



Town of Boonsboro Planning

DATE: 03/06/2026

TO: Mayor & Council
Town Manager

FROM: Andrew J. Bowen
Staff Planner/Zoning Administrator

SUBJECT: Chase Six Blvd Project – Construction Management - Bids

ISSUE

Bid Award for the Chase Six Blvd Project – Construction Management Bids

BACKGROUND

The developer of Fletchers Grove Subdivision was required by an annexation agreement to extend Chase Six Blvd to Maple Avenue (Mapleville Road). The design plans have been approved by SHA and a contract was bid for the construction of a traffic signal Chase Six Blvd and Maple Avenue. These bids are for Construction Management services for the project.

RECOMMENDATION

Staff would recommend award to CPJ in the amount of \$78,680. Please note that ARRO's proposals include an additional 20 days of time for anticipated before and after construction window.



**Mayor & Council
Boonsboro, Maryland**

**Construction Management Services
Chase Six Blvd Project**

Engineering Company	Lump Sum Cost
ARRO	\$ 145,250.00
CPJ	\$ 78,680.00

ATTACHMENTS

- Proposals
 - ARRO
 - CPJ

ENGINEERING SERVICES DURING CONSTRUCTION AND CONSTRUCTION MANAGEMENT & INSPECTION CONTRACT

for
Improvement Plans MD 66 (Maple Avenue)
Chase Six Blvd & Campus Avenue

PREPARED FOR

TOWN OF BOONSBORO

SUBMITTED BY

ARRO CONSULTING, INC.

186 Thomas Johnson Drive

Suite 204-D

Frederick MD 21702

CONTACT:

LUKE WRIGHT, E.I.T.



240.772.1719



luke.wright@

arroconsulting.com

MARCH 5, 2026



ARRO



March 5, 2026

Rachel Souders, Town Manager
Town of Boonsboro
21 North Main Street
Boonsboro, MD 21713

Dear Ms. Souders:

We value the working relationship we have built with the Town of Boonsboro through the engineering and construction observation services we have provided over the past several years. Those projects have allowed our team to work closely with Town staff, contractors, and members of the community while developing a clear understanding of the Town's priorities, infrastructure, and expectations for how projects should be delivered. We appreciate the trust the Town has placed in our team and the opportunity to continue supporting the community through projects like this.

With that continued partnership in mind, we are pleased to submit the enclosed proposal to provide Engineering Services During Construction and Construction Management and Inspection for the MD 66 (Maple Avenue) improvements at Chase Six Boulevard and Campus Avenue. Construction of this project will require careful coordination between the contractor, SHA, and Town staff, along with consistent field presence and clear communication as work progresses. Our goal during construction is to provide steady oversight and practical technical guidance so that issues are addressed early and the project moves forward efficiently.

The team supporting this effort is familiar to you. Luke Wright, E.I.T., will serve as Project Manager and coordinate construction administration activities and communication with the Town, as he has on the Reservoir project. Brian Wagner, P.E., will provide technical support, and Keith Dick will provide quality management oversight as Director of Field Services. Andy West will serve as the Primary Resident Project Representative and will be present in the field to observe construction activities, coordinate with the contractor, and keep the Town informed of progress and any issues that arise.

Thank you for the opportunity to continue working with the Town of Boonsboro. We appreciate the confidence the Town has shown in our team and look forward to supporting the successful construction of this project

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Luke Wright".

Luke Wright, EIT
Project Manager

A handwritten signature in blue ink, appearing to read "Mark Harman".

Mark Harman, P.G.
Regional Client Manager



Frederick Office - 186 Thomas Johnson Drive, Suite 204-D, Frederick, MD 21702



301.791.1100



www.arroconsulting.com

PROFESSIONAL SERVICES AGREEMENT

0326PR01.00

Town of Boonsboro
Boonsboro Town Hall
21 North Main Street
Boonsboro, MD 21713

and ARRO Consulting, Inc.
186 Thomas Johnson Dr.
Suite 204-D
Frederick, MD 21702

March 5, 2026

The purpose of this Agreement is to form the basis for ARRO Consulting, Inc. (ARRO) to provide Engineering Services during Construction and Construction Management & Inspection to the Town of Boonsboro (Client) for the Improvements to Maryland-66, also known as Maple Avenue, at Chase Six Blvd & Campus Avenue. This proposal is based on the Request for Proposals titled, "Request for Proposals: Engineering Services during Construction and Construction Management and Inspection Contract for Maryland 66 (Maple Avenue) Chase Six Boulevard and Campus Avenue." ARRO will provide the services identified in the Scope of Services below.

PROJECT DESCRIPTION

The Maryland 66 (Maple Avenue) – Chase Six Boulevard and Campus Avenue Improvements project consists of the construction of a new signalized intersection, roadway realignment of Campus Avenue, and associated infrastructure upgrades in the Town of Boonsboro under Maryland State Highway Administration (SHA) Access Permit #18-AP-WA-005-25. The work includes roadway reconstruction, pavement installation, curb and sidewalk improvements, ADA-compliant pedestrian facilities, traffic signal and lighting installation, waterline work, and comprehensive signage and striping. Stormwater management improvements are a significant component of the project along with related erosion and sediment control measures. Construction is governed by Engineer's Joint Contract Documents Committee (EJCDC) contract documents and includes defined schedule constraints for pedestrian and vehicular access, with all work impacting access required to occur between June 16, 2026 and August 24, 2026, necessitating phased implementation and close coordination among the Client, SHA, and the Contractor.

SCOPE OF SERVICES

Provide Engineering Services during Construction and Construction Management & Inspection during construction. This Agreement is based on construction between June 16, 2026, and August 24, 2026, and includes preparatory and closeout work before and after the defined period of construction.

TASK A: ENGINEERING SERVICES DURING CONSTRUCTION

1. Serve as the Client's representative during construction and coordinate with the Contractor, SHA, and the Client. Includes:
 - a. Maintain project records including submittal logs, Request for Information (RFI) logs, and change order logs.
 - b. Assist the Client in negotiations and provide written recommendations regarding Contractor claims for additional time and/or compensation.
2. Receive and review up to fifteen (15) shop drawings/product data submittals, and other required Contractor submittals for conformance with the design intent and requirements of the contract documents. Review includes up to one (1) resubmittal per item. This Agreement

is based on review of more than one (1) resubmittal being performed on a time and expense basis.

3. Receive and review Requests for Information (RFIs) submitted by the Contractor and coordinate responses with the design engineer as required. This Agreement is based on receipt of up to ten (10) RFIs submitted by the Contractor during construction. ARRO will review each RFI, coordinate with the design engineer as necessary, and issue written interpretations or clarifications of the contract documents to the Contractor and Client. Responses are contingent upon timely input from the design engineer when required and are assumed to be issued within seven (7) calendar days of receipt of the RFI. .
4. Review As-built redline drawings and record drawings prepared by the Contractor for completeness and general conformance with contract documents. This Agreement is based on the Contractor preparing and submitting required as-built documentation to applicable permitting authorities, including SHA and stormwater agencies, and obtaining approval from those authorities. ARRO will review as-built documentation as part of the approval process, as requested, and upon receipt of approved as-built documents, will compile the final record documentation and transmit it to the Client.
5. Review Contractor change order requests for technical validity and cost reasonableness. Provide written recommendations to the Client regarding disposition. Prepare up to eight (8) change orders for execution.
6. Perform site visit and prepare one (1) punch list for project completion. This Agreement is based on initial site inspection and one (1) follow up site inspection following completion of punch list items. Coordinate with the Client to confirm all concerns are included in the punch list. This Agreement is based on the Client providing their concerns within five (5) days of our request.
7. Review and provide recommendation on up to eight (8) Contractor progress payment applications, including recommendation of final payment at the completion of the project. This Agreement is based on payment applications between March and October 2026.
8. Perform final completion and as-built review following completion of punch list items,
9. Perform a final walkthrough of the project.
10. Present the Contractor with contract closeout documents and provide the executed closeout documents to the Client.

TASK B: CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

1. Attend one (1) preconstruction conference and review meeting notes provided by the Contractor.
2. Perform and maintain review of the Project Schedule which includes confirming critical path and alerting the Client to deviations or delays both anticipated and actual. Provide feedback on the proposed schedule and coordinate required clarifications with the Contractor as needed.
3. Provide full-time resident project representative (RPR) services during the construction phase of the project. This Agreement is based on an RPR staff member to be on-site up to fifty (50) days of construction between June 16, 2026, and August 24, 2026 plus an additional twenty (20) days before or after the construction window for a total of seventy (70) days. A RPR day includes up to eight (8) hours onsite plus travel to and from the closest ARRO office (Frederick) and time to complete field report that summarizes observations (1 hour per day). This Agreement is based on 630 hours.

ARRO's RPR will seek to determine that construction work is carried out in compliance with the contract drawings and specifications. The purpose of the RPR is to provide the Client with a greater degree of confidence that the Contractor's work generally conforms to requirements of the contract documents and that the integrity of the design concept illustrated by the contract documents has been implemented and preserved by the Contractor.

The RPR will facilitate communication between the Contractor, SHA, and the Client as needed during construction.

ARRO shall not, on the basis of its observations of the Contractor's work or its presence at project site, supervise, direct, or have any control over the Contractor's work nor shall ARRO have authority over, or responsibility for, the means, methods, techniques, sequences, or procedures of construction selected by the Contractor, for safety precautions and programs incidental to the work, or for the Contractor's compliance with laws, rules, regulations, ordinances, codes, or other orders applicable to the Contractor furnishing and performing its work. Accordingly, ARRO can neither guarantee performance of construction contract by the Contractor nor assume responsibility for the Contractor's failure to furnish and perform work in accordance with contract documents.

The duties, responsibilities, and limitations of authority of the resident project representative will be as stipulated in Exhibit No. 1 which is attached to and made part of this Agreement.

4. Prepare and maintain daily field observation reports that include documenting quantities observed for progress payment verification, photograph key construction activities and deficiencies as appropriate, support substantial, final completion, and general conformance determinations. Daily records are typically available within 24 hours and will be delivered upon request by the Client or at the completion of the project.
5. Prepare for and attend up to six (6) monthly construction progress meetings. This Agreement is based on attendance at meetings between April and September 2026.
6. Provide testing oversight that includes reviewing materials testing reports provided by the Contractor or testing agency including compaction testing, concrete testing, asphalt testing, or other required materials testing. Notify the Client of deficiencies or failed tests and coordinate corrective action with the Contractor as needed.
7. Coordinate up to fifteen (15) inspection services with appropriate agencies and/or firms. All inspections will be provided through a third party and all third party inspection costs shall be paid separately and independent of this Agreement.

Specific Services Excluded

Services not set forth within the Scope of Services are specifically excluded, including the following. Excluded services can be provided on a time and expenses basis, in accordance with ARRO's standard Schedule of Hourly Rates and Charges for Professional Services, if authorized in writing by the Client.

1. Services resulting from significant changes to Scope of Services beyond reasonable control of ARRO. Such revisions include, but are not limited to, changes in the size, complexity, scheduling, or character of services required to complete project.
2. Attendance at additional meetings and additional site visits.
3. Preparation of applications and supporting documents for grants, loans, or bond issues relative to financing of project.
4. Preparation of as-built drawings.
5. Inspection Services.

6. Design Engineering Services.
7. Permitting Services.
8. Surveying Services.
9. Any fees/costs associated with inspections.
10. Additional Engineering Services not described in the written Scope of Services.

SCHEDULE

The schedule of completion for the above referenced Services under this Agreement shall begin upon notice to proceed from the Client and shall be completed upon final completion of all scope items listed above in reference to the construction project. The estimated construction period for the project duration is between June 16, 2026, and August 24, 2026.

CLIENT'S RESPONSIBILITIES

1. Designate a person to act as its representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define the Client's policies and decisions pertaining thereto within a reasonable time so as not to delay the services of ARRO.
2. Arrange for access to and make all provisions for ARRO to enter upon public and private property as required for ARRO to perform its services.
3. Obtain approvals and permits from and pay fees of all governmental authorities having jurisdiction over projects, and such approvals and consents from others as may be necessary for completion of projects.
4. Assist ARRO by placing at its disposal all available information pertinent to projects including previous reports and any other data related to the work covered herein.
5. Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by ARRO, obtain advice of an attorney, insurance counselor, and other consultants as the Client deems appropriate for such examination, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ARRO.
6. Provide such accounting, legal, and insurance counseling services as may be required by the Client for projects or as ARRO may reasonably request with regard to legal, accounting, and insurance issues pertaining to the projects including any that may be raised by a third party.
7. Give prompt written notice to ARRO whenever the Client observes or otherwise becomes aware of any development that affects the scope or timing of ARRO's services or becomes aware of any unsatisfactory performance by ARRO.
8. Payment of all associated inspection services costs.

COMPENSATION

In consideration of the services performed by ARRO in accordance with this Agreement, the Client shall pay to ARRO a lump sum fee of One Hundred Forty-Five Thousand, Two Hundred Fifty Dollars (\$145,250.00). In the event that such services are altered by a modification of this Agreement, the parties hereto, shall, at the time of such modification, also agree to an equitable adjustment in the lump sum stated above.

Invoices shall be rendered monthly based on the percentage of work completed to date and shall be paid within thirty (30) days of the date of the invoice.

THE TERMS OF THIS AGREEMENT SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF SIXTY (60) DAYS FROM THE ABOVE DATE, AFTER WHICH TIME ARRO RESERVES THE RIGHT TO REVIEW, REVISE, OR WITHDRAW THIS AGREEMENT.

THE ATTACHED STANDARD TERMS AND CONDITIONS ARE INCORPORATED INTO AND MADE A PART OF THIS AGREEMENT.

THIS AGREEMENT HAS BEEN PREPARED AND TRANSMITTED FOR EXECUTION. ONCE SENT, THE CONTENT OF THIS AGREEMENT MAY NOT BE ALTERED BY THE CLIENT. ANY MODIFICATIONS, EDITS, OR ADDITIONS MADE AFTER TRANSMISSION WILL BE CONSIDERED INVALID UNLESS REVIEWED, APPROVED, AND RE-ISSUED BY ARRO. IF THE CLIENT WISHES TO REQUEST CHANGES TO THE AGREEMENT, SUCH REQUESTS MUST BE SUBMITTED IN WRITING TO ARRO PRIOR TO EXECUTION, AND ARRO WILL CONSIDER AND, IF AGREED, INCORPORATE THOSE CHANGES INTO A REVISED VERSION FOR SIGNATURE.

Town of Boonsboro

ARRO Consulting, Inc.

BY:

BY:



Printed Name:

Mark D. Harman, P.G.

TITLE:

TITLE:

Regional Client Manager

DATE:

DATE:

March 5, 2026

Client's Designated Representative:

EXHIBIT NO. 1 - DUTIES, RESPONSIBILITIES, AND LIMITATIONS OF AUTHORITY OF THE RESIDENT PROJECT REPRESENTATIVE (RPR)

A. GENERAL

The RPR will act as ARRO's representative at the work site, will act under the direction and supervision of ARRO's Project Manager hereinafter termed the "Engineer", and will confer with the Engineer regarding any actions initiated by the RPR. The RPR's dealings pertaining to the ongoing construction activities will, in general, be with the Engineer and Contractors, and the Owner will be kept advised of all actions and proceedings as necessary. The RPR will communicate with the Owner as necessary under the direction of the Engineer.

The RPR will review the conduct of the Contractors' work and the materials and equipment incorporated therein, and will endeavor to guard the Owner against defects or deficiencies in the completed work; however, the furnishing of these services will not make the RPR or Engineer responsible for or give control over the construction means, methods, techniques, sequences, or procedures or for safety precautions or programs, or responsibility for the Contractors' failure to perform or complete any portion of the work in accordance with the Contract Documents and Standard Agreements between the Owner and Contractors.

B. DUTIES AND RESPONSIBILITIES

1. SCHEDULES:

Review progress schedule, shop drawing submittal schedule (when required), and schedule of values prepared by the Contractors and consult with the Engineer about the acceptability of these documents.

2. CONFERENCES AND MEETINGS:

Schedule and attend construction progress meetings, job conferences, and other project-related meetings required by the Contract Documents. Prepare meeting minutes and distribute copies to the Engineer, Owner, and meeting participants.

3. LIAISON:

a. Act as Engineer's on-site liaison with the Contractors and assist the Contractors, primarily through interaction with the Contractors' superintendents, in understanding the intent of the Contract Documents. Assist Engineer in serving as the Owner's liaison with the Contractors.

b. Assist the Engineer in communicating details and information about the work to the Owner, and when necessary, obtaining additional information critical to the completion of the work from the Owner.

4. SHOP DRAWINGS AND SAMPLES:

a. Maintain copies of the approved shop drawings at the work site for use in observing the conformance of on-site materials and equipment with the information contained in the shop drawings and the Contract Documents.

b. Notify the Engineer and Contractors when a required and approved shop drawing and/or sample is not available for work that is about to commence.

c. Receive samples furnished at the work site by the Contractors and advise the Engineer of the availability of these samples for examination.

5. OBSERVATION OF WORK, REJECTION OF DEFECTIVE WORK, INSPECTIONS, AND TESTS:

a. Conduct ongoing observations of the work in progress to assist the Engineer in determining if the work is, in general, proceeding in accordance with the Contract Documents.

b. Advise the Engineer and Contractors whenever the RPR observes any work, materials, or equipment that the RPR has cause to believe may be unsatisfactory, faulty, defective, or not in conformance with the requirements of the Contract Documents; however, failure to notify the Contractors of any work which does not comply with the Contract Documents will not be construed by the Contractors, the Engineer, or the Owner as an acceptance of the defective work and will not relieve the Contractors of their obligations to correct any such work in accordance with the Contract Documents.

- c. Advise the Engineer and Contractors whenever the RPR observes any damaged work, materials, or equipment that the RPR has cause to believe may be unsatisfactory, faulty, defective, or not in conformance with the requirements of the Contract Documents; however, failure to notify the Contractors of the observed conditions will not be construed by the Contractors, the Engineer, or the Owner as an acceptance of the defective work and will not relieve the Contractors of their obligations to correct any such work in accordance with the Contract Documents.
- d. Advise the Engineer and Contractors whenever the RPR observes any inspection, test, or approval that the RPR has cause to believe may be unsatisfactory and not in conformance with the requirements of the Contract Documents; however, failure to notify the Contractors of the observed conditions will not be construed by the Contractors, the Engineer, or the Owner as an acceptance of the defective work and will not relieve the Contractors of their obligations to correct any such work in accordance with the Contract Documents.
- e. Advise the Engineer and Contractors of any work that the RPR has cause to believe should be corrected, rejected, uncovered for observation, or subject to special testing, inspection, and approval.
- f. Verify that required tests, equipment and systems start-ups, training, and other special requirements of the Contract Documents are conducted in the presence of the appropriate personnel; that the Contractors maintain complete and accurate records thereof; and that appropriate records, details, and reports of the activities are communicated to the Engineer.
- g. Accompany visiting regulatory agency inspectors on their review of the work site and notify the Engineer of the results of these inspections.
- h. Accompany visiting Owner's personnel on their review of the work site and, in general, provide the Owner's personnel with information relative to the progress of the work.

6. INTERPRETATION OF CONTRACT DOCUMENTS:

Report to the Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractors clarifications and interpretations as issued by the Engineer.

7. MODIFICATIONS:

Consider and evaluate Contractors' suggestions for modifications to the work detailed on the drawings or in the specifications and provide to the Engineer with recommendation as to the advisability of the subjected modification. Transmit to the Contractors decisions as issued by the Engineer.

8. RECORDS:

- a. Maintain orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to execution of the Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, and other project-related documents.
- b. Review Contractor's record plans (red line markup drawings) of the work. Check with Contractor and confirm that Contractor is maintaining proper red line drawings.
- c. Keep a diary or log book, recording Contractor's personnel and hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to the Engineer.
- d. Record names, addresses, and telephone numbers of Contractors, subcontractors, and major suppliers of materials and equipment.
- e. Maintain set of photograph logs.

9. REPORTS:

- a. Furnish Engineer with periodic reports concerning the progress of the work and of Contractors' compliance with the progress schedule.
- b. Consult with the Engineer in advance of scheduled major tests, inspections, or start of important phases of the work.
- c. Advise Engineer of the need for change orders and work directive changes, obtaining back-up material from Contractors as required by the Engineer, and provide recommendation to the Engineer on the advisability of the proposed change orders or work directive changes.
- d. Report immediately to the Engineer and Owner upon the occurrence of any accident.

10. PAYMENT REQUESTS:

Review applications for payment with the Contractors for compliance with the established procedure for their submission and forward with recommendations to the Engineer, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.

11. COMPLETION:

- a. Before the Engineer issues a Certificate of Substantial Completion for execution by the Owner and Contractors, submit a list of observed items requiring completion or correction to the Engineer and Contractors.
- b. Conduct final observation in the company of the Engineer, a representative of the Owner, and Contractors, and prepare a final list of items to be completed or corrected.
- c. Observe that all items on final list have been completed or corrected and make recommendations to the Engineer concerning the Owner's acceptance of the completed work.

C. LIMITATIONS OF AUTHORITY

The RPR is not authorized to exceed the limitations of the Engineer's authority as defined in the Standard Agreements between the Owner and Contractors, in the General Conditions and Supplementary General Conditions of the Contract Documents, and any other pertinent section of the Contract Documents. Additionally, the RPR shall not:

1. Authorize any deviation from the Contract Documents or substitution of materials and equipment without the approval of the Engineer.
2. Undertake or assist in execution of the responsibilities of the Contractors, subcontractors, or Contractors' superintendents.
3. Provide advice, issue directions, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
4. Provide advice, issue directions regarding, or assume control over any aspect of the safety precautions and programs in connection with the Work, with the exception when, in RPR's opinion, conditions of imminent danger exist. If such conditions exist, RPR shall:
 - a. Immediately notify Contractor's on-site safety representative and require that the work be stopped.
 - b. Concurrently, RPR shall immediately notify the Project Manager or Client Manager (if Project Manager is not available).
 - c. ARRO's Project Manager will immediately notify the Owner of the imminent danger.
 - d. If Contractor refuses to stop the working, ARRO's Client Manager, Project Manager and/or RPR (at Project Manager's direction), may recommend to Owner that they utilize their local enforcement authorities to stop the work.
 - e. RPR shall fully document the incident in the daily field report including identifying all who were contacted and the results of those discussions.
5. Authorize the Owner to occupy the Project in whole or part without the approval of the Engineer.
6. Participate in specialized field or laboratory tests or inspections conducted by others unless specifically authorized by the Engineer.
7. Participate in the start-up and operation of any equipment unless specifically authorized by the Engineer.

**ARRO HOLDINGS, LLC; THE ARRO GROUP & SUBSIDIARIES,
ARRO CONSULTING, INC., CKS ENGINEERS,
CASTLE VALLEY CONSULTANTS, OTT CONSULTING INC.
STANDARD TERMS AND CONDITIONS**

1. OPINION OF PROBABLE COSTS

Opinions of probable construction and related costs, financing and acquisition of land and rights-of-way prepared by ARRO represent its judgment as a design professional and are supplied for the general guidance of the Client. Since ARRO has no control over cost of labor, materials, equipment or services furnished by others, over contractors' methods of determining prices, over costs of financing, acquisition of land or rights-of-way or over competitive bidding, market or negotiating conditions, ARRO does not guarantee that any such opinions will not vary from actual costs or contractors' bids to the Client.

2. INSTRUMENTS OF SERVICE

All reports, plans, specifications, drawings, field data, notes, formulae, calculations, codes, computer programs and any other documents used in the preparation of the work hereunder or delivered to the Client hereunder, including electronic or digitized versions thereof, are instruments of service of ARRO and shall remain the property of ARRO. Client has the right to use the work delivered hereunder for an indefinite period of time for the purposes outlined in this Agreement. However, the work furnished by ARRO hereunder, whether in document form or electronic or digitized versions thereof, are not to be reused by the Client or any other person or entity for extensions of the project for which they were prepared or on any other project. Any reuse of the documents or their electronic or digitized versions without specific written verification or adaptation by ARRO will be at the Client's sole risk and without liability to ARRO, and Client agrees to waive any claim against ARRO and agrees to defend, indemnify, and shall hold ARRO harmless from any claims or damages resulting from such reuse, including claims of infringement of proprietary information.

3. RECORD RETENTION

ARRO shall maintain copies of project-related records customarily retained in the ordinary course of business, including reports, data, and financial records, in an accessible electronic or hard-copy format for a period of ten (10) years following final payment or completion of the services under this Agreement, whichever occurs later. ARRO shall have no obligation to retain records beyond this period, nor to convert records to any particular format, update such records, or maintain software or systems necessary to access obsolete electronic data. Retrieval or reproduction of archived records, if requested by the Client, may be subject to additional compensation.

4. CHANGED CONDITIONS

ARRO has used its professional judgment in establishing the scope of services and fee for this project, given the information provided by the Client or known to ARRO about the project's nature and risks and current laws, codes, regulations, standards and permit conditions in effect thirty (30) days prior to the date of this proposal/Agreement. Occurrences or discoveries that were not originally contemplated by or known to ARRO shall constitute changed conditions and shall require an equitable adjustment in scope, schedule and/or fee under this Agreement. If ARRO should request an adjustment to this Agreement, ARRO shall identify the changed conditions and the Client shall promptly and in good faith enter into a renegotiation of this Agreement. If the Client refuses to renegotiate, ARRO may terminate this Agreement.

5. ADDITIONAL WORK

The Client or ARRO may, from time to time, during the course of the work request changes or modifications in the "Scope of Services" to be performed hereunder. Such changes and/or modifications, including any increase or decrease in the amount of ARRO's compensation, which are mutually agreed upon between the Client and ARRO, shall be incorporated in written amendments to this Agreement. In the event the Client desires additional work performed, which is not covered by the proposal and/or Agreement, the parties shall execute an amendment to this Agreement, and ARRO shall be paid for the additional work in accordance with the terms and conditions for extra work as set forth in the Agreement.

6. DELAYS

In the event of delays through no fault of ARRO, the Client shall pay all costs which have been reasonably incurred by ARRO in suspending the services including all costs incurred in reactivating the services. This is in addition to compensation for services performed and costs incurred prior to suspension.

7. STANDARD OF CARE AND RISK ALLOCATION

ARRO warrants that it shall exert the degree of care and skill in the performance of its services normally exercised by similar professionals under similar circumstances. This warranty is in lieu of and excludes all other warranties whether express or implied, by operation of law or otherwise, including any warranty of fitness for particular purpose.

ARRO's liability to the Client for losses, injuries, damages or expenses caused by ARRO's services under this Agreement and which are covered by ARRO's liability insurances shall be limited to the then remaining limits of ARRO's applicable liability insurance coverage(s). For any other losses, injuries, damages or expenses arising from ARRO's services, Client agrees that ARRO's total aggregate liability therefore shall not exceed the amount of ARRO's service revenue under this Agreement.

In addition, the Client agrees to extend any and all liability limitations and indemnifications provided by the Client to ARRO to those individuals and entities ARRO retains for performance of the services under this Agreement, including ARRO's subconsultants and their assigns.

For purposes of this Agreement the term "liable" and "liability" shall mean liability of any kind that may be found to rest upon ARRO, whether arising from the negligence of ARRO, its subcontractors, agents or employees, breach of warranty, breach of contract, strict or absolute liability and/or any other cause.

8. CONSEQUENTIAL DAMAGES

Neither ARRO, ARRO's subconsultants, nor Client shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by ARRO or the Client, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

9. TERMS OF PAYMENT

In the event that payment is not made within thirty (30) days from date of billing, interest will be charged at the rate of one percent (1%) per month, or the maximum amount permitted by law.

10. PATENTS

ARRO will not conduct patent searches in the performances of its services and assumes no responsibility or liability for any patent or copyright infringement arising therefrom. Nothing contained herein shall be construed as a warranty or representation that anything made, used or sold arising out of the services provided for the project will be free from infringement of patents.

11. SUSPENSION OF SERVICES

If payment of ARRO's invoices is not maintained as per the Terms of Payment set forth herein, ARRO may by seven (7) days written notice to the Client suspend further services without liability until the Client has paid in full all amounts due ARRO on account of services rendered and expenses incurred, including interest on past due invoices. Suspension exceeding ninety (90) days shall, at ARRO's option, make this Agreement subject to renegotiation or termination. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to ARRO.

12. TERMINATION

This Agreement for ARRO's services may be terminated by either party upon thirty (30) days prior written notice to the other party. In the event of termination, ARRO shall be compensated for services performed and expenses incurred up to the date of termination, plus reasonable actual costs incurred by ARRO as a result of a termination by the Client.

13. SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon the parties and their respective successors and assigns. ARRO may employ such independent consultants, associates and subcontractors as it may deem appropriate. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties.

14. SEVERABILITY AND REFORMATION

Any provision or part thereof of this Agreement held to be void or unenforceable under any law or order of court shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Client and ARRO. In addition, the parties agree that this Agreement shall be reformed to replace such stricken provision(s) or part(s) thereof with a valid and enforceable provision(s) which comes as close as possible to expressing the intention of the stricken provision(s).

15. EMPLOYEE LIABILITY

The Client acknowledges that ARRO is a corporation and agrees that any claim made by the Client arising out of any act or omission of any director, officer or employee of ARRO in the execution or performance of this Agreement, shall be made against ARRO and not against such director, officer or employee.

16. FORCE MAJEURE

Client and ARRO agree that there shall be no liability on the part of either party for any failure or delay in the performance of any obligations hereunder resulting from any cause beyond their reasonable control, including, but not limited to: acts of God; acts or omissions of civil or military authority; acts or omissions of contractors or suppliers; fires; floods; epidemics; quarantine restrictions; severe weather; strikes; embargoes; wars; political strife; riots; delays in transportation; compliance with any regulations or directives of any national, state, local, or municipal governments or any department thereof; fuel, power, materials or labor shortages.

17. ENTIRE AGREEMENT

This Agreement, upon its acceptance by the Client, shall constitute the entire and integrated understanding between the parties and supersedes all prior and contemporaneous negotiations and agreements, whether oral or written, with respect to the subject matter herein. This Agreement may be amended only by a written instrument signed by both parties.

18. ASBESTOS, HAZARDOUS, OR TOXIC MATERIALS AND/OR PHASE I & II ENVIRONMENTAL SERVICES

ARRO's scope of services does not include any services related to asbestos, hazardous or toxic materials, or Phase I & Phase II Environmental Site Assessments. ARRO shall have no responsibility under this Agreement to determine the existence, location, quantity, type or composition of any hazardous or toxic or contaminated materials that may exist at the site. In the event ARRO or any other party encounters asbestos or hazardous or toxic or contaminated materials at the site, or should it become known in any way that such materials may be present at the site or any adjacent areas that may affect the performance of ARRO's services, ARRO may, at its option and without liability for consequential or other damages, suspend performance of services on the project until the Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the site is in full compliance with applicable laws and regulations.

19. THIRD PARTY BENEFICIARY

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or ARRO. ARRO's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against ARRO because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

20. JOBSITE SAFETY

Neither the professional activities of ARRO, nor the presence of ARRO, its employees or subconsultants at a construction/project site, shall impose any duty on ARRO, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequences, techniques, procedures, or jobsite safety, including, but not limited to, injury and illness prevention programs or similar plans intended to mitigate or prevent injuries or exposure to pollutants, viruses, bacteria or pathogens of any kind, and necessary for performing, superintending or coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies ("Contractor Duties"). ARRO and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor and subcontractors shall defend and indemnify the Client, ARRO and ARRO's subconsultants from and against any claims, causes of action, demands or damages arising out of or relating to Contractor Duties. The Client also agrees that the Client, ARRO and ARRO's subconsultants shall be made additional insureds under the General Contractor's policies of general liability insurance.

21. GOVERNING LAW

The laws of the Commonwealth of Pennsylvania shall govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the Courts of Common Pleas of Pennsylvania having jurisdiction.



LUKE K. WRIGHT, E.I.T.

PROJECT MANAGER & RESIDENT PROJECT REPRESENTATIVE

CONTACT:

📞 240.772.1719

✉️ luke.wright@arroconsulting.com

CREDENTIALS:

- B.S./Engineering Science, Concentration in Environmental Engineering/ Shepherd University/2023

PUBLICATIONS:

- "Wastewater Operations." Emmitsburg Journal, August, 2023.
- "Inside Thurmont's Electric Power Distribution System." Emmitsburg Journal, January, 2024

PROFESSIONAL LICENSES:

Engineer-in-Training:
MD

PROFESSIONAL OVERVIEW

Luke K. Wright, E.I.T. has four years of environmental engineering experience which includes environmental regulatory compliance and stormwater compliance, editing and revising zoning ordinances and assisting with zoning regulation inquiries. He estimates cost of projects using RS Means and performs calculations for stormwater runoff. Luke assists with field inspections, serving as a resident project representative during construction work, and writes field reports.

Luke has knowledge of GIS, GPS, quality assurance, and CAD systems.

Luke graduated from Shepherd University with a Bachelor of Science in Engineering Science with a Concentration in Environmental Engineering. He is a Maryland registered Engineer in Training (E.I.T.).

WORK EXPERIENCE

Boonsboro Reservoir Town of Boonsboro Washington County, MD

Served as Construction Manager (CM) for installation of 1.0 MG reservoir tank and related infrastructure; reviewed shop drawing submittals for adherence with project specifications; reviewed Contractor's payment applications and Certified Payroll; led and attended pre-construction meetings as well as regular progress meetings; coordinated 3rd party testing required for construction.

12-Inch Water Main and Replacement Reservoir Town of Boonsboro Washington County, MD

Resident project representative (RPR); observed contractor work throughout construction of reservoir and related infrastructure to confirm adherence with project specifications; oversaw placement of potable water pipe and appurtenances; observed placement of erosion and sediment (E&S) controls; attended pre-construction meetings and regular progress meetings during construction.

Leslie Drive Retaining Wall Design Town Indian Head Charles County, MD

Resident project representative (RPR); observed contractor correcting construction of retaining wall after inadequate work was previously performed; oversaw placement of drainage pipe, new brick wall, flashing, wall cap, and driveway replacement.

Brightspeed Review and RPR Services Borough of Greencastle Franklin County, PA

Resident project representative (RPR) for installation of fiber optic cable from Brightspeed and their subcontractors; observed placement of aerial and buried fiber optic cable confirming adherence with project drawings and Borough specifications; observed trench digging and restoration confirming proper backfilling occurred; observed road pavement cuts and restoration on all road crossings; attended pre-construction meetings.

Hammaker Hills Phase 2 Town of Thurmont Frederick County, MD

Resident Project Representative (RPR) for the installation and testing of utilities for phase 2 of the Hammaker Hills development; testing observed included hydrostatic pressure testing and bacteria testing the water line, vacuum testing and mandrel testing sewer line, compaction testing of base and asphalt.





ANDREW O. WEST, L.O.

PRIMARY RESIDENT PROJECT
REPRESENTATIVE

CONTACT:

✉ andrew.west@
arrowaterservices.com

CREDENTIALS:

- Operator Wastewater 5A, MD 2011
- Operator Water Treatment 2 (Class 4 exam passed) , MD 2011
- Operator Collection 2, MD: 2022
- Superintendent Wastewater 5A, MD: 2015
- Superintendent Water Treatment 2, MD 2015
- Superintendent Collection 2, MD: 2015
- Drinking Water Sampler, MD: 2008
- Wastewater Operator Class IV, WV: 2016
- Public Water System Operator Class II, WV: 2016
- Public Water System Chief Operator, WV: 2016
- Wastewater System Class: C, E Subclass: 1, 4 PA 2024
- Water System Class: C, E Subclass: 8, 9, 12 PA 2024

PROFESSIONAL OVERVIEW

Andrew West, has served as Resident Project Representative (RPR) on municipal water infrastructure projects, including water main installations, reservoir construction, and utility coordination projects. He provides on-site construction observation to confirm work is performed in accordance with approved plans, specifications, and applicable codes; reviews shop drawings and contractor submittals; responds to RFIs; monitors erosion and sediment control measures; attends and facilitates pre-construction and progress meetings; and documents field activities through detailed reporting. His experience includes oversight of potable water systems, underground utility installation, trenching and restoration, and coordination with contractors and municipal stakeholders.

WORK EXPERIENCE

12-Inch Water Main and Replacement Reservoir
Town of Boonsboro
Washington County, MD

Resident project representative (RPR); observed contractor work throughout construction of reservoir and related infrastructure to confirm adherence with project specifications; oversaw placement of potable water pipe and appurtenances; observed placement of erosion and sediment (E&S) controls; attended pre-construction meetings and regular progress meetings during construction.

Brightspeed Fiber Optic Cable
Borough of Greencastle
Franklin County, PA

Resident project representative (RPR) for installation of fiber optic cable from Brightspeed and their subcontractors; observed placement of aerial and buried fiber optic cable confirming adherence with project drawings and Borough specifications; observed trench digging and restoration confirming proper backfilling occurred; observed road pavement cuts and restoration on all road crossings; attended pre-construction meetings.



BRIAN E. WAGNER, P.E.

PROJECT ENGINEER

CONTACT:

240.513.3586

brian.wagner@
arroconsulting.com

PROFESSIONAL AFFILIATIONS:

- American Society of Civil Engineers
- National Society of Professional Engineers (NSPE), Member
- Community Engineering Corp, Technical Review Committee Member
- Pleasant Valley Comm. Fire Co., Life Member
- Mid-Atlantic D.O.G.S., Search and Rescue K9 Handler (2006-2015)
- National Eagle Scout Association, Scouting America

PROFESSIONAL LICENSES:

Professional Engineer: MD, PA, NY, DE

PUBLICATIONS:

- *Rounding the Bases – Winning Communication and Leadership for Engineers* (Amazon KDP, 2025)
- "Simplifying the Dam Breach Analysis", *Stormwater* Vol. 17, No. 2, March/April 2016, pp. 24-32.
- "Safe Conveyance of Rare Storm Events", *Stormwater* Vol. 18, No. 3, May 2017, pp. 28-33



PROFESSIONAL OVERVIEW

Brian E. Wagner, P.E., has over 20 years of experience in civil and site engineering, with more than 15 years dedicated to project management and division-level leadership. He is a licensed Professional Engineer in Maryland, Pennsylvania, and New York, and has held key roles in both the public and private sectors. Brian previously served as the Procurement Under Grants Branch Chief at FEMA Headquarters, where he led a national team responsible for procurement training, technical assistance, and compliance under federal grants.

His expertise spans land development, dam safety, stormwater management, and strategic communications. Brian has led high-profile engineering efforts, including the emergency decommissioning of the Cascade Lake dam and the development of nationally recognized mitigation and procurement programs at FEMA. He is also a published author in *Stormwater* magazine and a subject matter expert who regularly speaks at industry conferences.

WORK EXPERIENCE

Frederick Road Water Main Replacement Town of Funkstown Washington County, MD

Served as lead designer and project manager for replacement of existing waterline along Frederick Road; replaced problematic watermain with new service connections and fire hydrants; designed improvements to allow future extension along Frederick Road pending additional funding.

Old Post Elementary School Harford County, MD

Served as Project Manager and Engineer; coordinated design work between County agencies and team engineers and was responsible for producing construction documents for project; project included upgrading school's existing four-inch water service to include new connection to existing line located within Philadelphia Road (MD Route 7), replacement of existing meter, and minimally upsizing line to new six-inch service; services included coordination with Maryland State Highway Administration to obtain district utility permit, coordination with Harford County for necessary permit approval, a fire flow test, and attendance meetings.

Lead and Copper Service Line Replacement Town of Funkstown Washington County, MD

Served as project manager and responsible engineer for replacement of lead and galvanized water service connections throughout town; coordinated with field verification program to identify affected properties; oversaw installation of new water service connections from existing watermain to water meter at limit of municipal control.

Westminster Community Pond Stormwater Retrofit City of Westminster Carroll County, MD

Served as Construction Manager and lead contact for contractor and client throughout construction, answered design questions and provided supplemental information as required to facilitate construction of regional stormwater management facility; Westminster Community Pond was retrofit to existing farm pond and recreational area; retrofit of facility expanded wet pool by nearly three times surface area and provided quantity management and water quality for 200+ acres of urban runoff; project was funded through TAP funding program by Maryland State Highway Administration.



KEITH F. DICK

QUALITY MANAGER/
DIRECTOR OF FIELD SERVICES

CONTACT:

📞 484.525.4546
✉ keith.dick@
arroconsulting.com

CREDENTIALS:

- OSHA/30-Hour Construction Safety & Health/Course Completion Certificate
- ACI Certified

PROFESSIONAL OVERVIEW

Keith Dick brings a wide variety of business management and development along with a tremendous knowledge within the construction, building supply, dock, and seawall industry for the past 30 plus years. Keith has owned multiple masonry and concrete supply centers (V.P.), dock/boatlift and seawall company (V.P.) and has worked for structural foundation companies, specialty masonry companies, site contractors, bridge construction companies, storm water management, underground filtration system companies, sewer and septic companies as the Director of Field Operations and Project Manager. His ability to understand how the construction process works from start to finish is extremely important when overseeing a project. Keith has an eye to see an issue with the design and/or the actual construction of a project prior to the problem creating a major hurdle. His ability to communicate with the contractor, installation crews, engineer, architect, government agency and the client/owner is a great attribute. Keith has a tremendous strength in understanding design flaws, assisting the design engineer with RFI's and keeping the contractor focused on meeting deadlines, specific construction methods and means. Keith's ability to be a leader and manager to the people around him is a positive influence. Keith understands how to use people's strengths to motivate them to become a team and to complete a task or project. Utilizing people for their talents is a major strength in his managerial success. Keith leads by example, is a strong communicator, and problem solver.

WORK EXPERIENCE

Aqua America – Lloyd Ave. Water Main (Phase I, II, III)
Cain Township
Chester County, PA
Provided assistance to Project Manager organizing and managing project prior to construction; arranged and attended preconstruction meetings provided construction observation (RPR) tasks to confirm construction for new water main followed design drawings, specifications, and contract documents; assisted in creating traffic plan details; answered RFI's and processed change orders; oversaw field construction; communicated with relevant parties on job progress and completion schedules; authorized payment applications; assisted in completing job on time and within budget.

Municipal Drive Bridge Replacement
Cain Township
Chester County, PA
Provided construction observation (RPR) tasks to confirm construction for bridge followed design drawings, specifications, and contract documents; created job progress reports, established onsite and offsite meetings with involved parties; assisted in creating RFI's; discussed and resolved construction issues in field; authorized payment applications; assisted in completing job on time to allow Township to have scheduled Ribbon Cutting Ceremony.

Moore Road Bridge/Culvert Replacement
Cain Township
Chester County, PA
Provided construction observation (RPR) tasks to confirm construction for new bridge/culvert followed design drawings, specifications, and contract documents; created job progress reports; established onsite and offsite meetings with involved parties; assisted in responding to RFI's; resolved construction issues in field; authorized payment applications; assisted in completing job on time and within budget.

Barley Sheaf Road Culvert Replacement
Cain Township
Chester County, PA
Provided construction observation (RPR) tasks to confirm construction for new bridge/culvert followed design drawings, specifications, and contract documents; created job progress reports; established onsite and offsite meetings; assisted in responding to RFI's; resolved construction issues; authorized payment applications.



March 5, 2026

Mayor Howard W. Long and Council
Town of Boonsboro
21 North Main Street
Boonsboro, MD 21713

RE: Proposal for Engineering Services during Construction and Construction Management & Inspection

Dear Mayor Long and Council Members:

On behalf of Charles P. Johnson & Associates, Inc. (CPJ), I am pleased to submit to the Town of Boonsboro, our proposal to provide Engineering Services during Construction and Construction Management and Inspection for the MD 66 (Maple Avenue) - Chase Six Boulevard and Campus Avenue Improvements project, as outlined in the Request for Proposals.

CPJ brings extensive experience in municipal and State roadway projects throughout Maryland, including transportation improvements involving SHA coordination, utility relocations, stormwater management, ADA compliance, traffic control, and phased construction in active public environments. Our team has supported local governments and agencies with construction phase engineering, on-site inspection, schedule monitoring, contractor coordination, pay application review, change order evaluation, and final acceptance documentation. We understand the importance of clear communication among the Contractor, SHA, and the Town to maintain compliance, control risk, and deliver projects on time and within budget.

Our construction management approach is proactive and document driven. We provide daily field reports, monitor adherence to contract documents, review shop drawings and requests for information in a timely manner, oversee testing and quality control procedures, and facilitate progress meetings to ensure alignment among all parties. Our experience with State and municipal roadway standards allows us to quickly identify potential conflicts and resolve them before they impact schedule or cost.

This proposal assumes a full-time on-site inspector over forty-nine calendar days, consistent with the anticipated construction duration noted in the Contractor's contract documents. In addition, we have included supplemental office support time to provide contract management, engineering support, submittal review, change order evaluation, coordination with SHA, and overall construction administration services as needed throughout the life of the project.

CPJ is committed to serving as a reliable extension of the Town's staff. Our goal is to provide thorough inspection, responsive engineering support, and disciplined contract management to ensure that the improvements at Chase Six Boulevard and Campus Avenue are constructed in accordance with the approved plans and specifications and achieve successful final acceptance.

We appreciate the opportunity to submit this proposal and look forward to working with the Town of Boonsboro on this important transportation improvement project. Please do not hesitate to contact me if you require any additional information.

Based on our experience and understanding of this project, our scope of services is as follows:

Scope of Services

Task 001 - Engineering Services during Construction \$23,800.00

- General Project Administration and Coordination - Maintain communication between the Town and Contractor regarding meetings, schedules, and other general communications
- Shop Drawings - Review shop drawings submitted by the contractor for conformance with the contract documents
- Requests for Information (RFIs) - Review RFIs and provide responses based on information in the contract documents, develop simple sketches as needed for clarity or minor design changes.
- As-built Documents - Review as-built information provided by the contractor and coordinate final as-built documents for submission to the Town and SHA
- Change Orders - Review change orders from the contractor for
- Punch List - Inspect substantially complete work for conformance with the contract documents and provide a list of deficiencies for corrective action
- Final Completion and Acceptance - Review final work product for conformance with the contract documents; review punch list items for completion; provide letter of acceptance

Task 002 - Construction Management and Inspection Services \$54,880.00

- Pre-construction Meeting - Develop agenda; attend meeting; CPJ to provide the project team with complete meeting notes; AI transcription will be utilized to ensure completeness
- Review Project Schedule - Review project construction schedule provided by contractor
- Full-time onsite construction management and inspection services - CPJ will be on-site for a total of 40 hours per week
- Field Inspection Reporting - Provide the Town with regular inspection report to indicate progress and completeness of work and conformance with the contract documents
- Monthly Progress Meetings - Contractor to develop monthly progress agenda based on need; attend meeting; CPJ to provide the project team with complete meeting notes; AI transcription will be utilized to ensure completeness
- Final Completion Acceptance and Final Payment Application - Review final work progress for completion and compliance with the contract documents

Conditions and Assumptions

1. Contractor will provide an on-site trailer with a space suitable for our use, including access to internet and print services.
2. CPJ will provide our on-site person with a laptop computer and mobile phone.
3. Any overtime required must be approved in advance by the Town and will be covered by change order to this agreement.
4. On-site construction management and inspection time is based on Article 9-CONTRACT TIME of the Contractor's contract with the Town. Contract dates as follows: June 16, 2026 - August 24, 2026 for a total of 49 working days. Weekend days are NOT included.
5. All permitting will be completed in advance of this agreement and will be done by others.
6. We recognize that some small design sketch revisions and calculations may be required as part of the RFI, shop drawing, and submittal review process. Large redesign efforts that require permit modifications or reissuance of plans are not included.
7. Work to be performed outside of the contract date range identified above will be billed hourly at the rates identified below. Full day construction management and inspection services outside of the contract dates will be billed at the Unit Price for Inspection Day Services identified below.
8. The fees shown herein are lump sum (fixed fee) amounts per task. CPJ will bill monthly for the percent complete of each phase in progress, aligned with the contract time.
9. No survey or as-built survey services are included, but are available on request.

Total Fee	\$78,680.00
Task 001 - Engineering Services during Construction	\$23,800.00
Task 002 - Construction Management and Inspection Services	\$54,880.00
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Unit Price - Inspection Day Services - Beyond Stated Contract Dates	\$1,120.00

Work requested which is not covered under this or subsequent proposals and/or shown as time basis items shall be undertaken at the following approved hourly rates.

Time Basis Hourly Rates

Title	Rate
Executive	\$ 300.00
Principal / Division Manager	\$ 250.00
Sr. Project Manager	\$ 200.00
Sr. Designer II	\$ 185.00
Sr. Designer I / Sr. Inspector	\$ 160.00
Designer / Inspector	\$ 140.00
CAD Technician	\$ 125.00
Administrative	\$ 90.00

We appreciate the opportunity to support the Town of Boonsboro with this important investment and look forward to collaborating with your team to deliver an outstanding project for the Town, school, and neighboring communities.

If you have any questions, please contact James Gittens at (301) 220-0600 or jgittens@cpja.com.

Sincerely,



James Gittens, PE
Public Sector Division Manager