

January 8, 2024

RE: Cultural Trail Feasibility Study Bids

The Town has been awarded a grant through the Rural Maryland Economic Development (RMED) program to hire a professional engineer to design and develop a feasibility study to determine alternatives for the design, permitting, and construction of a safe connector public access trail from the Town of Boonsboro to the Washington Monument State Park. This study will evaluate the technical feasibility, cost, and potential economic and quality of life benefits of the trail to the community. The engineering study will also include related components including storm water management, easements and ADA compliance.

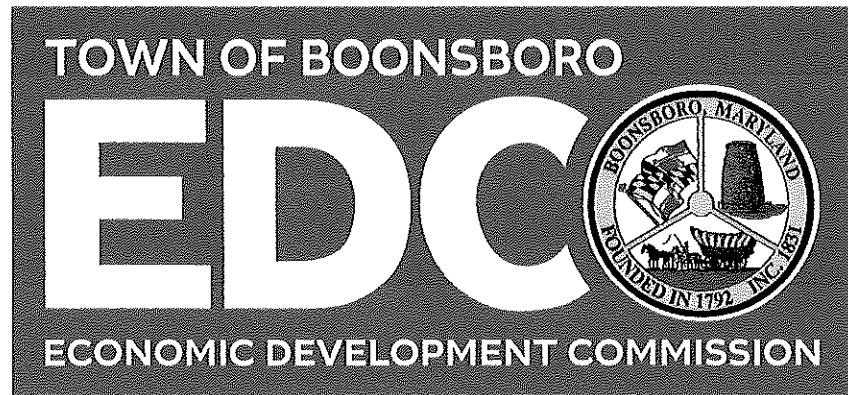
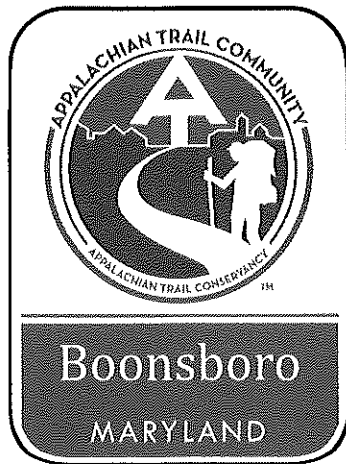
The Town received three bids from qualified engineering firms which were publicly opened on December 5, 2023:

RK&K - \$81,461.60

Mead & Hunt - \$89,750

Barton & Loguidace - \$90,000

It is the recommendation of the Appalachian Trail Community Advisory Board and the Boonsboro Economic Development Committee that the town approves the proposal of Mead & Hunt in the amount of \$89,750 for reasons described in the attached EDC letter.



January 5, 2024

Town Manager, Mayor and Council,

The Boonsboro Appalachian Trail Community Advisory Board recently met to discuss the RFP's that have been submitted for the Cultural Trail Feasibility Study. Our committee unanimously selected the proposal submitted by Mead & Hunt. It is the opinion of the Advisory Board that Mead & Hunt has a strong understanding of the project and established working relationships with our stakeholders.

It is our consensus that Mead & Hunt is prepared to hit the ground running. They have a local understanding of the Boonsboro community, the Appalachian Trail, and the economic impact that the trail will create for our community as referenced in the proposal. Not to mention that they will create a three-to-five-year implementation plan that will help us in our fundraising endeavors and community outreach.

The Boonsboro A. T. Trail Committee presented our recommendation to the Boonsboro Economic Development Commission. Following comparison of the proposals, and discussion, the EDC voted unanimously to support our recommendation of Mead & Hunt. Ray Hanson, our council liaison, is prepared to present our recommendation to the Mayor and Council.

Respectfully submitted,

Natoma Vargason
Chairperson, A.T. Advisory Board
Vice Chairperson, Boonsboro EDC



Town of Boonsboro

Bid Form

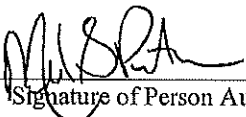
Bidder: RK&K
Type/Print Name of Firm

Address: 700 E. Pratt Street, Suite 500

City: Baltimore

State/Zip Code: Maryland / 21202

Phone: 410.728.2900 Email: mpeters@rkk.com

By:  Melinda B. Peters, PE, CCM, Partner
Signature of Person Authorized to sign Proposal Type/print Name and Title of Person Authorized to

Clearly describe any additional services not included in the fee above:
Virtual meetings, in-person meetings (one or two staff), survey services, additional renderings or photosimulations

Monthly fees for additional services described above: TBD as needed

Total Cost of Proposal \$81,461.60

Comments:
Additional information is provided in Section Five of this proposal.

FEE DETAIL AND ADDITIONAL SERVICE NOTES

	Task Description	Project / Task Manager	QA/QC	Safety/Design	Trail Planner	Environmental Scientist	Natural Resources Lead	Cultural Resources	Natural Trail Design Expert	Task (Total Hours)	Loaded Labor Cost
		Melissa Millius	Rick Adams	Oscar Garcia	Tristan Jackson	Heaven Aziz	Kate Gordon	Karen Hutchins-Kelm	Eric Crawford		
		\$ 245	\$ 300	\$ 184	\$ 120	\$ 100	\$ 204	\$ 130	\$ 138		
Task 1	Project Management										
1.1	Bi-weekly Progress Meetings	12			12					24	\$ 4,380.00
1.2	Virtual Kick-Off Meeting	1			1					2	\$ 365.00
	Subtask 1 Totals	13	0	0	13	0	0	0	0	26	\$ 4,745.00
Task 2	Data Collection and Discovery										
2.1	Data Collection and Basemapping			2	12					14	\$ 1,808.00
2.2	Natural and Cultural Resources Desktop Inventory			4		4	2	4		14	\$ 2,064.00
2.3	Site Visit and Walking Tour	8			8	8			8	32	\$ 4,824.00
2.4	Existing Conditions Summary Chapter									0	\$ -
	Outline	2			2					4	\$ 730.00
	Page Personality	1			8					9	\$ 1,205.00
	Cartography				6					6	\$ 720.00
	Narrative Development	4			24					28	\$ 3,860.00
	Layout	4	2		12					18	\$ 3,020.00
	1 Round of Client Comments and Revisions	1	1		4					6	\$ 1,025.00
	Subtask 2 Totals	20	3	6	76	12	2	4	8	131	\$ 19,256.00
Task 3	Needs Assessment and Analysis										
3.1	Opportunities and Challenges										\$ -
	Natural and Cultural Resource Analysis	4			4	4		4	4	20	\$ 2,932.00
	Parcel Analysis	1			12					13	\$ 1,685.00
	Topography Analysis	1			8					9	\$ 1,205.00
	Connectivity Analysis			8						8	\$ 1,472.00
3.2	Steering Committee Meeting #1 (Virtual)									0	\$ -
	Meeting Prep	4			12					16	\$ 2,420.00
	Steering Committee Meeting	2			2					4	\$ 730.00
3.3	Public Meeting #1 (In-Person)									0	\$ -
	Story Map	1			8					9	\$ 1,205.00
	Board Production	1			24					25	\$ 3,125.00
	Flyer, Advertisement, and Communications	1			6					7	\$ 965.00
	Public Meeting	6			6	6				18	\$ 2,790.00
3.4	Initial Public and Stakeholder Engagement Chapter									0	\$ -
	Narrative Development	2			16					18	\$ 2,410.00
	Layout	1	2		12					15	\$ 2,285.00
	1 Round of Client Comments and Revisions	1	1		4					6	\$ 1,025.00
	Subtask 3 Totals	25	3	8	114	10	0	4	4	168	\$ 24,249.00
Task 4	Recommendations and Cross-Checking										
4.1	Alternative Development and Impact Analysis										
	Design Charette	4			4				4	12	\$ 2,012.00
	Impacts and Tradeoffs (Matrix Development)	2		2	6	2	2	4		18	\$ 2,706.00
4.2	Client Working Meeting	2			2				2	6	\$ 1,006.00
4.3	Alternative Refinement	2			8					10	\$ 1,450.00
4.4	Steering Committee Meeting #2 (Virtual)									0	\$ -
	Prep	4			12					16	\$ 2,420.00
	Steering Committee Meeting	2			2				2	6	\$ 1,006.00
4.5	Public Meeting #2 (In-Person)									0	\$ -
	Story Map Update									0	\$ -
	Board Production	1			24					25	\$ 3,125.00
	Flyer, Advertisement, and Communications	1			6					7	\$ 965.00
	Public Meeting #2	6			6	6				18	\$ 2,790.00
	Subtask 4 Totals	24	0	2	70	8	2	4	8	118	\$ 17,480.00
Task 5	Final Report and Alignment Considerations										
5.1	Final Report	12	4		64					80	\$ 11,820.00
	Two (2) Presentations	12								12	\$ 2,940.00
	Subtask 5 Totals	24	4	0	64	0	0	0	0	92	\$ 14,760.00
	Hours (Total)	106	10	16	337	30	4	12	20	535	
	Labor Cost Total	\$ 25,970	\$ 3,000	\$ 2,944	\$ 40,440	\$ 3,000	\$ 816	\$ 1,560	\$ 2,760		\$ 80,490.00
	Printing and Material for Presentation Boards and other Misc.										\$ 500.00
	Physical Material for Community Meetings										\$ 471.60
	Travel										\$ 971.60
	Total Expenses (Estimated)										\$ 81,461.60
	TOTAL										\$ 81,461.60



Town of Boonsboro

Bid Form

Bidder: Mead & Hunt, Inc.
Type/Print Name of Firm

Address: 7055 Samuel Morse Drive, Suite 100

City: Columbia

State/Zip Code: Maryland 21046

Phone: 443-741-3500 Email: paul.silberman@meadhunt.com

By:  Paul Silberman, PE, PTOE, Business Unit Leader - Planning
Signature of Person Authorized to sign Proposal Type/print Name and Title of Person Authorized to

Clearly describe any additional services not included in the fee above:

This scope of services excludes geotechnical investigation, boundary/right-of-way survey, staking of wetlands and forest conservation areas, and other detailed evaluations typically reserved for later stages of project design.

Monthly fees for additional services described above: See comments below.

Total Cost of Proposal \$89,750

Comments:

Mead & Hunt has several ideas for additional funding sources that can advance design development beyond the feasibility study. Our typical approach is to provide grant writing support at no or limited charge to clients if there is reasonable assurance that Mead & Hunt can continue to perform the work funded by the grant, subject to procurement law and approval of the local governing body. This can be discussed in greater depth if Mead & Hunt is selected for award.



Town of Boonsboro

Bid Form


Bidder: Barton & Loguidice, P.C., aka Barton & Loguidice, D.P.C.
Type/Print Name of Firm

Address: 1912 Liberty Road, Suite 26

City: Eldersburg

State/Zip Code: Maryland, 21784

Phone: 410-795-4626 Email: kgrindle@bartonandloguidice.com

By:  Kevin Grindle, Associate
Signature of Person Authorized to sign Proposal Type/print Name and Title of Person Authorized to

Clearly describe any additional services not included in the fee above:
None

Monthly fees for additional services described above: None.

Total Cost of Proposal \$90,000

Comments:
Base scope of service breakdown: Task 1 \$19,500
Task 2 \$22,250
Task 3 \$25,500
Task 4 \$22,750