus](#) (40068) (Lic# 23709) (301) 870-3131
Listing Agent Email: rbaldus@baldus.com
Responsible Broker: Bonnie Grier (56612) (Lic# 43415-MD)
Listing Office: [Baldus Real Estate, Inc.](#) (BALD1) (Lic# Unknown)
PO Box 1068, La Plata, MD 20646-0000
Office Manager: Richard Baldus (40068)
Office Phone: (301) 934-8407 Office Fax: (301) 870-3266

Directions

From Charles Street and Crain Hwy. in La Plata- Proceed north on Crain Hwy. to left on Marshall Corner Road (MD 227) to right on Padgett Road. Turn right on Griffith Lane just past the Church of Jesus Christ of Latter-day Saints. Locked gate at the end of the road.

Historical Compensation

Listing Details

Original Price:	\$1,200,000	Owner Name:	John D Griffith and Sarah M Kurtz
Vacation Rental:	No	DOM / CDOM:	194 / 194
Listing Agrmnt Type:	Exclusive Right	Listing Terms:	As is Condition
Prospects Excluded:	No	Original MLS Name:	BRIGHT
Listing Service Type:	Full Service	Off Market Date:	09/03/24
Dual Agency:	Yes	Home Warranty:	No
Sale Type:	Standard	Seller Concessions:	
Listing Term Begins:	09/13/2022		
Listing Entry Date:	09/13/2022		
Possession:	Settlement		
Acceptable Financing:	Cash, Conventional		
Federal Flood Zone:	No		
Disclosures:	Historic Property, Lead Based Paint - State		

Sale/Lease Contract

Selling Agent:	Richard Baldus (40068) (Lic# 23709)	(301) 870-3131
Selling Agent Email:	rbaldus@baldus.com	
Selling Office:	Baldus Real Estate, Inc. (BALD1) (Lic# Unknown)	
Responsible Broker:	Bonnie Grier (56612) (Lic# 43415-MD) PO Box 1068, La Plata, MD 20646-0000	
Office Phone:	(301) 934-8407	Office Fax: (301) 870-3266
Agreement of Sale Dt:	03/24/23	Close Date: 09/03/24
Close Sale Type:	Standard Sale	Close Price: \$1,200,000.00
Buyer Financing:	Conventional	Last List Price: \$1,200,000.00



Front elevation of main house



rear of home



living room



1st floor bedroom



1st floor bedroom



den



den looking into LR



bathroom



office in hyphen



breakfast area



breakfast area and kitchen



kitchen and breakfast area



kitchen



hallway and stairwell



2nd floor bedroom



2nd floor bedroom



old barn on the property



2nd barn on the property



barn and farm building



farm entrance with house in distance



farm field



farm field



farm field and barns



entrance to the property



stream at the entrance to the property



log cabin on the farm



LR in the log cabin



LR in the log cabin



LR in the log cabin



kitchen in log cabin



dining area in log cabin



2nd floor of log cabin



small shed behind main house



daffodils near entrance



daffodils



daffodil field



daffodil field 2



daffodils along driveway



daffodils along driveway 2

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Qualifications for David N. Lamb, MAI

Professional Organizations/Designations:

Member - Appraisal Institute (MAI #11913)

Certified General Real Estate Appraiser (MD #1340, DC# GA10355, VA #4001-4196)

Educational Background:

2025 – USPAP 2025-6, Appraisal Institute
2025 - Appraising Automobile Dealerships, Appraisal Institute
2025 - Appraising Restaurants, Appraisal Institute
2025 - Valuation Bias: The Invisible Fence of Racial Discrimination, Appraisal Institute
2024 – Subdivision Valuation, Appraisal Institute
2023 – Appraisal Bias, Appraisal Institute
2023 – 2024-2025 7-Hour National USPAP Update Course, Appraisal Institute
2023 – Fundamentals of Apartment Appraising, Appraisal Institute
2023 – Small Hotel/Motel Valuation, Appraisal Institute
2023 – Appraisal of Medical Office Building, Appraisal Institute
2021 - 7 Hour National USPAP Update Course, Appraisal Institute
2021 – Excel Applications for Valuations Course, Appraisal Institute
2021 – Comparative Analysis Course, Appraisal Institute
2021 – Guide to Expert Witnessing Course, Appraisal Institute
2021 - Business Practices and Ethics Course, Appraisal Institute
2021 – Complex Litigation Case Studies Course, Appraisal Institute
2019 - 7 Hour National USPAP Update Course, Appraisal Institute
2019 – Analyzing Operating Expenses – Appraisal Institute
2018 – Appraising Convenience Stores – Appraisal Institute
2018 – Evaluating Commercial Leases – Appraisal Institute
2017 - Eminent Domain and Condemnation Course, Appraisal Institute
2017 - Business Practices and Ethics, Appraisal Institute
2017 - Online Cool Tools: New Technologies Course, Appraisal Institute
2014 - IRS Valuation Summit, Appraisal Institute
2013 - 7 Hour National USPAP Update Course, Appraisal Institute
2013 - Introduction to Green Buildings, Appraisal Institute
2013 - Forecasting Revenue, Appraisal Institute
2013 - Advanced Internet Search Strategies, Appraisal Institute
2012 - Real Estate Market Update, Appraisal Institute
2012 - Loss Prevention Program for Real Estate Appraisers, Liability Ins. Administrators
2011 - Appraisal Curriculum Overview Course, Appraisal Institute
2011 - 7 Hour National USPAP Equivalent Course, Appraisal Institute
2011 - Legislative Update, Appraisal Institute
2011 - Uniform App. Stds. For Federal Land Acquisitions, “Yellow Book“, Appraisal Institute
2010 - Regional Construction Costs Update Seminar, Appraisal Institute
2009 - Apartment Appraisal, Concepts & Applications, Appraisal Institute
2009 - 7 Hour National USPAP Equivalent Course, Appraisal Institute
2009 - Business Practices and Ethics, Appraisal Institute
2009 - Real Estate Finance, Value, and Investment Performance, Appraisal Institute
2009 - Real Estate Market Update: Metro. DC R.E. 2009 & Beyond, Appraisal Institute
2009 - Valuation for Financial Reporting, Appraisal Institute
2008 - Real Estate Market Update: Metro. DC R.E. 2008 & Beyond, Appraisal Institute
2008 - Regional Development Update Seminar, Appraisal Institute
2007 - USPAP 7-hour Course, Appraisal Institute
2006 - Evaluating Commercial Construction, Appraisal Institute
2006 - Commercial & Residential Market Update 2006, Appraisal Institute
2005 - Information Technology & The Appraiser, Appraisal Institute
2005 - USPAP 7-hour Course, Appraisal Institute
2005 - Disassembling Assemblage, Appraisal Institute
2005 - Land Valuation Adjustment Procedures, Appraisal Institute
2005 - Appraisal Standards Board - Update, Appraisal Institute
2004 - Appraisers in the Ring, Appraisal Institute
2004 - HUD Fraud Seminar, Appraisal Institute
2003 - U.S.P.A.P.(Update), McKissock Data Systems & 1999-Appraisal Institute
2003 - Condemnation Appraising, (Course 720), Appraisal Institute
2003 - Condemnation Appraising, (Course 710), Appraisal Institute
2003 - Highest & Best Use Concepts, Appraisal Institute
2002 - Fannie Mae Update, Appraisal Institute
2002 - Gramm-Leach-Bliley Act-Privacy of Consumer Fin.Info. Appraisal Institute
2001 - Virginia Law & USPAP Update, McKissock Data Systems

Qualifications for David N. Lamb, MAI

Educational Background (cont'd.)

2001 - Econometric Solutions for Real Estate Valuations, Appraisal Institute
2000 - Report Writing & Valuation Analysis (Course 540), Appraisal Institute
2000 - Valuation/Due Diligence via the Internet, Appraisal Institute
1999 - Virginia Law & USPAP Update, McKissock Data Systems
1998 - Advanced Applications (Course 550), Appraisal Institute
1998 - Eminent Domain Issues, Appraisal Institute
1997 - USPAP Review, Greater Baltimore Board of Realtors
1997 - Commercial Cost Approach, MD Assoc. of Appraisers
1997 - Narrative Report Writing, MD Assoc. of Appraisers
1995 - Environmental Site Assessment of Commercial R E (A.S.T.M., New York, NY)
1994 - Standards of Professional Appraisal Practice, pt B
1992 - Regulatory Techniques & Changes in Appraisal Theory
1992 - Capitalization Theory & Techniques, parts A & B
1992 - Discounted Cash Flow Analysis, Appraisal Institute
1991 - Greater Baltimore Board of Realtors Standards of Professional Practice, part A
1990 - Society of Real Estate Appraisers course 102
1989 - Society of Real Estate Appraisers course 101

Achievements:

2010 - Recognized as expert witness in DC Superior Court
2009 - Recognized as expert witness in DC Tax Appeal Court
2008 - President - Washington, DC Metro. Area Chapter of the Appraisal Institute
2008 - Expert Witness- Anne Arundel County Circuit Court
2007 - Vice-President - Washington Metro. Area Chapter of the Appraisal Institute
2006 - Officer (Treasurer), Washington Metro. Area Chapter of the Appraisal Institute
2005 - Officer (Secretary), Washington Metro. Area Chapter of the Appraisal Institute
2004 - Expert Witness - U.S. Federal Bankruptcy Court
2004 - Montgomery College - Teaching Staff (evening classes)
2004 - Board of Directors, Wash. Metro Chapter A.I.
2002 - Received MAI designation
2001 - Expert Witness- Baltimore City Circuit Court
1998 - Expert Witness- Montgomery County Circuit Court
1997 - Expert Witness - P.G. Co. Board of Property Review
1997 - President & Owner, Philip R. Lamb & Company, Inc.
1996 - Expert Witness - Mont. Co. Board of Property Review
1995 - Vice President, Philip R. Lamb & Company, Inc.
1994 - Recognized as a professional public speaker
1994 - Recognized as expert witness in MD tax appeal court

Clients:

Many national, regional and local lending institutions. The Housing Opportunities Commission of Montgomery County, M-NCP&PC, PEPCO and many area attorneys & C.P.A.'s.

Government clients include the State of Maryland Department of General Services, National Park Service, Maryland State Highway Administration, Anne Arundel County, Charles County, Montgomery & Prince George's Counties, the Cities of Rockville, Laurel, Takoma Park, College Park and Frederick, Maryland.

Properties Appraised: Residential single family and multi-family dwellings, commercial and industrial properties, hotels and motels, shopping centers, vacant land, subdivisions, special purpose facilities including religious institutions, day care centers and schools as well as economic impact studies.

COUNCIL OF THE TOWN OF LA PLATA
Ordinance 26-19

Introduced By: Councilman Tyjon C. Johnson, Ward IV
Date Introduced: August 25, 2026
Date Adopted:
Date Effective: [Projected for October 28, 2026]

1 **AN ORDINANCE** concerning

2
3 **Chapter 13 - Council**

4
5 **FOR** the purpose of amending Chapter 13 of the Code of the Town of La Plata to define the
6 qualifications, duties, and responsibilities of the Council Chair, and the method by
7 which a temporary presiding officer shall be elected in the absence of the Council
8 Chair; and all matters generally relating thereto.

9
10 **BY** repealing and reenacting with amendments
11 Chapter 13
12 Section 13-4
13 Code of the Town of La Plata (1998 Edition and Supplements)

14
15
16 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA** that
17 Chapter 13 if the Code of the Town of La Plata (1998 Edition as amended), be and is hereby
18 amended to read as follows:

19
20 **Chapter 13 – COUNCIL**

21 ***

22
23
24 **13-4 - Presiding officer.**

25
26 ((The Mayor shall serve as President of the Council. The President of the Council shall be the
27 presiding officer.)) AT EACH ORGANIZATIONAL MEETING, THE TOWN COUNCIL SHALL
28 ELECT A COUNCIL CHAIR FROM AMONG ITS MEMBERS BY AFFIRMATIVE VOTE OF A
29 MAJORITY OF THE MEMBERS OF THE TOWN COUNCIL. ALL MEMBERS OF THE TOWN
30 COUNCIL, INCLUDING THE MAYOR, SHALL BE ELIGIBLE TO VOTE AND TO BE ELECTED AS
31 COUNCIL CHAIR. The ((presiding officer))COUNCIL CHAIR shall preserve strict order and
32 decorum at all regular and special meetings of the Council. He shall state every question

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33 coming before the Council, announce the decision of the Council on all subjects and decide
34 all questions of order; subject, however, to an appeal to the Council, in which event a
35 majority vote of the Council shall govern and conclusively determine such questions of
36 order. ((The Mayor may take part in all discussion and may vote on all issues coming before
37 the Council.)) In the absence of the ((Mayor))COUNCIL CHAIR, the remaining member or
38 members of the Council shall appoint one (1) of ((its members))THEIR NUMBER to serve as
39 ((Acting President of the Council))TEMPORARY PRESIDING OFFICER FOR THAT MEETING.

40 ***
41
42

43 **SECTION 2: AND BE IT FURTHER ENACTED** that this Ordinance shall become
44 effective on the 28th day of October, 2026.
45

46
47
48
49

ADOPTED AND APPROVED by the Council of the Town of La Plata this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

((Double Parentheses)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

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[Brackets] indicate renumbering of matter in existing law

COUNCIL OF THE TOWN OF LA PLATA
Ordinance No. 26-20

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: August 25, 2026

Town Council Public Hearing: August 25, 2026

Amendments Adopted:

Date Adopted:

Date Effective:

AN ORDINANCE concerning

**Chapter 191 – Zoning Ordinance for the Town of La Plata, Maryland –
Accessory Dwelling Units**

FOR the purpose of amending Section 191-53(B) of Chapter 191 - Zoning of the La Plata Municipal Code pertaining to Accessory Dwelling Units (ADUs) to ensure compliance with recent changes to Maryland law governing accessory dwelling units; and all matters generally relating thereto.

BY repealing and reenacting with amendments
Chapter 191
Article VI
Section 191-53(B)
Code of the Town of La Plata (1998 Edition and Supplements)

SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA, that Section 191-53(B) of the Code of the Town of La Plata (1998 Edition as amended), be and is hereby amended to read as follows:

CHAPTER 191 - ZONING

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**ARTICLE VI. –SPECIAL EXCEPTIONS, USES PERMITTED
WITH CONDITIONS AND VARIANCES**

§ 191.53. Permitted with conditions.

B. Permitted with conditions use standards.

1. Accessory Dwelling Unit (ADU).

- a. This use is permitted with conditions in the R21, R10, R8, R5, AND R3 Zones AND ON PROPERTIES IN ANY OTHER ZONE WHERE A LEGALLY ESTABLISHED SINGLE-FAMILY DETACHED DWELLING UNIT IS PRESENT subject to the following criteria:

- (1) An accessory dwelling unit ((must))SHALL COMPLY WITH THE FOLLOWING:

- (a) ((Be located on a lot that is five thousand (5,000) square feet or greater.)) Relate to the design of the ((principal))PRIMARY residence by use of the similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch.

- (2) An accessory dwelling unit shall not be permitted on a lot without a ((principal)) PRIMARY structure already in place or to be constructed in conjunction with the accessory unit.

- (3) Only one (1) accessory dwelling unit (((attached or detached)))shall be allowed for each lot or parcel CONSISTENT WITH THIS ORDINANCE. THE ACCESSORY DWELLING UNIT MAY BE:

- (a) INTERNAL TO THE PRIMARY DWELLING UNIT.

- (b) ATTACHED TO THE PRIMARY DWELLING UNIT.

- (c) DETACHED FROM THE PRIMARY DWELLING UNIT.

- (4) AN ACCESSORY DWELLING UNIT SHALL REMAIN SUBORDINATE TO THE PRIMARY DWELLING UNIT ON THE PROPERTY AND SHALL NOT BE CONSTRUCTED TO EXCEED SEVENTY-FIVE PERCENT (75%) OF THE LEGAL FLOOR AREA OF THE PRIMARY DWELLING UNIT.

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(5) ACCESSORY DWELLING UNITS SHALL NOT BE CONSIDERED A SEPARATE PRIMARY DWELLING UNIT FOR PURPOSES OF CALCULATING RESIDENTIAL DENSITY.

(46) Ownership requirements:

(a) The owner of a lot on which an accessory dwelling unit is located ((must))SHALL NOT BE REQUIRED to reside ((in one (1) of the dwelling units))ON-SITE.

(B) AN ACCESSORY DWELLING UNIT SHALL NOT BE SOLD SEPARATELY FROM THE PRIMARY DWELLING UNIT AND SHALL REMAIN ON THE SAME LOT AS THE PRIMARY DWELLING.

(57) Development requirements:

(a) An external entrance for an accessory dwelling unit shall not face an adjoining residential property unless the unit is accessible from an alley or public street

(b) Windows which face an adjoining residential property shall be designed to protect the privacy of neighbors; alternatively, fencing or landscaping shall be required to provide screening.

(c) NO DETACHED ACCESSORY DWELLING UNIT SHALL OCCUPY ANY PORTION OF THE REQUIRED FRONT OR SIDE YARD OR BE LOCATED WITHIN FIVE (5) FEET OF ANY ACCESSORY STRUCTURE, PRIMARY STRUCTURE OR LOT LINE.

(d) AN ATTACHED ACCESSORY DWELLING UNIT SHALL COMPLY WITH ALL APPLICABLE FRONT, SIDE AND REAR SETBACK REQUIREMENTS OF THE UNDERLYING ZONING DISTRICT WHERE IT IS DEVELOPED.

(E) AN ACCESSORY DWELLING UNIT SHALL NOT EXCEED THE HEIGHT OF THE PRIMARY DWELLING.

(F) AN ACCESSORY DWELLING UNIT SHALL PROVIDE COMPLETE LIVING FACILITIES FOR AT LEAST ONE (1) PERSON. THESE FACILITIES SHALL INCLUDE WATER, SANITATION, COOKING FACILITIES, DINING AND SLEEPING SPACE.

(G) NO ADDITIONAL OFF-STREET PARKING SHALL BE REQUIRED FOR AN ACCESSORY DWELLING UNIT UNLESS OTHERWISE AUTHORIZED UNDER APPLICABLE STATE LAW. HOWEVER, AN ACCESSORY DWELLING UNIT SHALL NOT COMPROMISE OR FORCE THE ELIMINATION OF THE MINIMUM REQUIRED ON-

98 SITE PARKING FOR THE EXISTING PRIMARY DWELLING UNIT
99 ON THE PROPERTY ON WHICH THE ACCESSORY DWELLING
100 UNIT IS DEVELOPED. T

101 (H) ACCESSORY DWELLING UNITS SHALL COMPLY WITH ALL
102 APPLICABLE FEDERAL, STATE, AND LOCAL HEALTH, SAFETY
103 AND WELFARE REGULATIONS.

104 (68) Deed restrictions.

105 (a) Before obtaining a building permit for an accessory dwelling
106 unit the property owner shall file with the land records of
107 Charles County a declaration of restrictions containing a
108 reference to the deed under which the property was acquired
109 by the present owner and stating that:

110 [1] The accessory unit shall not be sold separately.

111 [2] The unit is restricted to the approved size.

112 [3] ((The use and occupancy permit for the accessory unit
113 shall be in effect only so long as either the principal
114 structure, or the accessory unit, is occupied by the owner
115 of record of the principal structure.))

116 [4]—The declarations are binding upon any successor in
117 ownership of the property and lack of compliance shall be
118 cause for code enforcement((, and/or revoking the use
119 and occupancy permit)).

120 (b) The deed restrictions shall lapse upon removal of the
121 accessory unit.

122 (9) SHORT-TERM RENTAL

123 (A) NO EXISTING OR NEW ACCESSORY DWELLING UNIT MAY BE
124 USED FOR THE PURPOSE OF A SHORT-TERM RENTAL.

127 **SECTION 2: BE IT FURTHER ENACTED BY THE COUNCIL OF THE TOWN OF LA**
128 **PLATA**, that this Ordinance shall become effective 15 days after its approval by the Council.

ADOPTED AND APPROVED by the Council of the Town of La Plata on this _____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk
Date _____

Tyjon C. Johnson, Councilman

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EXPLANATION:

- CAPITALS INDICATE MATTER ADDED TO EXISTING LAW
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COUNCIL OF THE TOWN OF LA PLATA
Ordinance 26-21

Introduced By: Mayor Jeannine E. James, by request
Date Introduced: August 25, 2026
Date Adopted:
Date Effective:

1 **AN ORDINANCE** concerning
2

3 **Amendment to Town of La Plata Fiscal Year 2027 Fee Schedule**
4

5 **FOR** the purpose of amending the Fiscal Year 2027 Fee Schedule, dealing with fees set by
6 the Town of La Plata; and all matters generally relating thereto.
7

8 **BY** repealing and reenacting with amendments
9 Chapter 101 – Fees
10 Sections 101-1 through 101-6
11 Code of the Town of La Plata
12 (1998 Edition and Supplements)
13
14

15 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA** that
16 Chapter 101, Sections 101-1 through 101-6 of the Code of the Town of La Plata (1998 Edition
17 and Supplements) be and it is hereby repealed in its entirety, and new Chapter 101 Fees,
18 consisting of Sections 101-1 through 101-6, inclusive, is added to the Code of the Town of
19 La Plata (1998 Edition and Supplements) to stand in the place of the Chapter so repealed
20 and to read as attached hereto as Attachment 1.
21

22 **SECTION 2: AND BE IT FURTHER ENACTED** that this Ordinance shall become
23 effective at the expiration of fifteen (15) calendar days after its approval by the Council.
24

25
26 **ADOPTED AND APPROVED** by the Council of the Town of La Plata on _____.
27

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

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Town of La Plata Fiscal Year 2027 Fee Schedule



Table of Contents
FY 2027 Schedule of Fees

Administration Division 1

 Documents and Copies 1

 Facility Rental and Fees..... 1

 Miscellaneous Charges and Fees 1

 Special Events Fees..... 1

 Penalty on Overdue Taxes 1

 Bay Restoration Fund Charges 1

Planning Division2

 Zoning and Subdivision 2

 Land Development Fees..... 2

 Storm water Management Review..... 2

 Environmental Plan Review 2

 Traffic Impact Review 2

Permit Division..... 2

 Permit Applications 2

 Grading Permit 2

 Utility Service Permits..... 2

 Major Facility Fee Permit..... 3

 Use and Occupancy Permits 3

 Miscellaneous Permits..... 3

 Farmers Market..... 3

 Rental Operating License and Permits.....3

 Small Wireless Communications Facilities3

Inspections 3

 Commercial Building Inspections.....3

 Sewer and Water3

 Other Inspections 3

Utility Service Charges and Fees 4

Utility Locate Fee 4

Water Extraction Permits 4

Equipment and Structures 4

Water and Sewer Fees 4

Water and Sewer Rates..... 4

Storm Water Management Fee4

Refuse Containers Fees.....4

Refuse Collection Rates4

Special Pickups.....5

Recycling Per Quarter5

Municipal Infractions5

FY2027 Fee Schedule

Fee Category	FY27 Fee Amount
101-1 ADMINISTRATION	
DOCUMENTS AND COPIES	
Standard Format (Letter, Legal, Ledger) Per Page	\$0.60
Large Format (Black and White) Per SF	\$0.60
Large Format (Color) Per SF	\$4.40
Comprehensive Plan Per SF	Actual Cost
Standard Specifications	\$81.50
Zoning Maps	Actual Cost
Accident Reports	\$10.00, plus \$0.50 per page after the initial ten pages
Incident Reports	\$10.00, plus \$0.50 per page after the initial ten pages
Records Request of Photos	\$20.00 per CD
Record Request of Video Recordings	\$70.00 per DVD
Record Request of Audio Recordings	\$70.00 per DVD
Records Request Research Fee	\$30.00 per hour starting with the third hour of research
Public Information Request	Calculated at Time of Request, Required Deposit of 50% of Calculated Cost
FACILITY RENTALS AND FEES	
Wills Park Town Resident /Nonprofit / For Profit (Daily Rental up to 8 hours)	\$152.00
Wills Park Town Based Youth and Senior Citizen Organizations, Town Home Owner's Association Meetings, La Plata Volunteer Fire Department, Charles County Rescue Squad and Port Tobacco Players	No Charge
Tilghman Lake Daily Rental Rate (Town Resident)	\$208.00
Tilghman Lake Daily Rental Rate (Non-Town Resident)	\$352.00
MISCELLANEOUS CHARGES AND FEES	
Returned Check/Credit Card/ACH Fee	\$39.90
Late Payment Penalty	10% Of the Total Due, Excluding the Bay Restoration Fee Due, Compounded Quarterly
Interest on Unpaid Utility Bill Balances (Excluding Bay Restoration Fee) From Prior Periods	16% APR
Credit/Debit Card, PayPal, Apple Pay, & Google Pay Transaction Service and/or Convenience Fees	3% with \$2.95 Minimum
Online E-check or ACH	\$0.00
Utility Account Maintenance Fee (Per Quarter)	\$15.00
Water/Sewer Final Reading Request Fee	\$25.00
La Plata License Plate	\$40.00
SPECIAL EVENTS	
Special Event Vendor Fee (non-refundable)	\$29.00
Special Event Permit Application Fee	\$29.00
Special Event Permit Fee	\$113.00
Police Officer Staff for Special Event (Hourly per officer minimum 3 hours per officer)	\$76.00
Public Works Staff for Special Event (Hourly per worker minimum 3 hours per worker)	\$57.00
Penalty on Late Payment (50% of the total balance for Town staff hours will be due two business days before the event. The remaining balance shall be invoiced by the Town and due 30 days' net of the invoice date).	1% Of Unpaid Amount, Per Month or Fraction Thereof That the Payment Is Late
PENALTY ON OVERDUE TAXES	
Real Property (Fee Is in Addition to Interest Imposed in Town Charter §C8-15)	1/3 Of 1% Of Unpaid Amount, Per Month or Fraction Thereof That the Payment Is Late
Personal/Public Utility Taxes	1% Of Unpaid Amount, Per Month or Fraction Thereof That the Payment Is Late
BAY RESTORATION FUND CHARGES	
Residential Sewer Customers (Quarterly)	\$15.00
Non-Residential Sewer Customers (Quarterly)	\$15.00

101-2 PLANNING DIVISION	
Annexation Petitions (Professional Services Agreement Required)	\$852.00, Plus Deposit for Actual Expenses
Zoning Amendment Petition	\$534.00, Plus Deposit for Actual Expenses
Board of Appeals Application for Variance, Special Exception, Appeal from An Administrative Decision, Home Occupation	\$338, Plus Deposit for Actual Expenses
Zoning Certification Letter	\$112.00
Official Zoning Map Update (Excluding Final Plats) Per Lot	\$13.00
Engineering Review Fee	Actual Cost Plus 3%
Outside Consulting Fee	Actual Cost Plus 3%
SUBDIVISIONS	
Major Subdivision Preliminary Plat Base Fee Per Plat	\$355.00
Major Subdivision Preliminary Plat Additional Per Lot Fee	\$19.00
Final Plat Base Fee Per Plat	\$365.00
Final Plat Additional Per Lot Fee	\$20.00
Fee In Lieu Of Parkland Dedication or Reservation, Payable at Time of Building Permit	\$2,743.00
SITE DEVELOPMENT PLANS	
Master Site Development Plan Review as Required by The Town's Zoning Code (TDX, PBPE, PRID, NCX)	\$831.00
Major Site Plan Review	\$971.00
Minor Site Plan Review	\$183.00
Proposed Improvement Plan Review for Water, Sewer, Storm Water Management and Streets	1% Of the Construction Costs
Resubmission Fee (After 3rd Submittal)	\$74.00
Time Extension Requests (for Board & Commission Approvals)	50% of Application Fee
Outside Review of Utility Plans - Water and Sewer	Actual Cost Plus 3%
STORMWATER MANAGEMENT PLAN REVIEW	
Concept Stormwater Management Review (Step 1) - Application Fee	\$117.00
Additional Hourly Rate (Outside Review)	Actual Cost Plus 3%
Site Stormwater Management Review (Step 2) - Application Fee	\$117.00
Additional Hourly Rate (Outside Review)	Actual Cost Plus 3%
Final Stormwater Management Review (Step 3) - Application Fee	\$117.00
Additional Hourly Rate (Outside Review)	Actual Cost Plus 3%
Fee In Lieu Of On-Site Storm Water Management, Payable at Time of Grading Permit Per SF	\$1.40
FOREST CONSERVATION REVIEW	
Forest Stand Delineation Plan Review	Actual Cost Plus 3%
Forest Conservation Plan Review	Actual Cost Plus 3%
Additional Per Acre Fee Per Acre of LOD	Actual Cost Plus 3%
Fee in Lieu of Afforestation and Reforestation Per SF	\$0.75
TRAFFIC IMPACT REVIEW	
Traffic Studies	Actual Cost Plus 3%
101-3 PERMIT DIVISION	
Permit Review Fees	Billed by Consultant
PERMITS APPLICATIONS	
Commercial Permit Application Fee	\$110.00
Residential Permit Application Fee	\$60.00
GRADING PERMIT APPLICATION FEES	
Grading & Control Costs 0-\$1000	\$51.00
Grading & Control Costs Over \$1,000	\$49.00, Plus 1% Of Grade and Control Costs
UTILITY SERVICE PERMITS	
Residential Water Connection Charges	
Residential Water Connection - Less Than 700 Square Feet of Total Area	\$132.00
Residential Water Connection - More Than 700 Square Feet of Total Area	\$140.00
Residential Sewer Connection Charges	
Residential Sewer Connection - Less Than 700 Square Feet of Total Area	\$393.00
Residential Sewer Connection - More Than 700 Square Feet of Total Area	\$452.00
Commercial, Industrial, Quasi-Public or Public Facilities Water Connection (Based on Estimated Quarterly Water Consumption)	
0 To 15,000 Gallons	\$140.00
15,001 To 100,000 Gallons	\$347.00
100,001 Gallons and Above	\$492.00

Commercial, Industrial, Quasi-Public or Public Facilities Sewer (Based on Estimated Quarterly Water Consumption)	
0 To 15,000 Gallons	\$423.00
15,001 To 100,000 Gallons	\$1,096.00
100,001 Gallons and Above	\$1,475.00
Water Meters, Including Fittings and Appurtenances (Size in Inches)	
5/8" - 3/4"	\$830.00
1"	\$950.00
1.5"	\$1,095.00
2"	\$1,453.00
3"	\$2,763.00
4"	\$3,990.00
Other Sizes and Types (I.E., Compounds, 3+)	To Be Determined Upon Application
MAJOR FACILITY FEE PERMIT (Impact Fee Chapter 186)	
Major Facility Fee Residential SFD, TH, Duplex (Per Unit)	\$22,403.00
Apartments - Dwelling Unit is 700 SF or Less (Per Unit) Including Accessory Dwelling Units (ADU)	\$17,166.00
Apartments - Dwelling Unit is More than 700 SF (Per Unit) Including Accessory Dwelling Units (ADU)	\$19,801.00
Commercial, Industrial, and Public or Quasi-Public Facility Units (Per EDU)	
New or Enlarged Water and Sewer Service	\$21,716.00
Actual usage is 110% greater than estimated consumption after one (1) year	Calculated based on current rates minus any amount already paid
CERTIFICATE OF USE AND OCCUPANCY PERMIT	
Final Certificate of Use and Occupancy Permit Application Fee	\$89.00
MISCELLANEOUS PERMITS	
Noise Permits	\$22.00
Public Works Permit (Work in Public Right-of-Way)	\$65.90
Mobile Food Service Facility Permit (Valid for one calendar year)	\$175.00
Home Office Permit	\$46.00
FARMERS MARKET PERMITS	
Saturday Only Seasonal	\$151.00
Saturday Only Daily	\$28.00
Wednesday Only Seasonal	\$97.00
Wednesday Only Daily	\$17.00
Saturday and Wednesday Seasonal	\$226.00
RENTAL OPERATING LICENSE (BIANNUAL RENEWAL AND INSPECTION FEES)	
Buildings Containing 4 Or Fewer Dwelling/Rooming Units (Excluding Hotels/Motels) - Per Unit	\$134.00
Buildings Containing 5 Or More Dwelling/Rooming Units (Excluding Hotels/Motels) - Per Unit	\$168.00
Hotels/Motels - 0 To 50 Rooms - Per Unit	\$302.00
Hotels/Motels - 51 To 100 Rooms - Per Unit	\$408.00
Hotels/Motels - Over 100 Rooms - Per Unit	\$503.00
Re-Inspection (Each Dwelling/Rooming Unit) - Per Unit	\$113.00
SMALL WIRELESS COMMUNICATIONS FACILITIES IN THE PUBLIC RIGHTS OF WAY	
Application Fee for Placement or Modification of Small Wireless Telecommunications Facilities and Related Overhead and Underground Wiring, Cable, Hoses, Pipes, Poles and Similar Facilities.	
Up to Five Facilities	\$596.00
Each Additional Facility	\$120.00
Each New Pole	\$1,190.00
Actual Cost to Review Applications, If in Excess of Set Fees	Actual Cost
Access Fee, Per Small Wireless Communications Facility, Per Year	\$322.00
101-4 - INSPECTIONS	
Inspection Fees	Billed by Consultant
Commercial and Industrial for Change of Occupancy (no construction): GC	
Building final inspection	\$50.00
Fire Safety	\$50.00
Electrical final inspection	\$50.00
Plumbing final inspection	\$50.00
Mechanical final inspection	\$50.00

SEWER AND WATER : WS	
Sewer lateral - Residential	\$180.00
Water lateral - Residential	\$180.00
Sewer lateral - Commercial	\$250.00
Water lateral - Commercial	\$250.00
OTHER INSPECTIONS	
Preliminary Inspection Fee	\$195.00
Single inspection fee	\$125.00
Reinspection Fee - Commercial and Residential	\$200.00
After Hours Inspection	\$300.00
Consulting Fee	Actual Cost
Emergency Work Inspection	\$300.00
101-5 - PUBLIC UTILITY FEES	
UTILITY LOCATE FEE	
Commercial Properties	\$44.00
WATER EXTRACTION PERMITS	
Non-Refundable Annual Application Fee	\$1,154.00
Consumption Charge, per 1,000 Gallons of Usage, To Be Paid Monthly	\$12.00
Private Waster Water Disposal System Permit Application	\$87.00
Television and Sewer Cleaning Equipment Charges. Hourly Rates Accrue When Travel Begins to Job Site.	Actual Expenses
EQUIPMENT AND STRUCTURES	
Street Lights	To Be Determined Upon Application
Street Name and Regulatory Signs	To Be Determined Upon Application
EQUIPMENT CHARGES	
In Town Per Hour	Based on Equipment
WATER AND SEWER RATES	
Water Reconnect/Disconnect Fee	\$43.80
Manual Meter Reading Fee	\$52.00
Water Usage, Per 1,000 Gallons of Quarterly Metered Water Usage	
0 To 15,000 Gallons	\$5.20
15,001 To 100,000 Gallons	\$6.00
100,001 Gallons and Above	\$5.20
Sewer Usage, Per 1,000 Gallons of Quarterly Metered Water Usage	
0 To 15,000 Gallons	\$15.60
15,001 To 100,000 Gallons	\$17.40
100,001 Gallons and Above	\$15.60
STORMWATER MANAGEMENT QUARTERLY FEE	
Residential Per Dwelling Unit	\$27.80
Non-Residential, Per Equivalent Residential Unit (ERU)	\$27.80
REFUSE CONTAINERS (Refuse Containers: Available In 32 Gallon, 1/6 Yard; 64 Gallon, 1/3 Yard, And; 96 Gallon, 1/2 Yard Sizes. Containers Are the Property of The Town of La Plata.)	
One Time Rental Fee, Per Container	Based on Suppliers Cost to the Town
35 Gal Container Exchange Fee	\$57.60
65 Gal Container Exchange Fee	\$68.40
95 Gal Container Exchange Fee	\$68.40
REFUSE COLLECTION RATES	
Residential Rates, Per Unit, Per Quarter Including: Single Family Detached, Single Family Attached and Two Family	
Curbside	\$107.20
Curbside, Outside Corporate Limits, Subject to Council Approval	\$167.50
House Side (Without Documented Need)	\$219.70
House Side for Individuals Over the Age of Sixty-Four or Physically Impaired. Must Request Service in Writing and Supply Documentation.	\$107.20
Each Additional Container, Maximum 3 Additional, Total Of 4	\$34.30
Commercial and Multi-Family, Per Quarter	
1/2 Yard/96 Gallon Container (One Pickup Per Week)	
Curbside	\$107.20
House side	\$219.70
Each Additional Container, Maximum 3 Additional, Total Of 4	\$34.30

1/2 Yard/96 Gallon Container (Two Pickups Per Week)	
Curbside	\$211.70
House side	\$415.20
Each Additional Container, Maximum 3 Additional, Total Of 4	\$68.40
2 Yard Dumpster (One Pickup Per Week)	
First Dumpster	\$310.70
Each Additional Dumpster	\$163.40
2 Yard Dumpster (Two Pickups Per Week)	
First Dumpster	\$602.60
Each Additional Dumpster	\$276.00
2 Yard Dumpster (Three Pickups Per Week)	
First Dumpster	\$891.80
Each Additional Dumpster	\$381.70
2 Yard Dumpster (Four Pickups Per Week)	
First Dumpster	\$1,173.10
Each Additional Dumpster	\$498.20
2 Yard Dumpster (Five Pickups Per Week)	
First Dumpster	\$1,430.20
Each Additional Dumpster	\$883.80
4 Yard Dumpster (One Pickup Per Week)	
First Dumpster	\$430.00
Each Additional Dumpster	\$289.30
4 Yard Dumpster (Two Pickup Per Week)	
First Dumpster	\$843.70
Each Additional Dumpster	\$514.20
4 Yard Dumpster (Three Pickup Per Week)	
First Dumpster	\$1,245.30
Each Additional Dumpster	\$747.30
4 Yard Dumpster (Four Pickup Per Week)	
First Dumpster	\$1,639.00
Each Additional Dumpster	\$956.10
4 Yard Dumpster (Five Pickup Per Week)	
First Dumpster	\$2,000.60
Each Additional Dumpster	\$1,189.10
SPECIAL PICKUPS	
Residential	
Minimum Fee for The First 5 Minutes	\$28.40
Each Minute in Addition to The First 5	\$3.00
Mattress or Box Spring, Each in Addition To (I) & (II)	\$25.00 Or Current Landfill Fee
Tires, Each in Addition To (I) & (II)	\$6.90 Or Current Landfill Disposal Fee
Commercial	
Per Each Additional Dumpster	\$292.60
RECYCLING (PER QUARTER)	
Charge Per Residential Utility Account	\$15.40
Charge Per Commercial Utility Account, Per Tote (Maximum Of 4)	\$15.40
Outside of Corporate Limits	\$21.80
101-6 - MUNICIPAL INFRACTION FEES	
Chapter 46 - Hotel Rental Tax	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 67 - Animals	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 68 - Shopping Carts	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 75 - Building Construction (Building Code)	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 78 - Building Numbering and Street Naming	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 84 - Cable Television Rate Regulations	
First Offense	\$110.00

Each Repeat Offense	\$220.00
Chapter 98 - Farmers Market	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 108 - Resource Protection Standards	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 117 - Health and Sanitation	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 123 - Housing Standards	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 128 - Licenses and Permits	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 132 - Littering	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 137 - Noise	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 146 - Peace and Good Order	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 149 - Peddling, Soliciting and Street Vending	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 150 - Plumbing Standards	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 152 - Property Maintenance and Housing Standards	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 155 - Rental for Human Habitation	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 161 - Smoking and Tobacco Products	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 167 - Stormwater Management	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 173 - Subdivision and Land Development	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 181 - Vehicles and Traffic	
Parking Violations	
§181-4A(1) through §181-4A(20)§181-4A(22) through §181-4A(24)§181-4B§181-4C§181-4D§181-5§181-9§	\$50.00
§181-4A(21)	\$250.00
§181-4A(25)	\$150.00
First Offense, for All Other Violations of Chapter 181	\$220.00
Each Repeat Offense, for All Other Violations of Chapter 181	\$435.00
Administrative Nuisance Release Fee	\$50.00
Towing & Storage Charges	Billed/Payable to Provider
Chapter 186 - Water and Sewers	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 191 - Zoning	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 191 - Sign Code	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Any violation of a provision of this Code designated as an infraction by for which no other specific fine is established.	\$110.00

**COUNCIL OF THE TOWN OF LA PLATA
Charter Amendment Resolution 26-50**

Introduced By: Councilman Tyjon C. Johnson, Ward IV

Date Introduced: September 08, 2026

Public Hearing: [Scheduled for September 08, 2026]

Date Adopted: [May be adopted September 08, 2026]

Date Effective: [Projected for October 28, 2026]

A CHARTER AMENDMENT RESOLUTION concerning

Charter Amendment – Powers and Duties of the Mayor of the Town of La Plata

FOR the purpose of amending the Charter of the Town of La Plata to eliminate language authorizing the Mayor to call a special meeting, that the Mayor shall serve as President of the Council, and the process by which an Acting President of the Council shall be appointed in the absence of the Mayor.

* * * * *

BY repealing and reenacting, with amendments
Article III – Council
Section C3-4, Meeting of Council
Charter of the Town of La Plata
(As published in the Code of the Town of La Plata)

BY repealing and reenacting, with amendments
Article IV – Mayor
Section C4-3, Powers and duties
Charter of the Town of La Plata
(As published in the Code of the Town of La Plata)

SECTION 1. BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Section C3-4 of Article III, Council, of the Charter of the Town of La Plata be and it is hereby repealed and reenacted, with amendments, to read as follows:

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

Article III – Council

§ C3-4. Meeting of Council.

The newly elected Council shall meet on the second Monday in May in each election year for the purposes of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. Special meetings shall be called by the Town Clerk upon the written request of ((the Mayor,))the Town Manager or a majority of the members of the Council. All meetings of the Council shall be open to the public, except such meetings as may be closed in accordance with the laws of the State of Maryland. Meetings of the Council to which the Maryland Open Meetings Law does not apply may be closed for the same reasons and under the same procedures as apply to meetings covered by that law. The rules of the Council shall provide that residents of the town shall have a reasonable opportunity to be heard at any meeting in regard to any open matters.

SECTION 2. AND BE IT FURTHER RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Section C4-3 of Article VI, Mayor, of the Charter of the Town of La Plata be and it is hereby repealed and reenacted, with amendments, to read as follows:

Article IV – Mayor

§ C4-3. – Powers and duties.

F. ((The Mayor shall serve as President of the Council.)) The Mayor may take part in all discussion and may vote on all issues coming before the Council. ((In the absence of the Mayor, the Council shall appoint one (1) of its members to serve as Acting President of the Council.))

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ADOPTED AND APPROVED by the Council of the Town of La Plata this _____ day
of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett

Tyjon C. Johnson, Councilman

Town Clerk

Date: _____

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW
((Double Parentheses)) indicate matter deleted from existing law.
Underlining indicates amendments to bill.
Strike-Out indicates matter stricken from bill by amendment or
deleted from the law by amendment.

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COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-53

Introduced By: Councilman Tyjon C. Johnson, Ward IV

Date Introduced: September 08, 2026

Date Adopted:

Date Effective: [Projected October 28, 2026]

A RESOLUTION concerning

Revision of Town Council Rules of Procedure – Council Chair

FOR the purpose of revising the rules and guidelines by which the Council of the Town of La Plata (Town Council) operates; and all matters related thereto.

* * * * *

1
2 **WHEREAS**, the Town Council desires to conduct its affairs in a timely and efficient
3 manner; and

4
5 **WHEREAS**, the Town Council developed rules and guidelines by which the Town
6 Council will operate; and

7
8 **WHEREAS**, the Council of the Town of La Plata Rules of Procedures are hereby
9 incorporated by reference as Attachment 1 to Resolution 26-53.

10
11 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
12 **PLATA** that the Council of the Town of La Plata Rules of Procedure attached hereto as
13 Attachment 1 are hereby adopted and incorporated by reference; and

14
15 **BE IT FURTHER RESOLVED**, that this Resolution shall take effect on or after the
16 fiftieth day following the posting of Charter Amendment Resolution 26-50.

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

Resolution 26-53

ADOPTED AND APPROVED by the Council of the Town of La Plata, this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____

AI Disclaimer: Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.



**Town of La Plata
Town Council
Rules of Procedure**

Revised October 28, 2026

Introduction

The rules of procedure were designed and adopted for the benefit and convenience of the Council of the Town of La Plata (Town Council) and are intended to describe the rules and guidelines by which the Council operates. Additionally, the rules of procedure will help the Council conduct its affairs in a timely and efficient manner and serve as a quick reference for resolving policy and procedural questions during meetings. The rules of procedure do not supersede the provisions of the Town Charter or Code of Ordinances and do not create substantive rights for third parties or participants in proceedings before the Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Town Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of the Town Council.

The rules of procedure may be reviewed and adopted annually and following an election year, at the organization meeting of Town Council in May. Revisions to the rules of procedure may be proposed and adopted during any regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council and become effective upon adoption.

Section	Topic	Page
1	Purpose of Rules of Procedure	2
2	Meetings	3
3	Officers and Employees	4
4	The Agenda	5
5	Order of Business for Council Meetings	7
6	Rules of Procedure for Town Council Meetings	10
7	Boards, Committees, Commissions, and Authorities	17
8	General Operating Policy	18

SECTION 1 – PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Town Council to transact business fully, expeditiously, and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Town Council Member;
- C. To preserve a spirit of cooperation among Town Council Members;
- D. To determine the will of the Town Council on any matter; and
- E. To further advance the core values outlined in the Town of La Plata's Strategic Plan

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every Town Council Member has equal rights to participate and vote on the issues;
- G. Every Town Council Member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out; and the rights of the minority must be preserved; and
- I. The Town Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. Adoption of an Annual Calendar and Meeting Schedule

The time and place of the meetings of the La Plata Town Council shall be established annually with the adoption of a resolution and calendar that sets forth the regular meetings (which may include scheduled and advertised public hearings), Town Hall meetings, and other standing meetings, where applicable.

Regular meetings and public hearings. In general, regular meetings of the Town Council, which may include scheduled and advertised public hearings, will be held on the second, and fourth Tuesday of each month beginning at 6:00 p.m. in the Council Chambers, located on the first floor at Town Hall. Under exceptional or extenuating circumstances, Town Council meetings may convene virtually. Regular meetings and public hearings are live streamed via the online meeting platform specified on the Town’s website and meeting agenda.

Town Hall meetings. The La Plata Town Council may host Town Hall meetings each year with the location and topic of discussion announced prior to the event. The location and topic will be influenced by current Town events, projects, and priorities.

Section 2-2. Special Meetings

The Town Council may schedule special meetings as it deems necessary with the dates and time adopted as part of the annual calendar or announced in accordance with all legal requirements. Special meetings shall be called by the Town Clerk upon the written request of a majority of the members of the Town Council or the Chief Executive Officer; no business shall be transacted at a special meeting but that for which it shall be called, unless the Town Council agrees unanimously to consider such action.

Section 2-3. Pre-Organizational Meeting

In those years in which Town Council elections are held, the Town Council, including members-elect of the body, may meet in a work session prior to the organizational meeting to discuss appointments as members of or liaisons to committees, boards, commissions and multijurisdictional agencies. During the discussion of the full Town Council, consideration will be given to a Town Council Member’s level of interest, experience, his or her specific schedule, and the location, time, and frequency of the meeting(s).

Section 2-4. Organizational Meetings

In those years in which Town Council elections are held, an organizational meeting of the Town Council shall be held on the second Monday in May. The purpose of the organizational meeting shall be the appointment of Town Council Members as members of or liaisons to committees, commissions, boards and multijurisdictional agencies, election of the Council Chair, and the conduct of such organizational business as may come before the Council.

In those years in which Town Council elections are not held, an organizational meeting of the Town Council shall be held at the first regular meeting in May. The purpose of the organizational meeting shall be the appointment of Town Council Members as members of or liaisons to committees, commissions, boards and multijurisdictional agencies, the election of the Council Chair, and the conduct of such organizational business as may come before the Council.

Appointments of Council Members shall be announced by the Council Chair at the organizational meeting and shall become effective when approved by a vote of Town Council. If desired, the Town Council may review appointments on an annual basis.

The Town Council will acknowledge and adopt the Rules of Procedure at its organizational meeting.

Section 2-5. Rescheduling of Meetings

In the event of circumstances preventing the conduct of a regularly scheduled meeting, the Town Council may reschedule such meetings, unless already otherwise indicated on the adopted annual calendar. Appropriate notifications regarding rescheduling of meetings will be made in accordance with the Open Meetings Act.

SECTION 3 – OFFICERS AND EMPLOYEES

Section 3-1. Mayor

The Mayor shall perform such duties as may be prescribed by the Charter and Town Code or general law.

The Mayor shall have the right to vote on matters before the Town Council.

Section 3-2. Council Chair

At each organizational meeting, the Town Council shall elect a Council Chair from among its members by affirmative vote of a majority of the members of the Town Council. All members of the Town Council, including the Mayor, shall be eligible to vote and to be elected as Council Chair. The Council Chair shall serve a term of one year, concurrent with the organizational meeting cycle, and until a successor is elected. In the event of a vacancy in the office of Council Chair, the Town Council may elect a replacement at any regular meeting of the Town Council to serve the remainder of the unexpired term. The Council Chair shall perform all duties assigned to the presiding officer, and all references in these Rules of Procedure to the presiding officer shall be construed to mean the Council Chair.

Section 3-3. Town Manager

The Town Council shall appoint a Town Manager who shall be chosen in conformity with the provisions of the Charter and who shall exercise the powers and discharge the duties required of him/her, subject to the approval of the Town Council. The Town Manager shall exercise administrative supervision and control over all departments of the Town government and have general supervision over all improvements, works, and services.

The Town Manager shall attend all meetings of the Town Council, unless otherwise excused by Town Council, and shall recommend to the Town Council, for adoption, such measures as he/she may deem expedient or necessary.

Section 3-4. Town Clerk

The Town Clerk shall serve as the Clerk to the Council and shall attend every open meeting of the Town Council, unless otherwise excused by the Town Manager. The Town Clerk shall maintain an accurate account of the proceedings of the Town Council, including all motions and subsequent votes, which shall be conducted and recorded in compliance with legal requirements.

Statements to be Included in the Minutes. Any member of the Town Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the Town Clerk with a written copy of his or her statement.

Section 3-5. Department Heads

The head of any department, or any officer or employee of the Town when requested by the Town Council or the Town Manager, shall attend any regular, adjourned or special meeting and confer with the Town Council on matters relating to the Town.

SECTION 4 – THE AGENDA

Section 4-1. Publishing the Agenda

At the direction of the Town Manager, the Town Clerk shall be responsible for the publication of agendas for all noticed and scheduled meetings of the Town Council.

Section 4-2. Adding Items to the Agenda

The Town Clerk, in collaboration with the Town Manager, shall prepare a proposed agenda to review with the Presiding Officer prior to the scheduled Town Council meeting. Any Town Council Member or Department Head that would like to add items to the proposed agenda should submit such items to the Town Manager at least seven (7) business days before the meeting. Materials that will accompany the agenda item shall be provided to the Town Clerk no later than noon on the Thursday prior to the scheduled meeting. Last-minute submissions are discouraged but may be added to a meeting agenda, where applicable, subject to a vote of the Town Council at the meeting approving a change [addition] to the published agenda. This will allow Council consideration of a matter that requires action expeditiously but was not known in time to be presented during the normal agenda development process.

When an individual Town Council Member requests an agenda item be added pursuant to this Section, such item shall be placed on the agenda of the first regular meeting of the month for discussion only. The Town Council Member must submit the request and all related documentation to the Town Manager at least seven (7) business days prior to the first regular meeting of the month.¹ During this initial discussion, the Council shall determine, by consensus, whether there is sufficient interest to move forward with the proposed item. At the discretion of the presiding officer, discussion time may be limited to 3 minutes per council member to ensure an orderly and efficient meeting. Following discussion, if the Council

¹ Any background information or summaries provided by an individual Council member for an agenda item shall be clearly marked with a disclaimer such as "not staff product" or "by request". The Town Manager will provide the materials to the Director of Legislative Services, who will ensure compliance, with review by the Assistant Town Manager and Town Manager.

determines there is interest to proceed, the Council may take action, including but not limited to: referral to a Town Council committee; referral to the Town Manager for development by Town staff; or placement on a future Council regular agenda for further consideration and action.

Section 4-3. Distribution of the Agenda

The Town Clerk shall publish agendas and related materials (the agenda packet) to the Town's website in a timely manner to allow the public and elected officials time to review.

The agenda packet for meetings held on a Tuesday will be published before noon on the Friday prior to the meeting date. If key information is outstanding, the Town Manager may delay the publication of the packet or reschedule agenda items.

Section 4-4. Town Council Approval of Agenda and Consent Agenda

- A. At the beginning of every regular meeting the Town Council will have the opportunity to review items on the agenda and, if necessary, the consent agenda to approve or remove items from the agenda.
- B. In the case of the consent agenda, unless one or more members of the Town Council has a reason to discuss and/or debate one or more items, contents of the Consent Agenda will be voted on collectively. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the majority of the Town Council.
- C. Under no circumstances can anything be added to or removed from the agenda after the Town Council has voted to accept the agenda for that meeting.

SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

- A. The order of business for a regular or special Town Council meeting will be established in a written agenda and may include the following:
 - Approval of Agenda
 - Consent Agenda
 - Community and Staff Presentations

- Reports of the Town Council
 - Staff Reports
 - Ordinances and Resolutions
 - Unfinished and New Business
 - Awards and Acknowledgements
 - Public Comment
 - Closed Meetings
 - Public Hearings
 - Other pertinent business of the Town Council
- B. During Town Council Reports, there will be no direct question-and-answer period directed at staff.

Section 5-2. Public Comment Participation

- A. No person, other than a member of the Town Council, Town Manager, or Town Attorney, shall have the right to discuss any matter in a meeting of the Town Council, unless by consent of a majority of the Council, or when that person is scheduled to appear before the Council on an agenda item.
- B. The public comment participation portion of the agenda is set aside for those individuals who wish to address the Town Council for no more than three (3) minutes each. Individuals may not yield their time to other speakers. Individuals need not give prior notice to the Town to speak during the public comment participation portion of the agenda.
- C. Public comment participation shall be for the purpose of allowing members of the public to address any Town business; however, public comment participation is not intended to serve as a forum for debate with the Council.

Section 5-3. Public Hearings

- A. Public hearings before the Town Council may be scheduled for any regular or special meeting of Council and require at least fifteen (15) days' notice in a newspaper of general circulation in the Town, or as may be required by Town Code or state law.
- B. Promptly at the hour set on the day of the public hearing, the members of the

Council, the Town Clerk, the Chief Executive Officer, any relevant Town Staff, the Applicant/Petitioner, and those members of the public who wish to address the Town Council shall appear in person in the Council Chambers.

C. The procedures for public hearings are as follows:

1. Call to Order
2. Review of Public Notices
3. Recommendations:
 - a. Summary of Town Staff report and recommendation and/or;
 - b. Planning Commission Recommendation
4. Applicant/Petitioner presentation and testimony
5. Questions by the Town Council. [The Town Council may ask questions of the Applicant/Petitioner or Town staff.]
6. Written documents are entered into the record.
7. Speakers (signed up) are called on by the presiding officer. At the discretion of the presiding officer, time may be limited to 3 minutes and may not be yielded.
8. Additional questions by Town Council.
9. When the hearing is concluded, the Town Council will not hear further comments or questions during the meeting. If the record is kept open for a specific number of days, written comments should be submitted, by the deadline, and to the attention of the Town Clerk, in person at Town Hall, or email legislative@townoflaplata.org.

D. The following provisions shall be applied to Applicant/Petitioners and their agents who cannot participate in person due to exceptional or extenuating circumstances.

1. On or before the day of a meeting, an Applicant/Petitioner or the agent of an Applicant/Petitioner who wishes to participate through electronic means when an in-person meeting has been scheduled must notify the presiding officer that the member is unable to attend the meeting in person.
2. Following receipt of notification as required by paragraph 5-4(D)(1), remote participation by electronic communication is authorized if the Town Clerk makes arrangements for the voice of the remote participant to be heard by all persons who wish to participate or attend utilizing electronic means.
3. At the start of the meeting, the presiding officer shall advise the Town Council of the request for participation by remote electronic

communication. If the conditions and requirements of this Policy have been met, the Town Council shall approve the request by majority vote. If participation through electronic communication means is approved, the Town Clerk shall record in the minutes of the meeting the means from which the member participated (in person or online meeting platform).

Section 5-4. Closed Meetings

- A. Generally, all meetings of public bodies must be open to the public, except in special and appropriate circumstances when a meeting may be closed in compliance with the Maryland Open Meetings Act. The Town Council must create an agenda and must affirmatively pass a roll call vote on a motion in open session that does the following:
 - 1. Identifies the subject matter of the closed meeting;
 - 2. States the purpose of the closed meeting; and
 - 3. Makes specific reference to the statutory exemptions relied on to close the meeting.
- B. Once in a closed meeting, only the matters stated on the agenda and in the motion are allowed to be discussed.
- C. The Town Council may invite members of the public or Town Staff to attend a closed meeting if their presence reasonably aids the Town Council in its consideration of an issue.
- D. Following a closed meeting the Town Council must disclose, in the minutes of the next open session, what topics were discussed, who attended the closed session, and what actions were taken.
- E. Any individual attending a closed meeting should respect the Town Council's decision that the subject matter is too sensitive for public discussion and should treat the closed meeting discussion as confidential.
- F. All formal decisions of the Town Council, and all votes relating thereto, shall be conducted and recorded in an open meeting in accordance with applicable Town Code and State law.

- G. The Town Council may provide direction to Town staff in a closed meeting as may be appropriate to guide subsequent staff actions.

SECTION 6 – RULES OF PROCEDURE FOR TOWN COUNCIL MEETINGS

Section 6-1. Quorum

- A. Three (3) members of the Town Council shall constitute a quorum for the transaction of business. No ordinance shall be passed, resolution adopted, nor any other action taken without the favorable votes of a majority of the members of the Town Council. No vote or question decided at a stated meeting shall be reconsidered at a special meeting unless all members are present, and three of them concur.
- B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Town Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- C. If a quorum fails to be established, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Town Clerk shall enter such adjournment in the minute book of the Town Council and shall notify absent members thereof in the same manner as required for special meetings.
- D. Conflicts of interest shall be disclosed, and one may only participate or act in accordance with Chapter 20 Ethics of the Code of the Town of La Plata.

Section 6-2. Preservation of Order

- A. At meetings of the Town Council, the presiding officer shall preserve order and decorum and decide on questions of order, subject to appeal to the Town Council. If a member of Town Council transgresses the rules of the Town Council, the presiding officer shall call him or her to order.
- B. No member of the Town Council shall leave the Council Chamber while the Town Council is in regular meeting without the permission of the presiding

officer.

- C. The presiding officer has the authority to call a brief recess at any time.
- D. The presiding officer may adjourn the meeting without the Town Council's vote or appeal in an emergency.
- E. The right of a member of the Town Council to address the Town Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned or impugned. A member addressing the Town Council on a question of personal privilege shall first address the presiding officer and be recognized. A second is not required.
- F. Whenever a question arises as to the proper interpretation of a rule of procedure, or in the absence of a rule to govern a point of procedure, the presiding officer of the Town Council shall resolve the question.
- G. Any member of the Town Council may appeal to the Town Council from the ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his/her reason for the appeal and the presiding officer may briefly explain his/her ruling, but there shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question: "Shall the decision of the presiding officer be sustained?" If the majority of the members present vote "no," the ruling of the presiding officer is overruled; otherwise, it is sustained.

Section 6-3. Town Council Members Addressing Town Council

- A. A member of the Town Council shall seek recognition to speak from the presiding officer, shall address only the question before the Town Council and shall refrain from impugning the motives of any other Town Council Member's argument or vote. No discussion of a sectarian or political nature shall be allowed. No member shall interrupt another while speaking, except to make a point of order, the point to be briefly stated to the presiding officer.
- B. No member of the Town Council shall speak more than once on the same question until every member choosing to speak shall have done so, or for a longer time than ten minutes on any question, without the express permission of the Town Council.

Section 6-4. Action by the Town Council

- A. Action on ordinances shall be required in accordance with Town Code.
- B. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- C. When a proposal is perfectly clear to all present, and the proposal will not obligate the Town Council in any manner nor finally decide an issue before the Town Council, action can be taken upon the unanimous consent of the Town Council Members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed action of the Town Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.
- D. If an agenda item requires a public hearing, action by the Town Council may be taken at the same meeting as the public hearing or may be deferred to a later meeting.

Section 6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any member of the Town Council, even if he or she is serving as the presiding officer, may make a motion.
- C. A member may make only one motion at a time.
- D. Except for matters stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Receipt of Motions When Question is Under Consideration

- A. When a motion is under consideration, no motion shall be received, except as follows: to postpone indefinitely, to amend, to refer to a board, commission or committee, to postpone to a certain time, to limit or extend debate, to move the previous question or to lay on the table.

- B. The following motions are debatable: to postpone indefinitely, to refer to a board, commission or committee or to postpone to a certain time. A motion to amend is debatable only if the main question is. The other motions named in subsection A. of this section are not debatable.
- C. The following motions are amendable: to amend, to refer to a committee, to postpone to a certain time, and to limit or extend debate. The other motions named in subsection A. of this section are not amendable. All motions require a simple majority, except for the motions to limit or extend debate or move the previous question, which require a two-thirds majority.

Section 6-7. Debate

- A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:
 - 1. The maker of the motion is entitled to speak first;
 - 2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
 - 3. A member of the Town Council may vote against his or her motion but may not speak against his or her motion.
 - 4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.
 - 5. Town Council Members shall not engage in electronic communication amongst themselves regarding a motion that is on the floor for debate.

Section 6-8. Duty to Vote

If there is an abstention, it shall be the responsibility of the abstaining member to state the reason and for the Town Clerk to note the abstention and the reason for abstaining in the minutes for the record.

Section 6-9. Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Town Council shall be determined by a majority vote of the Town Council members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An “affirmative vote” by a majority of the Town Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.
- D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.
- E. Town Council Members can request that the Town Clerk call for the individual votes of Town Council Members on any matter before the Town Council (Roll Call).

Section 6-10. Participation and Attendance by Remote Electronic Communication

The Town Council has developed various methods to allow for participation and attendance at Town Council, Board, Commission and Committee meetings. The following policy is established pursuant to the Maryland Open Meetings Act to allow members of Town Council, staff members, applicants or petitioners to participate in a Town Council meeting through electronic communication means from a remote location that is not open to the public, subject to the conditions and requirements of this Section. Public attendance to listen and/or view the proceedings of the Town Council may be made available through live streaming on the Town’s online meeting platform or phone in.

The following provisions shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

- A. On or before the day of a meeting, a Town Council member who wishes to participate through electronic means, when an in-person meeting has been scheduled, must notify the presiding officer that the member is unable to attend the meeting in-person.
- B. Following receipt of notification as required by subsection A., remote participation by electronic communication is authorized if the Town Clerk makes arrangements for the voice of the remote participant to be heard by all persons who wish to participate or attend utilizing electronic means or conference call.
- C. At the start of the meeting the presiding officer, shall advise the Town Council of the member's request for participation by remote electronic communication. The Town Clerk shall record in the minutes of the meeting the means from which the member participated (in person or online meeting platform).

Section 6-11. Ex Parte Communication

- A. Prohibition.
 - 1. *Ex parte* communication is prohibited. An *ex parte* communication includes an oral or written communication not on the public record to which reasonable prior notice to all parties is not given.
 - 2. Such communication between Town Council members and interested persons is prohibited if relevant to the merits of a planning project or other Planning Commission proceeding that may eventually appear before the Town Council.
 - 3. Town Council members should not discuss applications with applicants or other interested persons outside the confines of a public meeting, but should recommend that the person(s) contact Town staff with any questions or concerns.
- B. Disclosure of *Ex Parte* Communications.
 - 1. If a member does inadvertently engage in an *ex parte* communication, the Town Council member(s) should, at the next meeting in which the relevant application is to be discussed, state the nature of the communication.

2. The member shall submit for the record any written communication received, any written response to communication, state the substance of each oral communication received, and state the substance of any oral response to a communication.
 3. Alternatively, the member may recuse himself or herself from discussion and voting on that specific application.
 4. If a member does not disclose *ex parte* communications, they may be subject to the provisions of Chapter 20, Ethics of the Town Code, which addresses conflicts of interest and enforcement actions.
- C. Permitted Communications.
1. Nothing in this section shall preclude the Town Council in any matter from obtaining any advice, counsel, or assistance from Town staff which are not party to or directly involved in a pending matter.
 2. This includes, but is not limited to, the Chief Executive Officer, staff from the Department of Planning and Code Administration, and the Town Attorney.

SECTION 7 – BOARDS, COMMITTEES, COMMISSIONS, AND AUTHORITIES

Section 7-1. Appointments to Boards, Committees, Commissions, and Authorities

- A. The appointments of Town Council Members to Boards, Committees, Commissions, and Authorities shall be approved by an affirmative vote of a majority of the members of the Town Council at the organizational meeting.
- B. In the event of a vacancy, the Town Council may consider and approve a replacement at any regular meeting of the Town Council.
- C. If the Town Council wishes, it may review appointments on an annual basis.

Section 7-2. Standing Committees of the Town Council

The Town Council may have Standing Committees of Council, to include but not limited to, financial and budgetary matters, land use and economic development matters, and

the appointments of citizens to the Town's various Boards, Committees, and Commissions.

Section 7-3. The Creation of Standing Committees and New Committees

- A. Any new Standing Committee of the Town Council shall be established by an ordinance.
- B. Any new temporary committee shall be established by ordinance or resolution and shall specify the term during which the committee will remain in existence. No temporary committee shall be established for a term of more than 365 days, the period to run from the date the committee holds its initial meeting. The term of the temporary committee may be extended by Town Council through an ordinance or resolution for additional periods of up to 365 days each. A temporary committee shall cease to exist upon
 - 1. the completion of its designated task or assignment;
 - 2. the date it submits its final oral or written report to Town Council;
 - 3. the expiration of the term specified in the ordinance or resolution creating the committee or of any extension of its original term; or
 - 4. three years from the date of its initial meeting, whichever occurs first.
- C. No new committee shall be established until the Town Manager has issued a report with comments and recommendations regarding the creation of the committee. The Town Manager may delegate responsibility for preparing this report to any department head. The report required by this section shall include the comments and recommendations regarding:
 - 1. The need for the committee and possible duplications or conflicts with other committees;
 - 2. The appropriateness of a committee format to deal with the issues involved; and
 - 3. The impact that creation of the committee will have on Town staff and resources, including: (a) the estimated total amount of Town staff time that will be required on an annual or other basis to staff the committee; (b) whether the committee can accomplish its assigned work with existing staff; and (c) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1. Staff Attendance at Meetings Organized by Town Council Members

Members of Town Staff, in their official capacity, shall not be invited by Town Council Members to attend meetings which are political in nature. Additionally, any requests for a member of Town staff to attend a community meeting or event that has been organized by or is being hosted by a member of the Town Council shall be made directly to the Town Manager.

Section 8-2. Meetings with the Public, Staff, and Town Council Members

When possible, the balance of Town Council will be given reasonable advance notice of any meetings scheduled for and attended by the public, a member or members of Town staff, and Town Council Members. A report by Town Council Member(s) in attendance should be given at the next Town Council meeting with a summary of the discussion and details of any follow-up action resulting from the meeting.

Section 8-3. Broadcasting Town Council Meetings

Recordings of regular meetings, special meetings, and public hearings of the Town Council shall be made available to the public and may be streamed via the Town's online meeting platform. The video of recorded meetings will be available as soon as practicable following the Town Council meeting.

Section 8-4. Minutes of the Town Council Meeting

The minutes of the Town Council meetings shall reflect the official actions of the Town Council. The minutes shall provide a summary of the discussion and record how Town Council voted on motions. The minutes will be considered for approval within a reasonable time following the meeting they record.

Statements to be Included in the Minutes. Any member of the Town Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the Town Clerk with a written copy of his or her statement.

Section 8-5. Official Documents Issued by the Town Council

Official documents issued by the Town Council include, but are not limited to, legislation (ordinances and resolutions), proclamations, official citations, and certificates of recognition. Official documents are generally prepared by the Department of Legislative Services at the direction of the Town Manager.² Signatures on legislation do not necessarily indicate agreement with the content of the legislation but rather that the signer witnessed the legislative procedures associated with the adoption of the legislation. When signers are not available to sign in person, permission will be obtained in advance for the use of their electronic signature.

- A. Legislation: Actions requiring legislation are defined in Town Code. Any member of the Legislative Branch may propose legislation.
 - 1. Ordinance: An ordinance is an action taken by the Town Council that creates a law that governs conduct within the jurisdiction. It is a municipal law that may be amended or repealed by the adoption of another ordinance. Ordinances must be read at least twice in separate meetings and are adopted during a regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council. Ordinances are signed by the Town Council.
 - 2. Emergency Ordinance: Extenuating circumstances may require the Town Council to adopt an ordinance after only one reading. In such circumstances, the Town Council adopts an emergency ordinance by means of an affirmative majority vote of a quorum of the Town Council. Emergency ordinances are signed by the Town Council.
 - 3. Resolution: A resolution is an official declaration of the wishes and opinions of a municipal body. A resolution may be issued to formally express the Town Council's policy or to make a public statement from the Town Council. A "motion" is used by the Town Council to indicate approval or denial of a procedural action. Resolutions are adopted during a regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council. Resolutions are signed by the Town Council.

² Staff to ensure legislative documents (resolutions, ordinances) indicate they are "introduced by" the specific supporting Council member. The Director of Legislative Services will ensure compliance, with review by the Assistant Town Manager and Town Manager.

- B. Proclamation: A proclamation is a public and official declaration issued by the Town Council to make something known. Proclamations are generally issued at the last regular meeting of the Town Council of the month but may be issued at a special meeting. Proclamations may be requested by members of the Town Council, Town Staff, or members of the community. Proclamations are signed by the Town Council.
1. Official Proclamation: An official proclamation may be required by Town or State Code to announce actions taken by the Town Council when legislation is not required or has already been adopted, such as the declaration of a state of emergency or the cessation of annexation proceedings.
 2. Ceremonial Proclamation: A proclamation may also serve as a ceremonial document issued by the Council to commemorate a specific time period (day, week, or month) to increase public awareness of issues with the hope of improving the well-being of our citizens. Ceremonial proclamations are not legally binding and should not be interpreted as a policy endorsement.
- C. Official Citation: An official citation may be issued to individuals, groups, businesses, or organizations to recognize outstanding achievements such as a grand opening of a business, business anniversary, or similar achievement, in recognition of a specific event or occasion such as an anniversary, a milestone birthday, Boy Scout Eagle Award, Girl Scout Gold Award, retirement, a memorial service, a significant contribution to the community, award ceremonies, or a similar achievement. Official citations may be requested by the Town Council, Town Staff, or members of the community. Official citations are signed by the Mayor.
- D. Certificate of Recognition: A certificate of recognition is provided to a local individual. Certificates of recognition are signed by individual Town Council Members.

Section 8-6. Amending the Rules of Procedure

The rules of procedure may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of amendments to the rules of procedure shall require an affirmative vote

of a majority of a quorum of the Town Council. Amendments to the rules of procedure become effective upon adoption.

Section 8-7. Special Rules of Procedure

The Town Council may adopt its own special rules of procedure to cover situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Town Council.

*Attachment 1 to Resolution 26-53
Adopted: October 28, 2026*

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-54

Introduced By: Councilman Tyjon C. Johnson, Ward IV

Date Introduced: September 08, 2026

Date Adopted:

Date Effective: [Projected for October 28, 2026]

A RESOLUTION concerning

Initial Election of Council Chair

FOR the purpose of conducting a special election of the Council Chair.

* * * * *

WHEREAS, through Charter Amendment 26-50, the Council of the Town of La Plata adopted on September 08, 2026, an amendment to Article IV, Section 3 of the Charter of the Town of La Plata, removing the designation of the Mayor as President of the Council and presiding officer; and

WHEREAS, said Charter amendment shall become effective on October 28, 2026; and

WHEREAS, the Rules of Procedure of the Town Council establish the Council Chair as the presiding officer at all meetings of the Town Council, with election of the Council Chair to occur at the annual organizational meeting; and

WHEREAS, the next annual organizational meeting is not scheduled to occur until May 2027, and the Town Council finds it necessary and appropriate to elect a Council Chair at the earliest practicable opportunity following the effective date of the Charter amendment; and

WHEREAS, the Town Council desires to establish a one-time process for the initial election of the Council Chair to bridge the period between the Charter amendment becoming effective and the next organizational meeting.

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

31 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
32 **LA PLATA** that a special election of the Council Chair shall be conducted at the first regular
33 meeting of the Town Council occurring on or after the fiftieth day following the posting of the
34 Charter amendment resolution, in accordance with Maryland law.

35
36 **BE IT FURTHER RESOLVED** that said election shall be conducted by affirmative vote
37 of a majority of the members of the Town Council, with all members of the Town Council,
38 including the Mayor, eligible to vote and to be elected as Council Chair.

39
40 **AND BE IT FURTHER RESOLVED** that the term of the Council Chair elected pursuant
41 to this Resolution shall commence at the next meeting of the Town Council and shall
42 continue until a successor is elected at the next organizational meeting of the Town Council.
43

44 **AND BE IT FURTHER RESOLVED** that this Resolution shall take effect on or after the
45 fiftieth day following the posting of Charter Amendment Resolution 26-50.
46

ADOPTED AND APPROVED by the Council of the Town of La Plata, this ____ day of
_____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett

Town Clerk

Date: _____

Tyjon C. Johnson, Councilman

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COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-68

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

**Maryland State Highway Administration – Maryland
Route 6 (Charles Street) Streetscaping Project – Contract for
Acquisition of Town-Owned Property Rights
(SHA Item 122415, Project CH248B31)**

FOR the purpose of authorizing the Town Manager to execute a Standard Option Contract with the Maryland State Highway Administration (“SHA”), granting SHA the option to acquire the land, easements, and construction rights related to improvements along Maryland Route 6 (Charles Street) from US Route 301 to Willow Lane described therein; and all matters generally relating thereto.

* * * * *

WHEREAS, in the Strategic Plan of 2022, the Council of the Town of La Plata (“Town Council”) identified as one of the Town’s top priorities Public Service Readiness and the need to plan and develop the systems and infrastructure needed to meet growing demand, while supporting the health, safety, and wellness of residents and natural resources; and

WHEREAS, the Town Council desires to retain professional staff with appropriate education, facilities, equipment, tools, and technology to efficiently provide quality work with a sense of pride; and

WHEREAS, the Maryland State Highway Administration (“SHA”) is advancing a Community Safety and Enhancement project along Maryland Route 6 (Charles Street) from US Route 301 to Willow Lane under SHA Contract No. CH2485184; and

WHEREAS, the Town Council affirmed the Town's commitment to the project as it advances into construction via Resolution 26-39; and

WHEREAS, construction of the project requires SHA to acquire land, easements, and

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33 construction rights from property owners along the corridor, shown on SHA Plat No. 62658
34 (revised May 26, 2026); and
35

36 **WHEREAS**, the Town of La Plata owns property within the project corridor and is
37 being engaged by SHA as a property owner in this transaction, in the same manner and under
38 the same standard SHA instruments used with all other affected property owners along the
39 corridor; and
40

41 **WHEREAS**, acceptance and execution of Item 122415, SHA Project CH248B31, will
42 result in conveyance of the described property rights for the total consideration of sixteen
43 thousand nine hundred dollars (\$16,900.00) payable to the Town of La Plata by the Treasurer
44 of the State of Maryland, and will not obligate the Town to any expenditure, nor require any
45 Town funds or budget appropriation.
46

47 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
48 **LA PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute, on behalf
49 of the Town of La Plata, a Standard Option Contract (Item 122415, SHA Project CH248B31)
50 with the State Highway Administration of the Maryland Department of Transportation,
51 granting SHA the option to acquire the land, easements, and construction rights described
52 therein for the total consideration of sixteen thousand nine hundred dollars (\$16,900.00).
53

54 **BE IT FURTHER RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA** that the
55 Standard Option Contract (Item 122415, SHA Project CH248B31) between the Town of La
56 Plata and the Maryland State Highway Administration of the Maryland Department of
57 Transportation, attached hereto as Attachment 1, is hereby adopted and incorporated
58 herein by reference; and
59

60 **BE IT FURTHER RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA** that Noel
61 C. Stevens, Town Manager, is hereby authorized to take other conforming or related actions
62 as to the execution of this Standard Option Contract on behalf of the Town as may be
63 necessary, so long as such actions do not constitute a substantial deviation, amendment,
64 or modification of the Standard Option Contract attached hereto as Attachment 1 or its
65 intent.

ADOPTED AND APPROVED by the Council of the Town of La Plata this _____ day of
_____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett

Town Clerk

Date: _____

Tyjon C. Johnson, Councilman

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SHA 63.30-10 (02/01/95)

STANDARD OPTION CONTRACT**with the****State Highway Administration****of the****Maryland Department of Transportation**Office of Real Estate, D5
138 Defense Highway
Annapolis, Maryland 21401Project: CH248B31
Termini: 1 – MD 6 from US 301 (Crain
Highway) to Willow Lane
Property: Town of La Plata
Item: 122415

THIS OPTION, granted this day of in the year 20 ,

BY:

Name:

Town of La Plata

Address:9870 La Plata Pkwy
La Plata, MD 20646

and the Mortgagees, Trustees and/or Lien Holders listed in the PAYEE CLAUSE who will be contacted by the STATE HIGHWAY ADMINISTRATION for the purpose of agreeing to release the land, easements and/or rights hereinafter described from the operation and effect of any mortgage and/or lien which they may hold upon the property of the above mentioned persons, it being understood and agreed that they retain their rights as mortgagees and/or lienors in and to the remainder of the land of the above mentioned persons not hereby agreed to be conveyed.

All as the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE.

- A. WHEREAS**, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. CH2485184 for the improvements to MD 6 Community Safety and Enhancement from US 301 to Willow Lane in Charles County, Maryland.
- B. WITNESSETH**, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, the exclusive right and option to purchase for a period of six (6) months from the date hereof, for the sum of **SIXTEEN THOUSAND NINE HUNDRED DOLLARS (\$16,900.00)** all of the following described land, easements, rights, privileges and controls.
- C. ALL THE LAND AND PREMISES**, together with the appurtenances thereto belonging, or in anywise appertaining, lying between the outermost lines designated "Right of Way Line", as shown and/or indicated, on State Highway Administration's plat numbered #62658 (revised 5/26/2026) of which plat is made a part hereof, and which is duly recorded, or intended to be recorded among the Land Records of the aforesaid County.
- D. TEMPORARY CONSTRUCTION EASEMENT**, TOGETHER with the temporary right during the period of construction to use the area of land shown hatched thus  on the aforesaid plat for the purpose of sidewalk construction, driveway tie-ins, erosion & sediment control and fine grading and at the termination of the construction all rights hereby acquired by the State Highway Administration – State Roads Commission shall then terminate and revert to the property owners.
- E. ON-SITE IMPROVEMENTS**: IT IS FURTHER AGREED that the cash consideration of **\$16,900.00** called for on page one, paragraph 'B' of this contract includes the sum of **\$16,875.15** as payment in full for the contributory value of asphalt pavement, concrete curb, concrete sidewalk, landscaping, and a sculpture that lie within the fee and/or easement areas to be conveyed.

F. IT IS FURTHER AGREED that the deed or deeds or other instruments of conveyance executed by the GRANTORS conveying to the GRANTEE all of the land, premises, easements, rights and privileges described in this option must contain covenants (running with and binding the remaining property of the GRANTORS, and binding the GRANTORS, their heirs, successors and assigns) that will perpetuate all of the rights and privileges agreed to be conveyed to the GRANTEE under the provisions of this option. The terms and conditions of this contract shall survive the execution and delivery of the deed and shall not become merged therein.

G. IT IS FURTHER AGREED that the GRANTORS herein do hereby authorize and designate

Name:

Town of La Plata

Address:

PO Box 2268

La Plata, MD 20646

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon the mailing by the GRANTEE to said Agent or Grantor, by mail, of the said notice of the acceptance of this option. The taking possession of said land and premises by the GRANTEE, however, shall not be construed as a waiver of any objection to title.

H. IT IS FURTHER AGREED that upon acceptance of this option by the GRANTEE and upon payment of the sum set forth in Paragraph B by the Grantee to the Grantor, said GRANTORS will, upon demand, convey unto the State of Maryland, to the use of the State Highway Administration of the Department of Transportation (or to such person or persons as may be designated by the GRANTEE), by a special warranty deed, or deeds, a good and marketable fee simple title, the same to be delivered to the office of the GRANTEE at Baltimore, Maryland, or to a duly appointed agent acting for the GRANTEE in this particular instance, within thirty (30) days from the date of said demand, to be made in writing within three (3) months from the date of the acceptance of this option; provided that, GRANTORS and GRANTEE further agree each to employ their best efforts to conform with said time periods except, however, that no cause of action shall lie for the failure of such best efforts to so conform. The deed or deeds, and other instruments of conveyance must meet with the approval of the Office of Counsel of the State Highway Administration and shall contain the covenants set forth in this option.

I. IT IS FURTHER AGREED that all taxes on the land hereby agreed to be conveyed in fee simple shall be apportioned as of the date the GRANTEE takes possession, or has the right to take possession, or upon the actual transfer of title to the property to the GRANTEE whichever occurs first. For this option, said date is considered to be the date of acceptance of this Option Contract.

J. PAYEE CLAUSE: Payment shall be made for the land and rights herein agreed to be conveyed, upon receipt of the approvals mentioned in this option, by check, from the Treasurer of the State of Maryland, said checks, except as herein otherwise provided, to be made payable to **Town of La Plata** and all of their heirs, successors and /or assigns.

K. IT IS FURTHER AGREED that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, or anything not herein written, shall vary the terms of this option, and that the payment of **SIXTEEN THOUSAND NINE HUNDRED DOLLARS (\$16,900.00)** by the GRANTEE shall constitute full and final payment for the acquisition of the property described in this option, and any damages to the remainder thereof, if any. Relocation assistance and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

WITNESS: _____ (SEAL)
Noel C. Stevens
Town Manager
Town of La Plata

STATE OF _____, COUNTY OF _____:

I hereby certify that, before me, the subscriber, a NOTARY PUBLIC of the STATE OF _____, in and for -
_____ County, personally appeared _____, who acknowledged
the foregoing option to be their respective act(s).

AS WITNESS MY HAND AND NOTARY SEAL, this ____ day of _____ in the year 20____

NOTARY PUBLIC

NOTARY SEAL My Commission expires _____

The option is hereby accepted this ____ of ____ in the year 20__.

STATE HIGHWAY ADMINISTRATION
of the
DEPARTMENT OF TRANSPORTATION OF MARYLAND

by: _____

COUNCIL OF THE TOWN OF LA PLATA

Resolution 26-69

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: September 08, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Maryland State Highway Administration – Maryland**
4 **Route 6 (Charles Street) Streetscaping Project – Contract for**
5 **Acquisition of Town-Owned Property Rights**
6 **(SHA Item 121558, Project CH248B31)**
7

8 **FOR** the purpose of authorizing the Town Manager to execute a Temporary Easement
9 Option Contract with the Maryland State Highway Administration (“SHA”), granting
10 SHA a temporary construction easement related to improvements along Maryland
11 Route 6 (Charles Street) from US Route 301 to Willow Lane described therein; and all
12 matters generally relating thereto.

13 * * * * *

14
15
16 **WHEREAS**, in the Strategic Plan of 2022, the Council of the Town of La Plata (“Town
17 Council”) identified as one of the Town’s top priorities Public Service Readiness and the
18 need to plan and develop the systems and infrastructure needed to meet growing demand,
19 while supporting the health, safety, and wellness of residents and natural resources; and
20

21 **WHEREAS**, the Town Council desires to retain professional staff with appropriate
22 education, facilities, equipment, tools, and technology to efficiently provide quality work
23 with a sense of pride; and
24

25 **WHEREAS**, the Maryland State Highway Administration (“SHA”) is advancing a
26 Community Safety and Enhancement project along Maryland Route 6 (Charles Street) from
27 US Route 301 to Willow Lane under SHA Contract No. CH2485184; and
28

29 **WHEREAS**, the Town Council affirmed the Town's commitment to the project as it
30 advances into construction via Resolution 26-39; and
31

32 **WHEREAS**, construction of the project requires SHA to acquire land, easements, and

***AI Disclaimer:** Portions of this document may have been drafted or compiled with the assistance of artificial intelligence (AI). All content has been thoroughly reviewed, verified, and approved by town staff for accuracy.*

33 construction rights from property owners along the corridor, shown on SHA Plat No. 62658
34 (revised May 26, 2026); and
35

36 **WHEREAS**, the Town of La Plata owns property within the project corridor and is
37 being engaged by SHA as a property owner in this transaction, in the same manner and under
38 the same standard SHA instruments used with all other affected property owners along the
39 corridor; and
40

41 **WHEREAS**, acceptance and execution of Item 121558, SHA Project CH248B31, will
42 result in conveyance of the described property rights for the total consideration of fifty
43 dollars (\$50.00) payable to the Town of La Plata by the Treasurer of the State of Maryland,
44 and will not obligate the Town to any expenditure, nor require any Town funds or budget
45 appropriation.
46

47 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
48 **LA PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute, on behalf
49 of the Town of La Plata, a Temporary Easement Option Contract (Item 121558, SHA Project
50 CH248B31) with the State Highway Administration of the Maryland Department of
51 Transportation, granting SHA the option to acquire the land, easements, and construction
52 rights described therein for the total consideration of fifty dollars (\$50.00).
53

54 **BE IT FURTHER RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA** that the
55 Temporary Easement Option Contract (Item 121558, SHA Project CH248B31) between the
56 Town of La Plata and the Maryland State Highway Administration of the Maryland
57 Department of Transportation, attached hereto as Attachment 1, is hereby adopted and
58 incorporated herein by reference.
59

60 **AND BE IT FURTHER RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA** that
61 Noel C. Stevens, Town Manager, is hereby authorized to take other conforming or related
62 actions as to the execution of this Temporary Easement Option Contract on behalf of the
63 Town as may be necessary, so long as such actions do not constitute a substantial
64 deviation, amendment, or modification of the Temporary Easement Option Contract
65 attached hereto as Attachment 1 or its intent.

ADOPTED AND APPROVED by the Council of the Town of La Plata this _____ day of
_____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett

Town Clerk

Date: _____

Tyjon C. Johnson, Councilman

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SHA 63.30-10 (02/01/95)

TEMPORARY EASEMENT OPTION CONTRACT

Project: CH248B31

Office of Real Estate, D5
138 Defense Highway
Annapolis, MD 21401**with the
State Highway Administration
of the
Maryland Department of Transportation**Termini: 1 – MD 6 from US 301 (Crain
Highway) to Willow Lane
Property: Town of La Plata
Item: 121558

THIS OPTION, granted this day of in the year 20 ,

BY:

Name:

Town of La Plata

Address:9870 La Plata Pkwy
La Plata, MD 20646

the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE or MDOT SHA.

A. WHEREAS, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. CH2485184 for the improvements to MD 6 Community Safety and Enhancement From US 301 to Willow Lane in Charles County, Maryland.

B. WITNESSETH, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, for the sum of **FIFTY DOLLARS (\$50.00)**, the temporary right during the period of construction to use the area of land shown hatched thus  on the Administration's Plat Numbered 62658 (revised 5/26/2026), for the purpose of sidewalk construction, driveway tie-ins, erosion & sediment control and fine grading. Upon completion of this construction, all right to utilize this area by the State Highway Administration shall cease to exist and revert to the property owners.

C. IT IS FURTHER AGREED that the GRANTORS herein do hereby authorize and designate

Name:

Town of La Plata

Address:PO Box 2268
La Plata, MD 20646

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon the mailing by the GRANTEE to said Agent or Grantor, by mail, of the said notice of the acceptance of this agreement.

D. PAYEE CLAUSE: Payment shall be made for the land and rights herein granted by check(s), from the Treasurer of the State of Maryland, said check(s) to be made payable to **Town of La Plata** and all of their heirs, successors and /or assigns.

E. IT IS FURTHER AGREED that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, or anything not herein written, shall vary the terms of this option, and that the payment of **FIFTY DOLLARS (\$50.00)** by the GRANTEE shall constitute full and final payment for the acquisition of the property described in this option, and any damages to the remainder thereof, if any. Relocation assistance and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

WITNESS: _____ (SEAL)
Noel C. Stevens
Town Manager
Town of La Plata

STATE OF _____, COUNTY OF _____

I hereby certify that, before me, the subscriber, a NOTARY PUBLIC of the STATE OF _____, in and for
County, personally appeared _____, who acknowledged the foregoing
option to be their respective act.

AS WITNESS MY HAND AND NOTARY SEAL, this _____ day of _____ in the year 20

NOTARY PUBLIC

NOTARY SEAL My Commission expires _____

The option is hereby accepted this _____ of _____ in the year 20 .

STATE HIGHWAY ADMINISTRATION
of the
DEPARTMENT OF TRANSPORTATION OF MARYLAND

by: _____

Town of La Plata

Mayor
Jeannine E. James

Council
Paul C. Guttenberg
Patrick McCormick
Gregory Sampson, Jr.
Tyjon C. Johnson



Town Manager
Chuck Stevens

Assistant Town Manager
Michelle D. Miner

Subj: Town Manager's Operational Report

Period Ending: August 31, 2026

Date Prepared: September 2, 2026

I. Town Manager's Update

The Town of La Plata maintained strong operational momentum throughout August 2026, the second month of Fiscal Year 2027. Town departments continued to deliver core services without interruption while advancing several long-standing strategic initiatives to important milestones. Chief among these was the formal completion of the Adequate Public Facilities Ordinance: following the Town Council's July 28, 2026 adoption of Ordinance 26-15 (Zoning Text Amendment 02-2026), addressing the Transportation/Roads component, that action took effect on August 13, 2026, completing all four components of the Ordinance — water, sewer, school seats, and roads — and bringing to a successful conclusion a multi-year initiative that began with the distribution of the first comprehensive draft in December 2025. The Town Council also advanced a new set of governance documents at its August 25, 2026 meeting, detailed further below, and staff continued to progress capital and infrastructure planning efforts and community engagement activities, reflecting the continued organizational capacity and strategic focus that guide Town operations.

Strategic Initiatives Update

- **Water Conservation Policy Development (Zoning Text Amendment 03-2026):** A Planning Commission subcommittee met with staff on August 13, 2026, to continue refining the proposed Water Conservation Ordinance. The draft ordinance is scheduled to return to the full Planning Commission on September 1, 2026, with a public hearing anticipated on October 6, 2026.
- **Fiscal Impact Analysis:** Matrix Design Group has completed development of a scenario-based fiscal model identifying the fiscal impacts associated with different land uses and zoning districts, along with sensitivity testing to analyze how varying assumptions affect the model's findings. Model results have been integrated into a Geographic Information System-based dashboard, providing an interactive visualization of fiscal impacts across the Town. Using the Town's Future Land Use layer, the consultant is now evaluating how

alternative development scenarios could affect the Town's future fiscal position and development patterns. The project report and accompanying visualizations are currently under development, with delivery anticipated by the end of December 2026.

- **Facilities Master Plan:** The Facilities Master Plan continues to advance under Phase II, which will develop cost estimates to inform future capital planning decisions. The Town has reviewed the consultant's draft Phase II report, provided comments, and reconciled those comments with the consultant; the Phase II draft is now being finalized. The project remains on schedule for completion in January 2027.
- **Governance Documents:** At its August 25, 2026 meeting, the Town Council discussed proposed governance changes addressing the duties of the Mayor and introduced for first reading an ordinance amending Chapter 13 of the Town Code, along with a related resolution proposing a Town Charter amendment. A public hearing and all remaining legislative action on these items are scheduled for the September 8, 2026 Council meeting.

Additional Notable Items

- **Community Relations and Engagement:** Town leadership participated in a regional community relations event held at the University of Mary Washington's Dahlgren Campus, bringing together community partners, local governments, local military units, and regional leadership. The event provided an opportunity to strengthen relationships with neighboring jurisdictions and area military installations and to identify areas of mutual interest for future collaboration.
- **Main Street Maryland Program:** Staff developed a Vision Document outlining a framework for a La Plata Main Street Maryland Program to serve as a catalyst for the continued revitalization of Downtown La Plata, organized around the program's four traditional focus areas of economic vitality, design, promotion, and organization. The document identifies Charles Street as the Town's primary Main Street corridor and lays out a phased implementation roadmap: research, plan review, and initial site visits within the first three months; stakeholder partnership development, funding identification, and boundary establishment within six months; and a completed downtown assessment, at least one visible improvement project, and an annual accomplishments report to the Town Council within one year. Staff will continue evaluating potential organizational models — including a Town-led program, a nonprofit Main Street organization, or a public-private partnership — and technical assistance opportunities through Maryland Main Street as the program develops.
- **Fiscal Year 2027 Capital Projects Tracking:** To improve visibility and coordination on Fiscal Year 2027 capital projects, staff developed a new SharePoint-based tracking list for team-wide use, allowing project managers to provide monthly status updates in a centralized location. The Leadership Team and project managers were briefed on the process and expectations for managing capital projects throughout the fiscal year.

- **Wills Park Playground – Acceptance Inspection:** An independent third-party inspection of the Wills Park playground was conducted on August 6, 2026. While several minor faults were identified, none were found to require immediate closure of the playground, and all are considered correctable. Town staff met with the playground contractor, Bliss, to review a corrective action plan; most items can be addressed quickly, but one use-zone deficiency will require relocating an equipment component, including its foundation footer, and repouring the surrounding poured-in-place surfacing. This work will require a temporary closure of the playground, estimated at three to five days. Staff are coordinating the timing of this closure with planned resurfacing of the adjacent tennis and basketball courts so that all work can be completed during a single closure period, after which a grand opening for the park will be scheduled.
- **Infrastructure Dedication Process and Workflow:** Staff have developed an internal Standard Operating Procedure to formalize the Town's review, inspection, and acceptance process for newly dedicated infrastructure. The draft procedure is currently being routed internally for final review and comment.
- **Fiscal Year 2027 Budget Book:** The Town's Fiscal Year 2027 Budget Book has been completed and submitted to the Government Finance Officers Association for consideration for its Distinguished Budget Presentation Award. The Budget Book, which provides an overview of the Town's adopted budget — including revenues, expenditures, capital improvement projects, department priorities, and other financial information for the fiscal year — is available for public review on the Town's website at townoflaplata.org.
- **Annual Audit:** The Town's Fiscal Year 2026 annual audit is currently in the testing phase, during which the independent auditors review financial activity and supporting documentation to confirm compliance with applicable Generally Accepted Accounting Principles, Governmental Accounting Standards Board requirements, and the Town's established policies, procedures, and internal controls.

II. Departmental Operational Highlights

Human Resources

The Human Resources Department focused on recruitment, benefits administration, and compensation study activities throughout August.

- **Talent Management:** Town Hall maintained zero vacancies for the month. Public Works, the Wastewater Treatment Plant, and Engineering carried six vacancies: interviews for a Public Works Technician I position were held August 3 and August 25, with an offer extended to one candidate; a Wastewater Treatment Plant Operator in Training and a Wastewater Treatment Plant Crew Leader were both hired during the month; two applications were received for the Director of Engineering position, though neither was ultimately qualified for the role; and interviews for an Office Coordinator

position were held August 28 (internal) and August 31 (external). The Police Department carried four vacancies, including one arising from a retirement.

- **Turnover and Labor:** The monthly turnover rate for August was 1.12 percent, reflecting two hires and one separation against an average staffing level of 90 employees. Total overtime costs for the month were \$36,486.71, corresponding to 890.2 hours.
- **Compensation and Benefits:** Staff continued 457(b)/401(a) deferred compensation plan transition meetings with the Town's provider; five additional employees enrolled in the 457(b) plan following a Public Works in-service session. The Town's compensation study continued to advance, with Leadership Team surveys completed, two employee orientation meetings held, and a management-level interview conducted; peer and benchmark agencies for the organizational assessment survey were confirmed. A data feed error between the Town's benefits and payroll systems was corrected, ensuring employee coverage, dependents, and effective dates are now accurately reflected; the correction will be applied beginning with the next billing cycle. Staff also participated in a Maryland Municipal League/Maryland Association of Boards of Education cooperative briefing on the State's Time to Care Act paid family and medical leave program, which satisfied the State's consultation requirement for potential participation in an Equivalent Private Insurance Plan; no decision or financial commitment has been made at this time.
- **Professional Development and Recognition:** A Human Resources staff member earned the Certified Plan Sponsor Professional designation. Staff selected for the Town's Leadership Training program were enrolled and issued course access, and Human Resources staff participated in several professional webinars and served as a featured speaker at the Southeast Americans with Disabilities Act Center's August meeting.

Public Safety (Police Department)

The Police Department maintained active enforcement, investigative, and community engagement operations throughout August.

- **Calls and Incident Volume:** Officers responded to 1,585 calls for service in August, approximately 660 fewer than July. A total of 80 incident and crime reports were generated, including 16 Part I crimes (a decrease of 21 from July) and 23 Part II crimes (an increase of 13 from July). Seven reportable collisions involving injury or towed vehicles were investigated during the period.
- **Traffic and Crime Trends:** Traffic enforcement produced 171 total stops, resulting in 41 citations, 194 warnings, 1 driving-under-the-influence arrest, and 4 must-appear arrests; School Zone speed cameras issued 633 citations. Notable crime trends for the month included 10 assaults, 4 aggravated assaults, 1 burglary, and 10 emergency petitions, with no reported vehicle thefts. Thirteen adults and one juvenile were arrested during the period. Commercial Vehicle Enforcement inspectors conducted 10 commercial vehicle inspections, six of which resulted in out-of-service violations and 25 citations.

- **Special Operations:** Criminal Investigations assisted with a non-contact shooting on August 9 and a first-degree assault involving a firearm near the basketball courts in Phoenix Run on August 18, which resulted in the execution of a residential search warrant and the arrest of a juvenile suspect charged as an adult. Investigators also assumed a missing juvenile case; the juvenile returned home safely on August 20. Multi-agency narcotics task force investigations resulted in the interception of 20 pounds of marijuana, with additional investigations ongoing.
- **Recruitment and Training:** The Department is currently recruiting for three sworn officer vacancies and one non-sworn Police Cadet position; a non-sworn administrative assistant hired in July continues to progress through training. Two applicants are currently progressing through the background investigation phase. Training during the month included Hazardous Materials First Responder Awareness, Supervising Critical Patrol Incidents, First Line Supervisor and Administrator training, the Reid Technique of Investigative Interviewing, Field Training and Evaluation, National Incident-Based Reporting System training, Law Enforcement Information Exchange user training, and a Drug Recognition Expert in-service.
- **Community Engagement and Accreditation:** The Department participated in National Night Out, the Friday Night Concert Series, and the Kent Avenue Corridor Block Party, and provided active-assailant and general safety training to a local school's staff. First and second quarter 2026 Officers of the Quarter were announced, and a previously ordered Police Department vehicle purchase was completed and is awaiting vendor upfitting. The Department also submitted a grant application exceeding \$300,000 to the Maryland Governor's Office of Crime Control and Prevention to fund a planned Motorola portable radio upgrade necessary for compliance with the Charles County Sheriff's Office/Charles County Department of Emergency Services communications system. The Department also joined the community in honoring the service of a retired officer who passed away in August, with a funeral held with significant Department participation and coordination alongside allied public safety partners.

Legislative Services

The Legislative Services Department supported an active legislative agenda tied to the Fiscal Year 2026 closeout and Fiscal Year 2027 transition, managed a substantial volume of public records requests, and engaged in several community outreach and professional development activities throughout August.

- **Legislation:** The Town Council adopted five ordinances and seven resolutions during August. Ordinances included Ordinance 26-17 (Chapter 181, Vehicles and Traffic) and Ordinance 26-18 (Fiscal Year 2026 Budget Amendments and Reassignments – Fiscal Closeout), both adopted August 25; and the introduction of Ordinance 26-19 (Chapter 13, Council), Ordinance 26-20 (Chapter 191, Zoning Ordinance – Accessory Dwelling Units), and Ordinance 26-21 (Amendment to the Fiscal Year 2027 Fee Schedule), all introduced August 25. Resolutions adopted included Resolution 26-47 (Department of

Housing and Community Development Comment Letter), Resolution 26-48 (Curb and Sidewalk Maintenance and Replacement Program), Resolution 26-49 (Ratification of Contract – Citylogix Town Road Survey), Resolution 26-52 (Salary Adjustment for the Town Manager), Resolution 26-55 (Public Works Fiscal Year 2027 Pickup Truck Purchase), and Resolution 26-56 (Town Hall Use Policy). The Council also adopted Resolution 26-51, a Censure of a Member of the Town Council, on August 18.

- **Public Information Act Requests:** Staff processed 27 Public Information Act requests during the month (22 new, 5 carried over), spanning police records and body-worn camera footage, financial and procurement records, vendor contract information, water usage data, and planning and permitting records. Most requests were closed within the month, with several remaining open pending clarification or supplemental information from the requestor.
- **External Engagement:** The Town closed its data collection window for the National Community Survey on August 4, following distribution of 4,000 postcard invitations to residents. Staff participated in a regional webinar on Supplemental Nutrition Assistance Program and Electronic Women, Infants and Children benefits, and in the Maryland Municipal League's Engagement and Outreach Committee meeting. The La Plata Farmers Market recorded approximately 3,180 visitors during the month.
- **Training and Professional Development:** Staff completed training on webpage creation and design and on agenda accessibility tools, and participated in the Keep America Beautiful Rural Cohort virtual meeting.
- **Boards and Commissions:** Vacancies remain on the Sustainability Advisory Committee (4), Design Review Board (2, member/alternate; Town residency required), Ethics Commission Alternate Member (2), Finance Committee (4), and Historic Preservation Commission Alternate Member (1). Quarterly candidate interviews are scheduled for September 22. Terms are set to expire between September and December 2026 on the Board of Appeals (2), Historic Preservation Commission (2), and Planning Commission (1).

Planning & Code Enforcement

The Planning Department advanced several ordinance initiatives, development reviews, and regulatory coordination efforts, while Code Enforcement, Inspections, and Stormwater staff maintained an active workload of permitting, inspections, and infrastructure management activities.

- **Planning and Development:** On August 5, 2026, the Maryland Department of the Environment conducted its biennial review of the Town's implementation of the Forest Conservation and Forest Stand Delineation Ordinance; the meeting strengthened coordination between Town staff and the State on Forest Conservation Act matters. The Planning Commission reviewed the update to the Town's Accessory Dwelling Unit Ordinance (Zoning Text Amendment 04-2026), required to comply with recent changes

in State law, and recommended it for Town Council approval; the Council introduced the corresponding ordinance for first reading at its August 25 meeting. Staff met with a prospective developer regarding a highly conceptual proposal for 126 apartment units at 100 Pender Drive, and continued coordination with Matrix Design Group on the Town's fiscal modeling and land-use study. Staff also reviewed a required resubmittal of the Pinegrove Development traffic study and continued working with the developer to prepare two additional neighborhoods for future preliminary plat consideration. In support of the Adequate Public Facilities Ordinance's Roads component, staff is working with the Town's traffic consultant to develop an administrative Traffic Impact Study Manual establishing consistent guidelines for development-related traffic studies. Staff also reviewed a resubmittal for a proposed 103-unit apartment project off Washington Avenue, anticipated to come before the Design Review Board and Planning Commission later this year, and added a Qualified Tourism Business Application to the Town's website supporting the Tourism Zone incentive program that began July 1, 2026. The Town's Main Street Program planner will attend the 2026 Main Street Conference in Hagerstown in October to inform the program's continued development (see Section I). The Planning Department also continued managing its regular administrative workload, including plan processing, permitting, Public Information Act responses, and customer service.

- **Permitting and Certificates of Occupancy:** The Town issued 110 permits in August, including 29 electrical, 22 mechanical, 17 plumbing, 14 deck, and 7 residential alteration permits, among others. Twenty-eight Certificates of Occupancy were issued, including 22 residential and 4 commercial.
- **Code Enforcement and Utility Inspections:** The Department of Inspections completed 17 rental inspections, 9 rental re-inspections, 28 property maintenance inspections, and removed 46 unpermitted signs, along with 98 sanitary sewer inspections, 58 stormwater inspections, and 148 water distribution inspections. On August 28, the Department responded to a fire at a local nursing and rehabilitation facility, assisting with on-site coordination and advising facility representatives on permitting and restoration requirements.
- **Stormwater and National Pollutant Discharge Elimination System:** Work continued on the Heritage Green Parkway Extension road and drainage improvement project, with the Maryland Department of the Environment Wetlands Permit and Tier II waters letter received August 24 and a preconstruction meeting held August 25; a Charles County permit for the roadway open-cut remains pending. At Tilghman Lake Dam, staff coordinated with the Maryland Department of the Environment on remaining silt fence removal, after which the Town will assume erosion and sediment control inspection responsibilities. Staff continued an infrastructure maintenance project on Norfolk Drive, replacing 200 linear feet of pipe, and began coordinating implementation of the State's newly enacted Mason's Law (Senate Bill 189) with the Maryland Association of Municipal Stormwater Administrators and neighboring jurisdictions. Retrofit project

work continued under the Town's stormwater discharge permit, including engineering coordination on a pipe-lining issue at Redwood Lake and continued efforts to secure an easement dedication at Quailwood Parkway, where one property owner has declined to provide the necessary easement; the matter remains pending Town Attorney review. Staff also reviewed bids for the Kent Avenue to North Oak Avenue utilities project, with bids due September 24, 2026, and began preparing the Phase II National Pollutant Discharge Elimination System annual report, due to the State by October 31, 2026.

Public Works and Utilities

The Public Works and Utilities teams maintained uninterrupted core service delivery while advancing capital projects, completing regulatory workshops and reporting requirements, and continuing planned facility maintenance throughout August.

- **Sanitation, Parks, and Grounds:** Weekly trash and recycling collection routes were completed without interruption. Staff performed 29 container deliveries and replacements and completed a bulk pickup collection for 65 residents on August 3. Regular facility preparation and grounds maintenance supported ongoing park rental activities and Town-sponsored concerts during the month.
- **Water Production and Distribution:** Total monthly water production was 36.52 million gallons, with an average daily flow of 1.178 million gallons per day. Staff installed 11 new account meters, completed 7 meter and node replacements, performed 2 leak checks, a low-pressure check, and a meter box repair, and completed 27 Miss Utility locate requests; no water leak repairs were required during the month, and no water quality complaints were received. Two emergency callouts were addressed. Staff attended a U.S. Environmental Protection Agency Region 3 workshop on emergency drinking water supply planning, which featured utility and state case studies on extended water outages.
- **Wastewater Treatment Plant:** The plant reported a total monthly flow of 36.95 million gallons, with an average daily flow of 1.192 million gallons per day and sludge totals of 139.62 tons; one emergency callout was addressed during the month. Staff and contractors replaced the Power Distribution Control on Bank 1 of the ultraviolet disinfection system and performed preventive maintenance on other system components while the bank was offline. Repairs to the Modification 2 clarifier remain on schedule, with parts expected for delivery in December or January. Staff met with contractors to develop the scope and design for planned Supervisory Control and Data Acquisition system and hardware upgrades, and retired an aging Modification 3 pump that could no longer be repaired, replacing it with a new pump as part of the plant's ongoing pump replacement program; two of the original eight pumps remain to be replaced.
- **Sewer Collections:** Six emergency callouts were addressed during the month, including repairs to two of the Town's four small-capacity pump stations, which typically serve one to four households or businesses each; three pumps required repair, with the issues attributed to rags, disposable wipes, and other debris flushed into the sewer system. Staff

also completed monthly cleaning of various pumping stations to support continued reliable operation.

- **Capital Projects:** A third-party inspection of the Wills Park playground identified several faults requiring remediation; the playground contractor will perform the corrective work, which will require a temporary closure of approximately three to five days, and staff are coordinating the timing with the adjacent basketball and tennis court resurfacing project (see Section I). New playground rules and surfacing protection signage were received and are being installed. A recommendation to award the court resurfacing contract has been placed on the September 8 Council agenda, with work anticipated for completion before the end of September, pending approval. Staff issued notices to two neighborhood associations regarding aging or unsafe playground equipment and coordination needed to proceed with planned improvements. On the Water Model project, hydraulic model files were received from the Town's engineering consultant; incorporation of the data and model testing is expected to begin in mid-September, with a consultant report anticipated in late October. A progress meeting on the Route 6 Road and Water Main Upgrade project was held August 25; the Maryland State Highway Administration anticipates advertising the project for bid in early January 2027.
- **Automated Meter Infrastructure and Geographic Information Systems:** The Automated Meter Infrastructure system read rate was 96.3 percent for August, with 20 additional node and meter replacements completed; the estimated-billing elimination project is now 80.2 percent complete, with 276 of 344 accounts converted. Geographic Information Systems staff developed a sidewalk ownership and maintenance-responsibility layer to support the Town's pavement condition analysis project with its contractor, Citylogix.

Vehicle Maintenance, Facilities, and Procurement: The division completed 17 vehicle and equipment work orders during the month (4 reactive, 13 preventive). Facility maintenance activities included installation of a historical tornado marker on Wicomico Street and a historical marker at 1002 Washington Avenue, continued development of a filtered recycling system proposal for the Splash Pad, removal of downed trees on Town property, Town Hall HVAC and sprinkler system service, and ongoing maintenance at Town rental properties. Staff also attained several professional certifications during the month, including a Class A Commercial Driver's License and two Water/Wastewater Operator certification exams. Procurement items pending Town Council consideration at the September 8 meeting include renewal of the Town's lawn maintenance contract and award of the basketball and tennis court resurfacing contract at Wills Park; a Public Works service vehicle purchase was approved at the August 25 Council meeting.

Monthly Treasurer Report

For Fiscal Year 2027 Through July 31, 2026

Bank & Investment Accounts as of July 31, 2026

Checking Account Activity

Balance at 07/01/2026	\$1,750,428.00
Credits	
Cash/Check Deposits	\$1,110,455.96
Credit Card Trans Deposits	\$431,265.97
Taxes	\$17,419.36
Intra-Gov't & Grants Deposits	\$6,831.94
Other Deposits	\$55,843.58
Interest from MBS	\$34,880.25
Transfer from ICS	<u>\$1,351,121.44</u>
	\$3,007,818.50
Debits	
Payroll (Salary/Taxes/Benefits)	\$971,192.91
Check Payments	\$369,687.40
Vendor ACH Payments	\$706,614.78
Other Outflows	\$1,258.26
Returned Payments	\$13,759.12
Transfer to ICS	<u>\$805,932.03</u>
	\$2,868,444.50
Balance at 07/31/2026	\$1,889,802.00

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 07/01/2026	\$51,184,101.29
In from Checking Account	\$805,932.03
Interest	\$162,594.38
Out to Checking Account	<u>-\$1,351,121.44</u>
Balance at 07/31/2026	\$50,801,506.26

Mult-Bank Securities, Inc.

Money Market	\$775,109.56
Certificates of Deposit	<u>\$8,940,704.06</u>
Balance at 07/31/2026	\$9,715,813.62

PNC MLGIP - General Account

Balance at 07/01/2026	\$4,434,804.99
Interest	<u>\$14,005.93</u>
Balance at 07/31/2026	\$4,448,810.92

PNC MLGIP - Vehicle Repl

Balance at 07/01/2026	\$1,089,085.82
Interest	<u>\$3,439.53</u>
Balance at 07/31/2026	\$1,092,525.35

General Fund Revenue and Expenditure Overview

Budget to Date

	Budget	Actual	% Remaining	\$ Remaining
Revenues	\$20,723,599	\$188,228	99.1%	\$20,535,371
Expenditures	\$20,723,599	\$1,181,199	94.3%	\$19,542,400

Budget to actual comparison does not include amounts for HGSTD and Inspection passthrough income & costs.

Prior Year Actuals Comparison

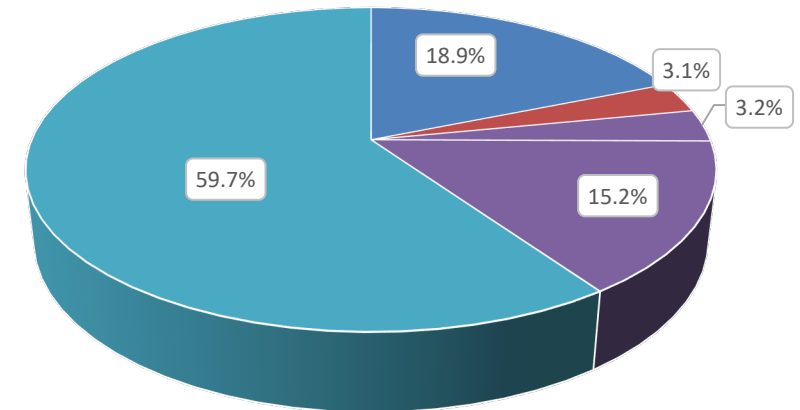
	FY 2026	FY 2027	% Variance	\$ Variance
Revenues	\$207,802	\$188,228	-9.4%	-\$19,574
Expenditures	\$1,068,327	\$1,181,199	10.6%	\$112,872

General Fund Revenues Overview

Revenues

Category	FY2027 Budget	YTD Revenues	% of Revenue
TAX REVENUE	\$10,296,202	\$35,495	18.9%
OTHER - PERMITS	\$209,900	\$5,772	3.1%
INTER-GOVERNMENTAL	\$3,795,892	\$0	0.0%
SERVICE CHARGES	\$357,328	\$6,034	3.2%
FEES & FINES	\$259,600	\$28,605	15.2%
MISCELLANEOUS	\$767,948	\$112,323	59.7%
OTHER SOURCES	\$5,086,729	\$0	0.0%
	\$20,773,599	\$188,228	

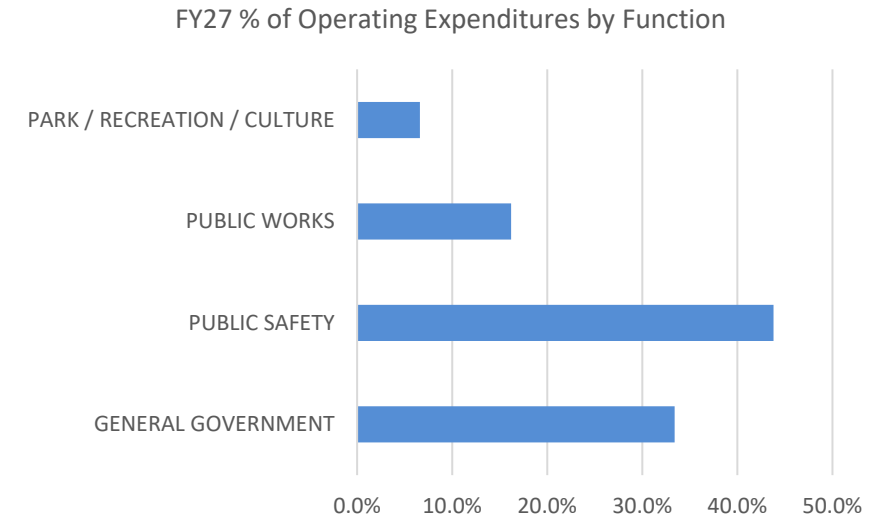
% of FY27 YTD Revenue By Category



■ TAX REVENUE ■ OTHER - PERMITS ■ SERVICE CHARGES ■ FEES & FINES ■ MISCELLANEOUS

General Fund Operating Expenditure Overview

Department	FY2027 Budget	YTD Operating Expenditures
LEGISLATIVE	\$451,800	\$41,771
FINANCIAL ADMINISTRATION	\$1,136,851	\$111,465
HR/PERSONNEL	\$373,668	\$18,348
PLANNING-ZONING	\$837,196	\$76,316
ADMINISTRATION	\$599,218	\$37,886
INFORMATION TECHNOLOGY	\$485,707	\$45,423
GENERAL SERVICES	\$176,080	\$39,483
POLICE DEPARTMENT	\$5,805,933	\$462,676
INSPECTIONS & ENFORCEMENT	\$303,492	\$23,136
EMERGENCY PREPAREDNESS	\$13,804	\$0
PUBLIC WORKS ADMINISTRATION	\$607,371	\$47,868
ENGINEERING	\$211,260	\$384
FACILITIES MAINT & OPERATIONS	\$680,037	\$53,141
FLEET MAINTENANCE	\$152,172	\$16,181
STREETS & STORMWAYS	\$853,154	\$62,241
PARKS & RECREATION-GENERAL	\$317,600	\$20,250
COMMUNITY PROMOTION	\$388,784	\$52,921
	<u>\$13,394,127</u>	<u>\$1,109,488</u>



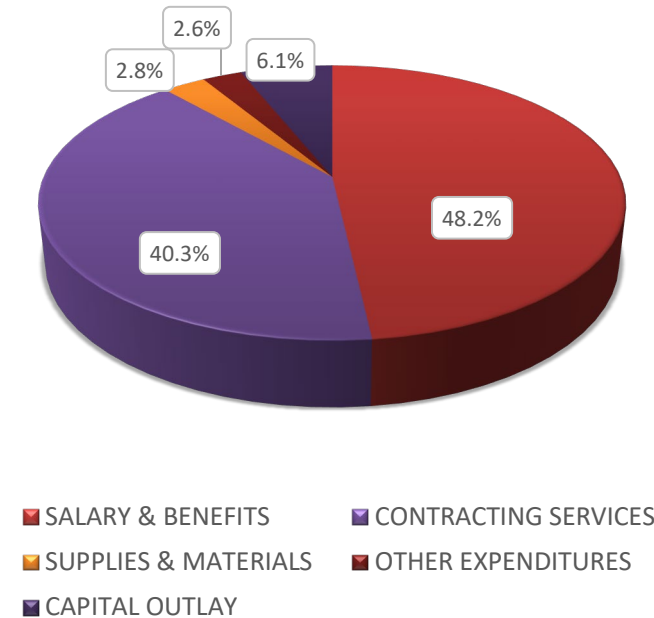
Total Operating Expenditures through July 2026 is 8.3% of FY2027 Budget

General Fund Expenditure Overview (cont.)

Department	FY27 Capital Budget	YTD Capital Expenditures
FINANCIAL ADMINISTRATION	\$35,000	\$29,760
HR/PERSONNEL	\$60,000	\$0
PLANNING-ZONING	\$390,000	\$13,550
INFORMATION TECHNOLOGY	\$130,000	\$0
GENERAL SERVICES (Cap Transfers)	\$1,986,457	\$0
POLICE DEPARTMENT	\$244,123	\$1,774
PUBLIC WORKS ADMINISTRATION	\$100,000	\$0
FACILITIES MAINT & OPERATIONS	\$1,558,000	\$4,367
STREETS & STORMWAYS	\$796,292	\$0
PARKS & RECREATION-GENERAL	\$2,029,600	\$22,260
	<u>\$7,329,472</u>	<u>\$71,711</u>

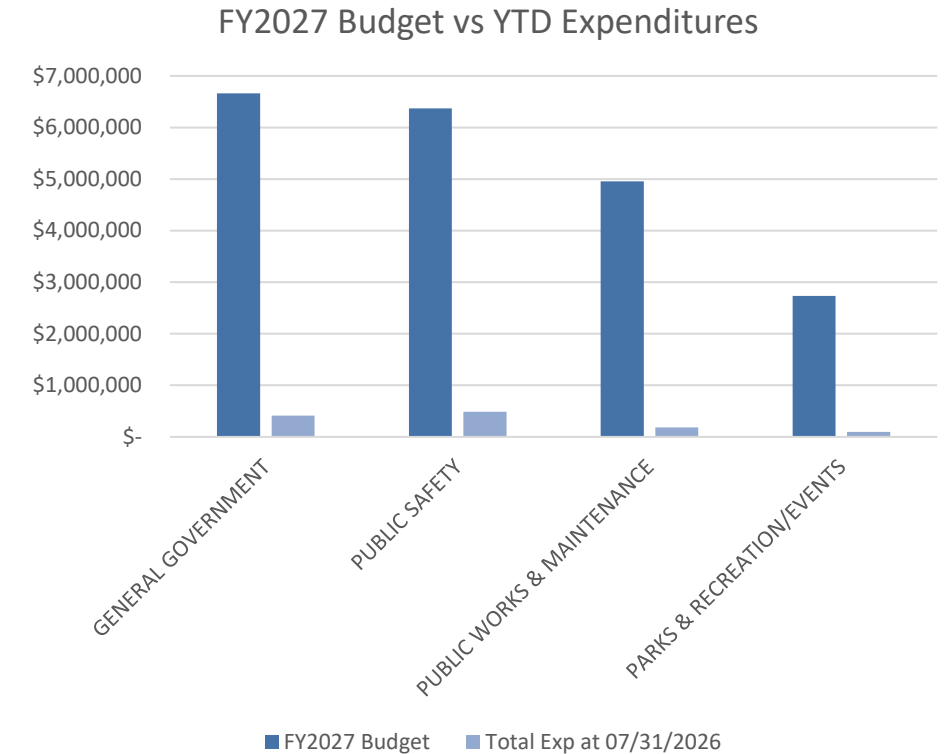
Category	FY2027 Budget	YTD Expenditures
SALARY & BENEFITS	\$9,608,215	\$569,416
CONTRACTING SERVICES	\$2,824,643	\$476,076
SUPPLIES & MATERIALS	\$672,841	\$33,279
OTHER EXPENDITURES	\$288,428	\$30,717
CAPITAL OUTLAY	\$7,329,472	\$71,711
	<u>\$20,723,599</u>	<u>\$1,181,199</u>

% of Expenditures by Category



General Fund FY 2027 Budget vs Actual YTD

Department	FY2027 Budget	Total Exp at 07/31/2026	Budget Remaining	Percent Remaining
LEGISLATIVE	\$451,800	\$41,771	\$410,029	90.8%
FINANCE	\$1,171,851	\$141,225	\$1,030,626	87.9%
HR/PERSONNEL	\$433,668	\$18,348	\$415,320	95.8%
PLANNING-ZONING	\$1,227,196	\$89,866	\$1,137,330	92.7%
ADMINISTRATION	\$599,218	\$37,886	\$561,332	93.7%
INFORMATION TECHNOLOGY	\$615,707	\$45,423	\$570,284	92.6%
GENERAL SERVICES	\$2,162,537	\$39,483	\$2,123,054	98.2%
GENERAL GOVERNMENT	\$6,661,977	\$414,001	\$6,247,976	93.8%
POLICE	\$6,050,056	\$464,450	\$5,585,606	92.3%
INSPECTIONS & ENFORCEMENT	\$303,492	\$23,136	\$280,356	92.4%
EMERGENCY PREPAREDNESS	\$13,804	\$0	\$13,804	100.0%
PUBLIC SAFETY	\$6,367,352	\$487,586	\$5,879,766	92.3%
PUBLIC WORKS ADMINISTRATION	\$707,371	\$47,868	\$659,503	93.2%
ENGINEERING	\$211,260	\$384	\$210,876	99.8%
FACILITIES MAINT & OPERATIONS	\$2,238,037	\$57,508	\$2,180,529	97.4%
FLEET MAINTENANCE	\$152,172	\$16,181	\$135,991	89.4%
STREETS & STORMWAYS	\$1,649,446	\$62,241	\$1,587,205	96.2%
PUBLIC WORKS & MAINTENANCE	\$4,958,286	\$184,181	\$4,774,105	96.3%
PARKS & RECREATION-GENERAL	\$2,347,200	\$42,511	\$2,304,689	98.2%
COMMUNITY PROMOTION	\$388,784	\$52,921	\$335,863	86.4%
PARKS & RECREATION/EVENTS	\$2,735,984	\$95,431	\$2,640,553	96.5%
Total General Fund	\$20,723,599	\$1,181,199	\$19,542,400	94.3%



Water Fund Revenue and Expense Overview

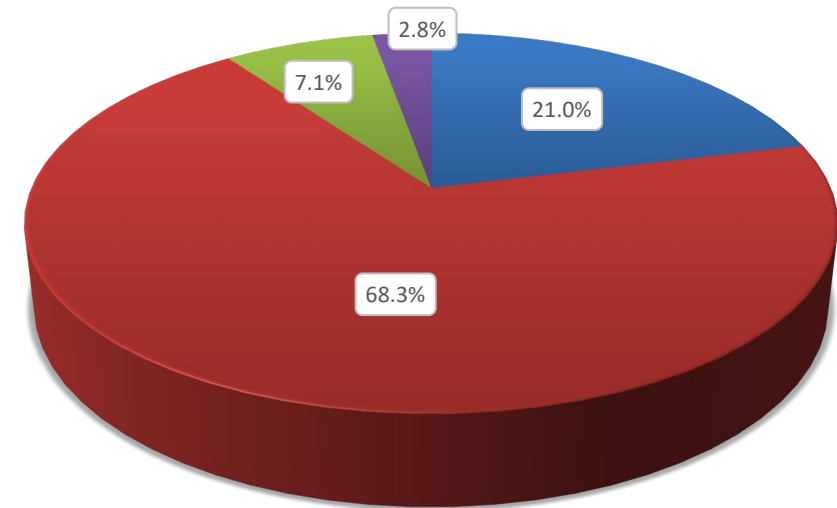
Budget to Date

	Budget	Actual	% Remaining
Revenues	\$4,993,478	\$22,629	99.5%

Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$504,628	\$17,606	96.5%
CONTRACTING SERVICES	\$601,528	\$57,333	90.5%
SUPPLIES & MATERIALS	\$329,071	\$5,941	98.2%
OTHER EXPENDITURES	\$227,996	\$740	99.7%
CAPITAL OUTLAY	\$3,075,000	\$2,325	99.9%
TRANSFERS	\$255,255	\$0	100.0%
	<u>\$4,993,478</u>	<u>\$83,945</u>	<u>98.3%</u>

Total Expenditures through month end % of FY2027 Budget 1.7%

% of YTD Expense by Category



■ SALARY & BENEFITS ■ CONTRACTING SERVICES ■ SUPPLIES & MATERIALS ■ CAPITAL OUTLAY

Prior Year Actuals Comparison

	FY 2026	FY 2027	% Variance	\$ Variance
Revenues	\$20,727	\$22,629	9.2%	\$1,902
Expenditures	\$176,313	\$83,945	-52.4%	-\$92,368

Sewer Revenue & Expense Overview

Revenues

Category	Budgeted	YTD Revenues	Budget Remaining
INTAR-GOVERNMENTAL	\$16,000	\$0	
SERVICE CHARGES	\$5,250,342	\$2,356	100.0%
FEES & FINES	\$59,000	\$0	100.0%
MAJ FAC FEE REV	\$0	\$0	0.0%
MISCELLANEOUS	\$400,532	\$90,344	77.4%
OTHER SOURCES	\$5,381,827	\$0	100.0%
	\$11,107,701	\$92,701	99.2%

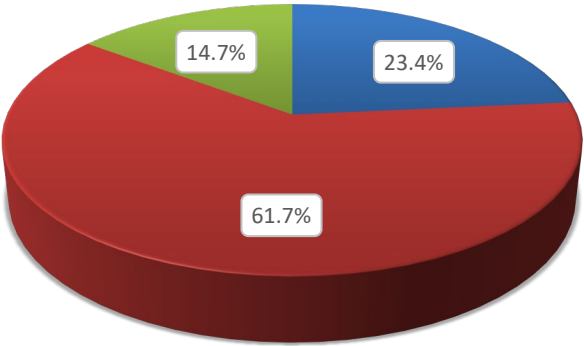
Expense

Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	\$1,398,597	\$81,803	94.2%
CONTRACTING SERVICES	\$1,514,654	\$215,246	85.8%
SUPPLIES & MATERIALS	\$745,608	\$51,303	93.1%
OTHER EXPENDITURES	\$1,444,482	\$599	100.0%
CAPITAL OUTLAY	\$4,760,000	\$0	100.0%
DEBT & TRANSFERS	\$1,244,360	\$0	100.0%
	\$11,107,701	\$348,951	96.9%

Prior Year Actuals Comparison

	FY 2026	FY 2027	% Variance	\$ Variance
Revenues	\$194,394	\$92,701	-52.3%	-\$101,693
Expenditures	\$274,687	\$348,951	27.0%	\$74,264

% of YTD Expense by Category



■ SALARY & BENEFITS ■ CONTRACTING SERVICES ■ SUPPLIES & MATERIALS

Sanitation Fund Revenue and Expense Overview

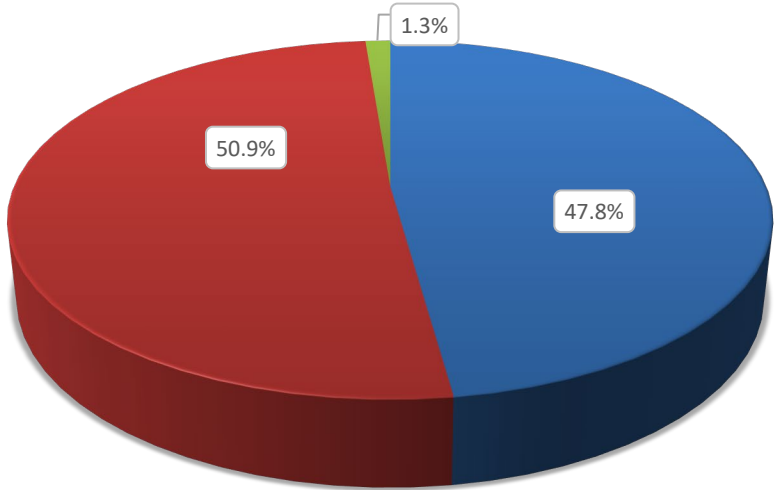
Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,797,807	\$3,878	99.9%

Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	\$929,621	\$68,669	92.6%
CONTRACTING SERVICES	\$934,364	\$73,189	92.2%
SUPPLIES & MATERIALS	\$152,306	\$1,799	98.8%
OTHER EXPENDITURES	\$70,640	\$0	100.0%
CAPITAL OUTLAY	\$250,000	\$0	100.0%
TRANSFERS	\$460,876	\$0	100.0%
	<u>\$2,797,807</u>	<u>\$143,657</u>	<u>94.9%</u>

Total Expenditures through month End % of FY2027 Budget 5.1%

% of Expenditures by Category



■ SALARY & BENEFITS ■ CONTRACTING SERVICES ■ SUPPLIES & MATERIALS

Prior Year Actuals Comparison

	FY 2026	FY 2027	% Variance	\$ Variance
Revenues	\$3,300	\$3,878	17.5%	\$578
Expense	\$154,292	\$143,657	-6.9%	-\$10,635

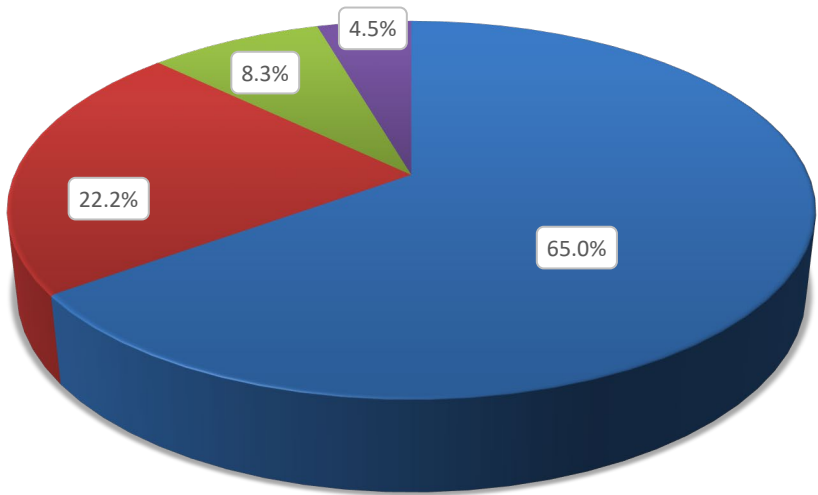
Stormwater Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$3,544,758	\$7,272	99.8%
Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$260,765	\$15,719	94.0%
CONTRACTING SERVICES	\$144,454	\$5,371	96.3%
SUPPLIES & MATERIALS	\$272,502	\$2,003	99.3%
OTHER EXPENDITURES	\$126,220	\$1,090	99.1%
CAPITAL OUTLAY	\$2,464,500	\$0	100.0%
TRANSFERS	\$276,317	\$0	100.0%
	\$3,544,758	\$24,183	99.3%

Total Expenditures through month End % of FY2027 Budget 0.7%

% of YTD Expense by Category



■ SALARY & BENEFITS
 ■ CONTRACTING SERVICES
 ■ SUPPLIES & MATERIALS
 ■ OTHER EXPENDITURES

Prior Year Actuals Comparison

	FY 2026	FY 2027	% Variance	\$ Variance
Revenues	\$4,533	\$7,272	60.4%	\$2,739
Expenditures	\$23,506	\$24,183	2.9%	\$677



Town of La Plata

Vendor History Report

By Vendor Name

Posting Date Range -

Payment Date Range 07/01/2026 - 07/31/2026

Description	Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01						
0330 - ABC BURGLAR ALARM SYSTEMS INC.	267.28	0.00	0.00	0.00	267.28	267.28
0269 - ABE PLUMBING, LLC	510.00	0.00	0.00	0.00	510.00	510.00
0318 - ACME AUTO LEASING, LLC	14,635.00	0.00	0.00	0.00	14,635.00	14,635.00
10081 - Adobe Inc.	13,498.85	0.00	0.00	0.00	13,498.85	13,498.85
1754 - Adrienne M. Williams	1,034.00	0.00	0.00	0.00	1,034.00	1,034.00
1085 - ADVANCE AUTO PARTS	1,892.45	0.00	0.00	0.00	1,892.45	1,892.45
1723 - ALEXANDER & CLEAVER, P.A.	10,300.00	0.00	0.00	0.00	10,300.00	10,300.00
10039 - ALL ROADS KENWORTH DC, LLC	903.91	0.00	0.00	0.00	903.91	903.91
0134 - AMAZON CAPITAL SERVICES, INC.	6,370.54	0.00	0.00	0.00	6,370.54	6,370.54
1677 - AMRIZE MID-ATLANTIC INC.	1,354.05	0.00	0.00	0.00	1,354.05	1,354.05
9730 - ATKINSON HVACR, INC	875.30	0.00	0.00	0.00	875.30	875.30
9978 - AUSTINS DIRTWORKS LLC	50,126.00	0.00	0.00	0.00	50,126.00	50,126.00
0165 - AXON ENTERPRISE, INC.	2,899.85	0.00	0.00	0.00	2,899.85	2,899.85
9741 - BACKYARD AMUSEMENTS, LLC	18,635.97	0.00	0.00	0.00	18,635.97	18,635.97
1496 - BAYSIDE KUBOTA	2,668.97	0.00	0.00	0.00	2,668.97	2,668.97
9410 - BEN SWAREY	265.00	0.00	0.00	0.00	265.00	265.00
9777 - BLUE SKY PUPPET THEATER	300.00	0.00	0.00	0.00	300.00	300.00
1399 - BOARD OF WATERWORKS	50.00	0.00	0.00	0.00	50.00	50.00
1218 - BRIGHTLY SOFTWARE, INC.	13,811.95	0.00	0.00	0.00	13,811.95	13,811.95
0415 - BROWN, JAMES EDWARD	210.00	0.00	0.00	0.00	210.00	210.00
1697 - BRUDIS & ASSOCIATES, INC.	9,210.00	0.00	0.00	0.00	9,210.00	9,210.00
9513 - CANON SOLUTIONS AMERICA, INC.	211.54	0.00	0.00	0.00	211.54	211.54
0073 - Capital Electric	306.33	0.00	0.00	0.00	306.33	306.33
0720 - CareFirst BlueChoice	149,195.35	0.00	0.00	0.00	149,195.35	149,195.35
1755 - Caricature Artists Group LLC	350.00	0.00	0.00	0.00	350.00	350.00
1757 - CDL4LESS, LLC	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00
1660 - CDM SMITH INC.	8,100.00	0.00	0.00	0.00	8,100.00	8,100.00
1405 - CHANEY ENTERPRISES	896.28	0.00	0.00	0.00	896.28	896.28
0801 - CHARLES COUNTY GOVERNMENT	108,029.33	0.00	0.00	0.00	108,029.33	108,029.33
0531 - CHARLES COUNTY TREASURER	2.39	0.00	0.00	0.00	2.39	2.39
0004 - CHARLES SOIL CONSERVATION	4,266.00	0.00	0.00	0.00	4,266.00	4,266.00
3204 - CHESAPEAKE EMPLOYERS INSURANCE	17,631.00	0.00	0.00	0.00	17,631.00	17,631.00
10117 - Chesapeake Lock & Safe Service Co.	311.25	0.00	0.00	0.00	311.25	311.25
9525 - CHICK-FIL-A	220.01	0.00	0.00	0.00	220.01	220.01
0974 - CINTAS CORP #393	8,456.97	0.00	0.00	0.00	8,456.97	8,456.97
0894 - CINTAS CORPORATION	1,908.43	0.00	0.00	0.00	1,908.43	1,908.43
1022 - CIRCUS ICE CREAM, INC.	740.00	0.00	0.00	0.00	740.00	740.00

Vendor History Report

Description	Posting Date Range -					
	Amount	Shipping	Tax	Discount	Net	Payment
1190 - CIVICPLUS, LLC	725.83	0.00	0.00	0.00	725.83	725.83
1732 - COA BARRETT, LLC	600.00	0.00	0.00	0.00	600.00	600.00
10030 - Coastal Resources, Inc.	1,393.97	0.00	0.00	0.00	1,393.97	1,393.97
0693 - CODY COMPUTER SYSTEMS, INC	20,360.50	0.00	0.00	0.00	20,360.50	20,360.50
1691 - Combined Insurance Company of America	1,742.70	0.00	0.00	0.00	1,742.70	1,742.70
40000 - Combined Insurance, a CHUBB Company	417.14	0.00	0.00	0.00	417.14	417.14
0966 - COMCAST	641.97	0.00	0.00	0.00	641.97	641.97
9840 - COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00
7200 - COMPTROLLER OF MARYLAND	86,042.32	0.00	0.00	0.00	86,042.32	86,042.32
1747 - DARBIE'S TREE SERVICE, LLC	3,800.00	0.00	0.00	0.00	3,800.00	3,800.00
1594 - DATAPRISE INC	21,739.32	0.00	0.00	0.00	21,739.32	21,739.32
1203 - DAVE'S SEPTIC TANK SERVIC	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
0673 - DBF CORPORATION	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00
1614 - DEPT OF PUBLIC SAFETY & CORR	126.00	0.00	0.00	0.00	126.00	126.00
0548 - DFG FACILITIES	7,408.70	0.00	0.00	0.00	7,408.70	7,408.70
10099 - Dharma Kids, Inc.	400.00	0.00	0.00	0.00	400.00	400.00
0291 - DUFFIELD HAULING, INC.	9,533.16	0.00	0.00	0.00	9,533.16	9,533.16
0938 - EDWARD L. SANDERS INS. AGENCY	67,633.63	0.00	0.00	0.00	67,633.63	67,633.63
10167 - Elan Corporate Payment Systems	29,076.76	0.00	0.00	0.00	29,076.76	29,076.76
0490 - ESG HYDRANT SERVICES, LLC	106.00	0.00	0.00	0.00	106.00	106.00
10051 - Fairytale Museum	200.00	0.00	0.00	0.00	200.00	200.00
1307 - FANTASY WORLD ENTERTAINMENT	3,586.96	0.00	0.00	0.00	3,586.96	3,586.96
1674 - FIRST DUE WAGON LLC	1,260.00	0.00	0.00	0.00	1,260.00	1,260.00
1686 - FORTILINE, INC.	85.00	0.00	0.00	0.00	85.00	85.00
0514 - FOVNDRY by VAN EPEREN	717.50	0.00	0.00	0.00	717.50	717.50
9353 - FREEMIRE & ASSOCIATES, INC.	4,908.00	0.00	0.00	0.00	4,908.00	4,908.00
0237 - FRONTLINE MOBILE TECH	11,869.00	0.00	0.00	0.00	11,869.00	11,869.00
0950 - GENEVIE PLUMBING	640.00	0.00	0.00	0.00	640.00	640.00
9647 - GEORGE S COYNE CHEMICAL CO., INC	14,085.00	0.00	0.00	0.00	14,085.00	14,085.00
0498 - GLOBALPAYMENT INTEGRATED	1,769.32	0.00	0.00	0.00	1,769.32	1,769.32
2416 - GRAGAN & SONS GLASS CO., INC.	115.00	0.00	0.00	0.00	115.00	0.00
9813 - GRAINGER, INC	715.60	0.00	0.00	0.00	715.60	715.60
9782 - HACH COMPANY	990.00	0.00	0.00	0.00	990.00	990.00
10179 - Hawkins Inc	23,286.24	0.00	0.00	0.00	23,286.24	23,286.24
9888 - HEALTH EQUITY	61,195.90	0.00	0.00	0.00	61,195.90	61,195.90
0796 - HILLIS-CARNES ENGINEERING ASSOCIATES, INC	337.50	0.00	0.00	0.00	337.50	337.50
9360 - HILLS ELECTRIC MOTOR SERVICE, INC.	7,538.00	0.00	0.00	0.00	7,538.00	7,538.00
9616 - INGERSOLL RAND COMPANY	1,813.32	0.00	0.00	0.00	1,813.32	1,813.32
1689 - IN-SITU, INC.	2,456.00	0.00	0.00	0.00	2,456.00	2,456.00
0868 - J&D Traffic Solutions, Inc.	3,700.00	0.00	0.00	0.00	3,700.00	3,700.00
10025 - Jack Morris	32.00	0.00	0.00	0.00	32.00	-208.00
3617 - JERRY'S ELECTRIC	150.00	0.00	0.00	0.00	150.00	150.00
0714 - JOHN DEERE FINANCIAL	26.50	0.00	0.00	0.00	26.50	26.50
1700 - JOY L JAMES	500.00	0.00	0.00	0.00	500.00	500.00

Vendor History Report

Description	Posting Date Range -					
	Amount	Shipping	Tax	Discount	Net	Payment
0856 - JUDY'S CLEANERS, INC	274.50	0.00	0.00	0.00	274.50	274.50
10074 - KARPINSKI, CORNBROOKS & KARP, P.A.	495.00	0.00	0.00	0.00	495.00	495.00
1424 - KEYSTONE PUBLIC SAFETY, INC.	2,885.00	0.00	0.00	0.00	2,885.00	0.00
1719 - KIMLEY-HORN AND ASSOCIATES, INC.	4,687.50	0.00	0.00	0.00	4,687.50	4,687.50
0551 - LA PLATA HARDWARE	478.93	0.00	0.00	0.00	478.93	478.93
4403 - LA PLATA MILL & SUPPLY CO., INC	339.21	0.00	0.00	0.00	339.21	339.21
0972 - LA PLATA TIRE CENTER	3,784.25	0.00	0.00	0.00	3,784.25	3,784.25
9244 - LABORATORY CORPORATION OF	56.00	0.00	0.00	0.00	56.00	56.00
0577 - LEXIPOL	6,709.80	0.00	0.00	0.00	6,709.80	6,709.80
8202 - LOWES	775.73	0.00	0.00	0.00	775.73	775.73
1670 - Martha Tracy	27.00	0.00	0.00	0.00	27.00	27.00
5053 - MARYLAND ENVIRONMENTAL	15,815.31	0.00	0.00	0.00	15,815.31	15,815.31
0564 - MARYLAND MUNICIPAL CLERKS ASSO	120.00	0.00	0.00	0.00	120.00	120.00
5014 - MARYLAND MUNICIPAL LEAGUE	250.00	0.00	0.00	0.00	250.00	250.00
9862 - MARYLAND MUNICIPAL STORMWATER ASSOCIATION	1,090.00	0.00	0.00	0.00	1,090.00	1,090.00
1374 - MASTERCRAFT ELECTRIC, L.L.C.	2,175.00	0.00	0.00	0.00	2,175.00	2,175.00
1082 - MCCMA	150.00	0.00	0.00	0.00	150.00	150.00
7600 - MCCRONE, INC.	62,507.30	0.00	0.00	0.00	62,507.30	62,507.30
1375 - MELWOOD HORTICULTURAL TRAINING	8,070.17	0.00	0.00	0.00	8,070.17	8,070.17
10146 - Metropolitan Washington Council of Governments	3,188.00	0.00	0.00	0.00	3,188.00	3,188.00
1724 - MICHAEL BAKER INTERNATIONAL INC.	111,785.58	0.00	0.00	0.00	111,785.58	111,785.58
0065 - MISSION COMMUNICATIONS LLC	4,736.60	0.00	0.00	0.00	4,736.60	4,736.60
3200 - Mission Sqare -457- #300535	31,342.92	0.00	0.00	0.00	31,342.92	31,342.92
10184 - Modaxo Traffic Management USA Inc.	15,404.00	0.00	0.00	0.00	15,404.00	15,404.00
9390 - MUELLER SYSTEMS	31,236.98	0.00	0.00	0.00	31,236.98	31,236.98
1300 - MUTUAL OF OMAHA COMPANIES	5,064.13	0.00	0.00	0.00	5,064.13	5,064.13
10214 - Nathaniel Erich Lohn	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00
1667 - NICOR INC.	1,681.13	0.00	0.00	0.00	1,681.13	1,681.13
9542 - O2 SUPPLY COMPANY, INC.	18.60	0.00	0.00	0.00	18.60	18.60
1555 - OFFICE OF THE ATTORNEY GENERAL	1,127.00	0.00	0.00	0.00	1,127.00	1,127.00
7406 - ON DUTY SUPPLY, INC	2,571.36	0.00	0.00	0.00	2,571.36	2,571.36
0265 - ONE CALL CONCEPTS, INC	320.78	0.00	0.00	0.00	320.78	320.78
1756 - OPEN GOV, INC.	69,114.21	0.00	0.00	0.00	69,114.21	69,114.21
0895 - Paylocity - AP	3,963.85	0.00	0.00	0.00	3,963.85	3,963.85
0945 - Paylocity - PR	662,951.50	0.00	0.00	0.00	662,951.50	662,951.50
1699 - PET ASSURE CORP	104.25	0.00	0.00	0.00	104.25	104.25
1083 - PITNEY BOWES POSTAGE BY PHONE	600.00	0.00	0.00	0.00	600.00	600.00
1513 - PNC BANK	3,550.40	0.00	0.00	0.00	3,550.40	3,550.40
9212 - QUALITY PRINTERS	285.49	0.00	0.00	0.00	285.49	285.49
0253 - QUILL CORPORATION	18.38	0.00	0.00	0.00	18.38	18.38
0583 - RE: Neighborhood Mini Grant	600.00	0.00	0.00	0.00	600.00	600.00
0416 - RE: PLANNING & ZONING REFUND	0.00	0.00	0.00	0.00	0.00	0.00
0271 - RE: TILGHMAN LAKE DEPOSIT REFUND	900.00	0.00	0.00	0.00	900.00	1,050.00
1701 - REGINALD BERRY	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00

Vendor History Report

					Posting Date Range -	
Description	Amount	Shipping	Tax	Discount	Net	Payment
9922 - RING CENTRAL, INC.	2,651.32	0.00	0.00	0.00	2,651.32	2,651.32
1730 - RIVER OAKS LANDSCAPE & DESIGN LLC	11,003.00	0.00	0.00	0.00	11,003.00	11,003.00
9773 - ROTARY CLUB OF CHARLES COUNTY, LA PLATA	750.00	0.00	0.00	0.00	750.00	750.00
0926 - RUDD'S PEST CONTROL	180.00	0.00	0.00	0.00	180.00	180.00
1733 - RUMBLE BALL ATHLETICS LLC	0.00	0.00	0.00	0.00	0.00	0.00
0924 - SACRED HEART CATHOLIC CHURCH	869.36	0.00	0.00	0.00	869.36	869.36
9308 - SCOTT LAW GROUP, LLC	125.00	0.00	0.00	0.00	125.00	125.00
1753 - SHANNAH JOHNSON	400.00	0.00	0.00	0.00	400.00	400.00
1341 - SMECO	124,442.21	0.00	0.00	0.00	124,442.21	124,442.21
7408 - SOSMETAL PRODUCTS, INC.	1,719.81	0.00	0.00	0.00	1,719.81	1,719.81
0251 - SOUTHERN CORROSION INC.	86,949.08	0.00	0.00	0.00	86,949.08	86,949.08
7423 - SOUTHERN MARYLAND HYDRAUL, INC.	638.32	0.00	0.00	0.00	638.32	638.32
9929 - SOUTHERN MARYLAND RECYCLING, INC.	19,660.10	0.00	0.00	0.00	19,660.10	19,660.10
1264 - STAPLES BUSINESS ADVANTAGE	3,756.78	0.00	0.00	0.00	3,756.78	3,756.78
7495 - STATE RETIREMENT & PENSION	56,314.43	0.00	0.00	0.00	56,314.43	56,314.43
9414 - STRICKER & CO.	60.00	0.00	0.00	0.00	60.00	60.00
9562 - SUBURBAN PROPANE	53.98	0.00	0.00	0.00	53.98	53.98
0672 - T & T SWEEPING SERVICE	2,230.00	0.00	0.00	0.00	2,230.00	2,230.00
10113 - T2 Systems, Inc.	15.00	0.00	0.00	0.00	15.00	15.00
1759 - THE EARTH WIND & FIRE TRIBUTE BAND, LLC	4,500.00	0.00	0.00	0.00	4,500.00	4,500.00
9892 - TRANSAMERICA EMPLOYEE BENEFITS	494.48	0.00	0.00	0.00	494.48	494.48
10190 - TransUnion Risk and Alternative Data Solutions, Inc	200.00	0.00	0.00	0.00	200.00	200.00
0097 - TYLER TECHNOLOGIES, INC.	5,688.00	0.00	0.00	0.00	5,688.00	5,688.00
1758 - UHY Advisors, Inc.	8,280.00	0.00	0.00	0.00	8,280.00	8,280.00
1515 - USABUEBOOK	1,796.92	0.00	0.00	0.00	1,796.92	1,796.92
0282 - VERIZON	1,125.43	0.00	0.00	0.00	1,125.43	1,125.43
10122 - Verizon Connect Fleet USA LLC	206.95	0.00	0.00	0.00	206.95	206.95
0268 - VERIZON WIRELESS	4,699.84	0.00	0.00	0.00	4,699.84	4,699.84
0344 - WASTE MANAGEMENT OF MARYLAND	15,981.59	0.00	0.00	0.00	15,981.59	15,981.59
10149 - Whiteford, Taylor & Preston LLP	5,785.68	0.00	0.00	0.00	5,785.68	5,785.68
10182 - Woodvalley Community Strategies	12,799.93	0.00	0.00	0.00	12,799.93	12,799.93
9971 - ZEIGLER CONSTRUCTION, LLC	705.00	0.00	0.00	0.00	705.00	705.00
1682 - ZELOS, LLC	2,950.00	0.00	0.00	0.00	2,950.00	2,950.00
Vendors: (158) Total 01 - Vendor Set 01:	2,296,756.91	0.00	0.00	0.00	2,296,756.91	2,293,666.91
Vendors: (158) Report Total:	2,296,756.91	0.00	0.00	0.00	2,296,756.91	2,293,666.91

Town of La Plata

Mayor
Jeannine E. James

Council
Paul C. Guttenberg
Patrick McCormick
Gregory Sampson, Jr.
Tyjon C. Johnson



Town Manager
Chuck Stevens

Assistant Town Manager
Michelle D. Miner

Tentative Agenda Item Forecast

The following is a list of items tentatively scheduled for Town Council consideration/discussion within the next several weeks (list is not all-inclusive). The scheduled items are tentative and should be verified prior to the meeting. All meetings begin at 6:00 p.m. unless otherwise noted below. The final agenda will be posted on the Town's website <https://www.townoflaplata.org/> on the Friday before a scheduled meeting. The public may sign up to speak at Town Council meetings during scheduled public hearings or during the Public Comment portion of any Town Council Meeting.

September 17, 2026 – Town Council Annual Goal Setting Retreat

September 22, 2026 – Town Council Meeting:

- Boards and Commissions Interviews and possible appointments (closed session)
- Employee longevity recognition
- Hemlock Park update
- Proclamations
 - National Community Planning Month
 - National Code Compliance Month
- MS4 Permit Update

October 13, 2026 – Town Council Meeting:

- Ordinance Update: 186-16 - Use of public sewers. Fats, Oils and Greases