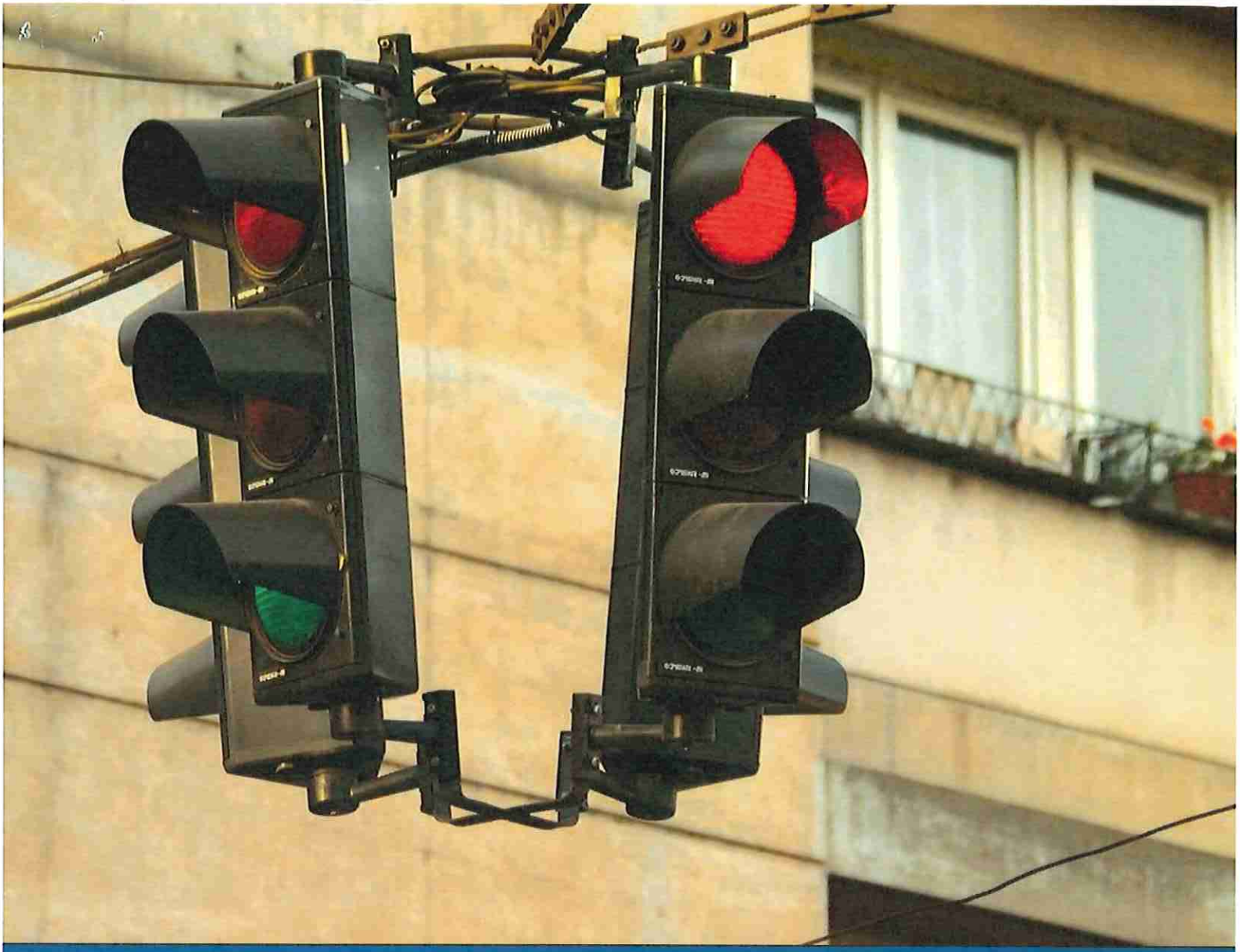

Charles P. Johnson and Associates, Inc.

Proposal submission in response to

Engineering Services for the Town of Boonsboro's Chase Six Blvd & Campus Ave.

Submission Date: Thursday, September 4, 2025

CPJ Associates

6305 Ivy Lane, Suite 710

Greenbelt, MD 20770

Phone: **301.220.0600**

Fax: **301.434.9394**

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Cover Letter

The Mayor & Council of the Town of Boonsboro
21 North Main Street
Boonsboro, MD 21713

Re: **Engineering Services for the Town of Boonsboro's Chase Six Blvd and Campus Ave Project**

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the enclosed Statement of Qualification for your review and use.

We are a full-service civil engineering firm that has provided quality surveying, engineering, and land planning services to both the public and private sector since 1971. We are comprised of approximately 100 talented employees including licensed engineers, professional surveyors, and registered landscape architects. CPJ is a corporation organized under the laws of the State of Maryland and Prince George's County Certified Located Business. Our Public Sector Division is in the Greenbelt office, just minutes from Berwyn Heights, which would be providing services to the Town under this contract. Our Maryland corporate division office is located in Silver Spring, MD and is able to provide additional manpower if needed. We also house other services and expertise in our nearby office locations in Annapolis, and Frederick, MD.

CPJ is experienced in town engineering, having performed these services for many local municipalities including but not limited to Bladensburg, Glenarden, Hyattsville, Capitol Heights, University Park, Berwyn Heights, Greenbelt, College Park, Chevy Chase Village, Bowie, Thurmont, Gaithersburg, and Rockville. These services have included topographic surveys, boundary surveys, annexation support, site improvements, utility surveys, easement document preparation, tree surveys, metes and bounds descriptions, civil and environmental site design, stormwater management design, drainage improvements, certified peer review, ADA compliance, roadway maintenance, permitting, bidding, construction inspection, and as-built.

In recent years, CPJ has closely worked with City of Glenarden, Cottage City, Capitol heights in developing bid documents, assisting in bidding, and construction inspections. These bidding documents were prepared in a standard format that city will be able use in their future projects.

CPJ has reviewed the "Improvement Plans for MD 66, Chase Six Blvd. & Campus Ave" (16 sheets) and the Traffic Detail Plans (3 sheets) along Mapleville Road (MD 66) where it intersects Chase Six Blvd. and the realigned Campus Avenue in Boonsboro, Maryland ". CPJ anticipates no preparation, CAD and design work for this project.

Following is CPJ scope of work:

Task 1: Based on the Provided Approved Plans Prepare Bid Tab with Quantities

CPJ will prepare bid tab with quantities based on the provided plans as mentioned above. Town will review the quantities and CPJ will address any comments from the Town. All quantities will be based on the information available on the plans. CPJ anticipating no additional design and CAD work to obtain the quantities.

Task 2: Prepare Bid package per Guidance and examples provided in the RFP and Town

CPJ will coordinate and attend team meeting with town prior to develop the contract documents. It is understood that a detail specification for the bid items are not in scope of work. CPJ will prepare the bidding and contract requirement documents that will include:

- Advertisement for Bids
- Instructions to Bidders
- Bid Form
- Bid Bond
- Agreement
- Performance Bond
- Payment Bond
- Standard General Conditions of the Contract
- Contract Forms

General Requirements:

- Field Services
- Construction Scheduling, Coordination and Sequencing
- Measurements and Payments
- Project Meetings
- Submittals
- CPM Schedules and Reports
- Quality Control
- Materials and Equipment
- Cleaning Up
- Warranties and Bonds

CPJ will address Town comments and submit final bid documents to the Town.

Task 3: Attend Pre-bid meeting (Virtual) and submit Meeting minutes

CPJ will attend (virtual) pre-bid meeting with the Town and the contractors. CPJ take meeting notes and submit notes to the Town.

Tasks 4: Assist Town in bidding evaluation, addendum, bidding questions, coordination, and recommendation on the contractor

CPJ will assist Town during bidding that will include attending pre-bid meeting, addressing contractor questions, assist bid evaluation and recommending the successful bidder for Town's consideration.
Since the approved plans are prepared by others, all plan related questions from the contractor will be directed to the Town. No addendum of the approved plans are included in the scope.

Task 5: Attend Virtual meeting with the Town

CPJ will attend virtual meetings with town during bid preparation and bidding phases. Maximum five (5) virtual meetings are included in the scope.

Based on the provided plans and the above-mentioned scope of work, CPJ lump sum price for preparing bid documents and assisting during the bidding phase is **$14,210.00**.

Following items are excluded:
Any Additional Design Engineering Design
Any CAD work
Any permitting
Any Addendum to the approved plans
Permitting/application/review fees

In summary, CPJ's team has a dedicated, experienced, educated, and competent staff that is well suited for this project. CPJ company profile with different services and resumes are included with this package. We thank you for your consideration.

Sincerely,

Saifuddin Ahmed, P.E.
Director Engineering Public Sector Division
Charles P. Johnson and Associates, Inc. 6305 Ivy Lane, Suite 710,

Greenbelt, MD 20770

www.cpja.com

Email: SAhmed@cpja.com; Phone: 301-220-0600 Ext: 634

Town of Boonsboro and CPJ – A Shared Vision of Success

Charles P. Johnson & Associates, Inc. (CPJ) is a proven design firm ready and eager to provide superior civil and site engineering, surveying, landscape architecture, stormwater management and ecological services. We are focused on furthering environmentally inspired design that serves the needs of the public. Our design tradition of public site development is rich and offers time-tested precedents from which to draw examples of excellence in site design.

Founded as a Professional Association of partners and associates in 1971 under the name of Johnson, McCordic & Thompson, P.A. in Silver Spring, Maryland, the firm continually expanded until 1988, when the firm split into two separate entities, JMT and CPJ. Charles P. Johnson & Associates, Inc. (CPJ) is now a fully employee-owned, full-service civil engineering firm that provides quality surveying, engineering, land planning, landscape architecture, and environmental services to both the public and private sector. We are comprised of over 100 talented employees including professional land surveyors, licensed engineers, certified arborists, and registered landscape architects.

Our corporate motto is 'A Shared Vision of Success'. It is part of our relationship with each client and all of our employees. It represents how we approach every project and how we make every decision. We look for opportunities and not problems. Our understanding of success for this contract is to provide the Town with timely and cost-effective engineering services to capitalize on the opportunities presented.

Firm Experience

CPJ has held on-call multi-disciplinary contracts since 1998 for counties and municipalities within the Washington D.C. and Baltimore metropolitan areas. During performance of these contracts, CPJ has provided a wide array of services including the design of civil engineering structures and facilities, and standard and specialized surveys. Under our current contract with the Town of Bladensburg CPJ has worked closely with City staff on several street improvements projects and scoping services for a new municipal center. With eight other municipal current on-call contracts in place, CPJ continues to meet planning, design, permitting, and construction management, program management and NPDES (MS4) program support needs of our clients.

CPJ's list of public clients includes:

- Chevy Chase Village
- City of College Park
- City of Greenbelt
- City of Bowie
- City of Hyattsville
- City of Rockville
- City of Gaithersburg
- City of Frederick
- Town of Bladensburg
- Town of University Park
- Town of Chevy Chase View
- The Columbia Association
- Town of Thurmont
- Town of Berwyn Heights
- Maryland – National Capital Park and Planning Commission (Montgomery County)
- Maryland – National Capital Park and Planning Commission (Prince George's County)
- Montgomery County, MD
- Prince George's County
- Maryland Department of Environment
- Maryland State Highway Administration
- Howard County, MD
- Baltimore County, MD
- Frederick County, MD
- Wicomico County, MD

- Washington County, MD
- Loudoun County, VA
- Potomac Electric Power Company
- National Institute of Standards and Technology
- Johns Hopkins University
- University of Maryland
- Federal Bureau of Investigation
- US Army Corps of Engineers
- Washington Suburban Sanitary Commission
- Maryland Environmental Service

CPJ has years of experience working with various County and Municipal agencies on similar on-call contracts in the DC Metropolitan Area. This experience has allowed CPJ to develop an excellent knowledge base of the scope of services required, and how to effectively allocate resources to achieve individual project goals and schedules, often amidst competing interests and priorities.

Civil Site Design Services

Design innovation is a strength of the CPJ team. We find that through exploration of function, systems, and relationships we are able to approach the design process as an opportunity to uncover and maximize the potential of each site. CPJ has found that this type of open and integrated process expands our thinking beyond the potential limitations of program and capacity and enables us to arrive at innovative solutions. Significant factors in the process include observing the natural characteristics of the land; considering the relationship of the site to larger natural and built systems; weighing the impacts (environmental, visual, functional) of the final product on the site and surrounding area; and reviewing the entire open space system within the site. Because we view this as an essential part of innovation, we strive to integrate the physical characteristics of the site and the program into one composition while balancing the spatial and technical requirements for each proposed element and the potential positive or negative impacts to the community.

Water Resources Engineering

Hydraulic and hydrologic engineering analysis and designs including stormwater management, erosion and sediment control, environmental permitting, low-impact development (LID) practices, green infrastructure, environmental site design (ESD), culvert analysis, dam breach, scour analysis, and drainage designs will be provided using hydrology and hydraulic applications software (HEC-RAS, HEC-2, GIS-Hydro2000, HY-8, TR-55 and TR-20). The software used will depend on the watershed area, design storm, open and/or closed drainage system requirements or structures involved. BAI's team will develop a HEC-RAS system or HEC-2 model which contains one- or two- dimensional hydraulic analysis components involving: 1. Steady flow water surface profile computations; 2. Unsteady flow simulation; 3. Movable boundary sediment transport computations; and 4. Bridges, culverts, and other structures. A key element for this system will be that all components will use common geometric data representation and common geometric and hydraulic computation routines.

In addition to the hydraulic analysis components, the system will contain several hydraulic design features that can be invoked once the basic water surface profiles are computed by CPJ. These features may include uniform flow computations, stable channel design, and sediment transport capacity. The CPJ team understands that various routines are available for modifying input cross-sectional data, in both natural and man-made channels, including sub/supercritical flows. CPJ will utilize the GIS-Hydro software for hydrologic

and hydraulic studies. The software uses the ArcGIS platform and includes all necessary data to perform the analysis and reduces the manpower required to collect the hydrologic data, which typically involves USACE, USGS, and the National Weather Service. The software also automatically develops the TR-20 input file.

New and Existing SWM Pond Retrofit and TMDL Credits

Stormwater management (SWM) has been a core service of CPJ's for decades. We have worked with federal, state, and local agencies including Prince George's, Montgomery, and Frederick Counties assisting them with their stormwater-related needs. CPJ has been working with Clean Water Protection (CWP) in achieving pond retrofit tasks to meet TMDL goals. As such, we have completed hundreds of SWM facility designs, investigations, and assessments for both new SWM facilities retrofits of existing facilities and other SWM best management practices. For many clients, CPJ has been tasked with preparing SWM concepts, planning site development, and preparing final design plans and other necessary data and reports that typically accompany plans. We frequently coordinate with permitting agencies and are well-acquainted with processes for securing permits from MDE and other Maryland agencies. .

Several pond retrofit projects required detailed review and approvals from Maryland's Division of Dam Safety for breach analysis, hazard classifications for small ponds and dams. CPJ and our subconsultants team are familiar with the MDE Dam Safety Program, 2003 Dam Safety Manual, Code MD378, and MDE approved Dambreak Equation Spreadsheet. Staff are proficient in using HEC-1, HEC-RAS (steady, unsteady, 2D), HMR-52, GISHydro2000 and other models (e.g., TR-60, SITES) when conducting dam safety analyses. CPJ can provide analyses for sunny-day loading, 100-year, brim-up, half PMF and full PMF storms. ARCGIS will be used to generate inundation maps to evaluate the areas impacted by the danger reaches if the Emergency Action Plan is required. Our inspectors have experience evaluating dams, and provide reports, photos, and notations of field conditions and deficiencies and make maintenance and repair recommendations.

Erosion and Sediment Control (ESC)

Erosion and sediment control (ESC) design has been a core service of CPJ's for decades. We have worked with federal, state, and local agencies including Prince George's, Montgomery, Frederick, Howard and other Counties SCD for ESC plans review and approvals. The CPJ team have been trained in MDE's Erosion and Sediment Control training course (formerly "green card") and SHA's Erosion and Sediment Control Certification Program ("yellow card") in order to act as a ""Responsible Person" tasked with implementing and maintaining erosion and sediment controls as required by State law." Our ESC designs incorporate constructability, environmental features, cost, safety, impact minimization, and ease of permitting. The sequence of construction includes coordination with traffic (MOT) and maintenance of stream flow. Under the current contract with the County, CPJ prepared erosion and sediment control plans, submitted to Carroll County SCD for review and approvals.

Stream Restoration and TMDL Crediting

Stream restoration design utilizes a combination of natural channel design, bank protection, and grade control structures to stabilize and enhance the existing conditions. ROSGEN stream design method is widely used in stream design, and this method has applied several stream improvements project by CPJ and our subconsultants. CPJ has personnel with ROSGEN certifications from Level I through IV. Currently CPJ's stream restoration projects includes in Prince George's, Montgomery, and Frederick Counties. CPJ has performed detailed stream design using ROSGEN methods for stream classification, bankfull discharge, sediment loading, shear stress, stream power etc. Due to property boundaries and existing infrastructure, the existing stream alignment was not altered. Each reach employs individualized approaches to best suit specific needs. CPJ

designed a baseflow channel with a natural riffle-pool morphology incorporating a riprap lined channel and regraded banks to provide stable natural channel conditions. Additionally, boulder toe scour protection to ensure protection during high stress storm events and flood tolerant plantings and floodplain coir matting to provide long term stabilization for the adjacent riparian zones. Riffles and pool placement mimics the current stream morphology. To ensure stable conveyance of storm flows, grade control measures (i.e., step-pool system) will be utilized to balance the stresses. Additionally, riprap outfall protection was installed along the bank. To maintain flow of the existing perennial waters, a phased erosion and sediment control plan is being developed. CPJ is completing hydrology & hydraulics analysis including Bank Erosion Hazard Index (BEHI) and Near Bank Stress (NBS) methodology to assess the existing bank conditions throughout the stream and calculate stream restoration crediting.

CPJ performed Bank Erosion Hazard Index (BEHI) and Near Bank Stress (NBS) methodology in accordance with the Rosgen Bank Assessment for Non-point source Consequences of Sediment (BANCS) to assess existing bank conditions throughout the project reach. The Expert Panel Unified Guide for Crediting Stream and Floodplain Restoration Projects in the Chesapeake Bay Watershed (dated September 17, 2021), was applied to calculate stream restoration crediting based on Protocol 1 through 4 guidance. Additionally, Equivalent Impervious Area Treated credits were also calculated, according to the MDE Accounting for Stormwater Waste load Allocations and Impervious Acres Treated (dated June 2020).

Third Party Peer Review Services

CPJ has Prince George's County certified peer reviewer who has performed numerous peer review under Prince George's DOE. In addition, CPJ personnel has performed numerous peer review services for Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE) and Maryland Department of Transportation Plan Review Division (MDOT PRD). CPJ has performed SWM Concept, Site Development, Final and Grading plans packages review, provided comments, coordinated with design engineers, County project manager and other County divisions. CPJ peer reviewer also issued SWM Concept, Technical and Final approvals of the plans to issue grading permits. All peer reviews were performed in accordance with County regulations and requirements. All reviews were performed in County ProjectDox/Momentum system.

Traffic Engineering

CPJ has a long track record of providing municipal traffic engineering services that are essential for ensuring the safety and efficiency of transportation systems to our public clients. These services include street and sidewalk condition assessments, signage and striping plans, traffic control plans, transportation safety plans, alignment studies, street lighting plans, traffic signal design, plan review, permitting, expert witness services, and in-house staffing. Municipal traffic engineering services can also involve capacity analysis, traffic impact studies, roadway design, traffic speed and signing studies, sight distance evaluations, and grant applications. The application of sound engineering practices and innovation is vital to make these systems function at their full potential at a reasonable cost.

Municipal traffic engineering services are not only essential for ensuring the safety and efficiency of transportation systems in cities and towns, but also for improving the quality of life of the residents. CPJ has

helped many of our municipal clients evaluate and find solutions to reduce their traffic congestion, improve air quality, and promote sustainable transportation options. Our expertise and design services can also help to reduce the number of accidents on the road by implementing safety measures such as speed limits, traffic calming measures, and pedestrian crossings. In addition, these services can help to improve accessibility for all road users including pedestrians, cyclists, and public transport users. By providing a comprehensive range of municipal traffic engineering services, CPJ can help the Town of Capitol Heights ensure that their transportation systems are safe, efficient, and sustainable.

Bidding and Construction Support

CPJ has been providing support for bidding and construction services to the clients throughout Maryland. These services include preparing bid documents, attending pre-bid, addressing contractors' questions, preparing addendum, assisting clients during bidding process, evaluating bids, recommending bidder, attending pre-construction meeting, addressing RFIs, review and approvals shop drawing, preparing punch lists, preparing and securing as-built plans approvals.

Plan reviews and Inspections

Inspection services are crucial for ensuring the safety and compliance of buildings and infrastructure in municipalities. CPJ provides inspection and plan review services to our clients to ensure that their buildings and infrastructure are safe, up to code, and meet the necessary standards. Our engineers, landscape architects, and inspection staff are experienced in planning review and inspection services with an emphasis on ensuring the work is in compliance with all relevant regulations and codes. Inspection services can also help to identify potential issues before they become major problems, saving time and money in the long run.

CPJ has been the leader in providing inspection services to local jurisdictions to meet their National Pollutant Discharge Elimination System (NPDES) regulations for over 25 years. Our dedicated inspection program prides itself on the environmental and economic benefits we have offered to so many of the counties and municipalities in the Washington D.C. Metro Area. Our engineers and inspectors are diligent, thorough, and committed to the success of the program. CPJ can immediately provide up to (20) inspectors just from CPJ staff alone with additional specialized inspectors available through our subcontractor relationships. Each CPJ inspector is first aid, CPR, and OSHA confined-space trained and certified.

Surveys

Surveying is an integral part of CPJ services since its founding. Most public works projects start and end with surveying being a vital component. CPJ has experience working with municipalities and counties for a vast array of needs. With the sound philosophy of investing in our employees by encouraging their participation in continuing education and involvement in professional associations, we believe that we can provide a superior service at a competitive price. CPJ has also made a commitment to invest in the latest surveying technology to ensure that we maintain a high level of efficiency enabling us to pass on savings to our clients.

CPJ's philosophy of reliable, swift, and accurate service is maintained throughout the project development process but begins and ends with surveying. As long-standing members of the development community, we also understand the importance of positive communication with our clients. The result is a team of survey professionals who have the flexibility, expertise, and determination to provide the quality of service that is absolutely essential.

Our experienced personnel are complemented by state-of-the-art computer and field equipment. All field crews are equipped with electronic instruments and measuring devices with integrated data collectors that allow for the direct transfer of field information into our computer system on the fly from any jobsite for utilization by the field supervisors and the engineering and planning design staff. The ability to collect and process this information precisely and quickly enables us to meet our clients' needs in a timely and economical fashion.

In addition to our experience, CPJ has on staff 9 licensed Land Surveyors and 15 NSPS Certified Survey Technicians. We are licensed in Maryland, District of Columbia., Virginia, and Delaware. Furthermore, CPJ is at the forefront of technology in office systems. We are equipped with cutting-edge surveying equipment including robotic total stations and real time GPS/GNSS data collection.

Uniquely specialized experience

Public Sector Division

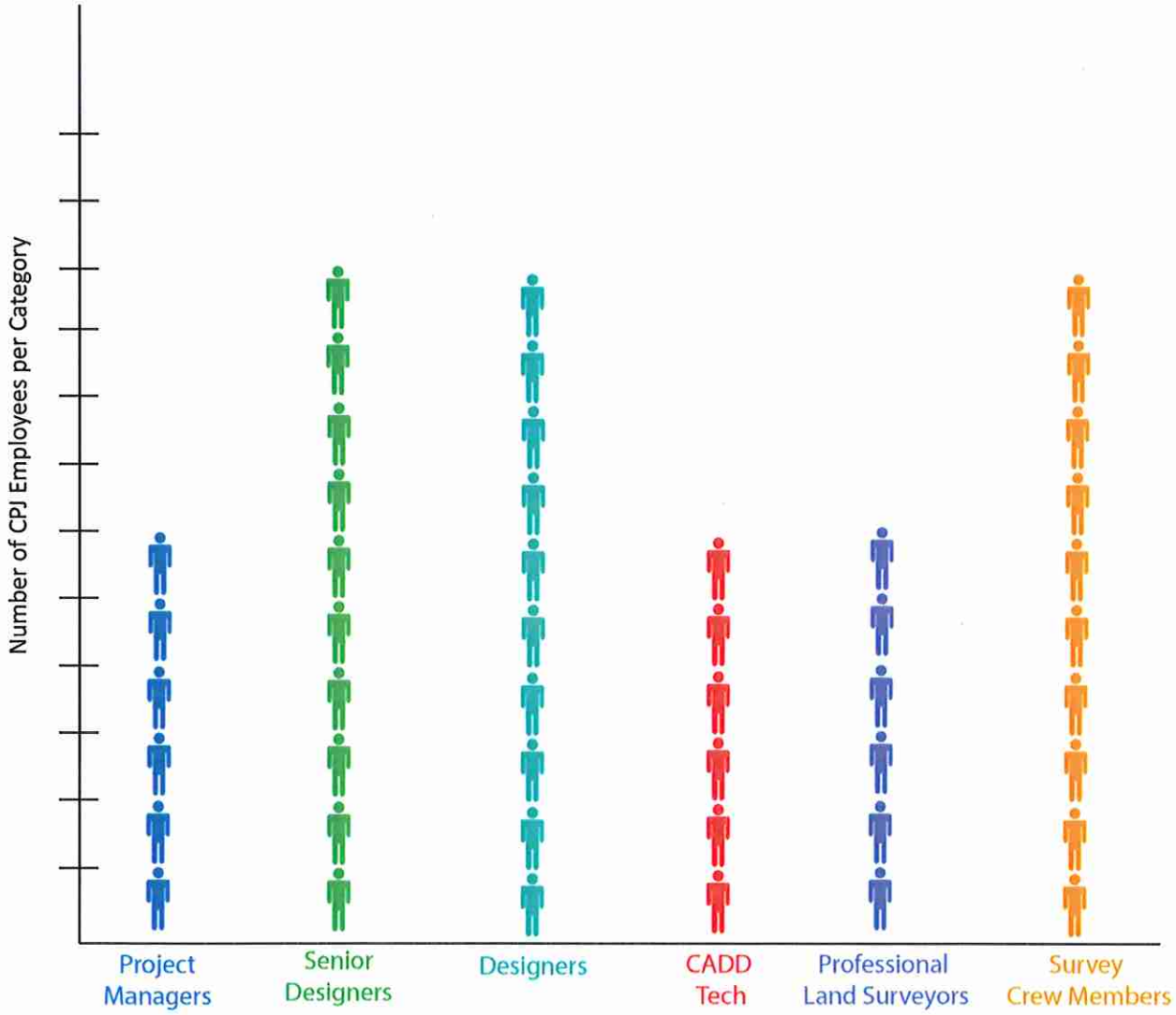
CPJ is unique in that we have separate divisions for public and private engineering. While the engineering areas overlap and can be considered redundant, we have learned that the client needs of public agencies and that of private developers are very different and require different approaches. This division of services allows us to concentrate on perfecting the service deliverables to each clients specific needs.

Our Public Sector Division has specialized in providing municipal engineering services throughout the DC region. We understand the needs of municipalities and the constraints that they have. Our staff members are familiar managing and working with subconsultants to deliver the one stop shop needed by most government entiities. We have assited on everything from feasibility studies and cost estimating to help agencies budget for future projects; to assisting on grant applications for funding assistance. We also have vast experience in public outreach and presentations to the general public, interest groups and even Town Councils. This focus on public agencies has let the CPJ Public Sector Division become the civil engineer of choice for many Maryland municipalities.

Project Team Qualifications and Experience

CPJ has a strong Public Sector Division dedicated to serving public agencies. We continue to provide our clients with exceptional service by means of quality professional personnel, innovative approaches to problem solving, state-of-the-art technology and a commitment to excellence. We have expanded our normal planning, engineering, and surveying services to adapt in an ever-changing, demanding environment. We pride ourselves in our ability to provide high-quality, cost-effective services within our committed time schedule.

Available CPJ resources for this Contract



Saifuddin Ahmed, P.E.
Contract Manager

CPJ Associates

Education:

MS /Civil Engineering /1995

BS / Civil Engineering /1990

Licenses/Registrations:

Maryland/Professional Engineer #27015

Rosgen Training:

Level I, 2006

Level II 2007

Level III; 2008

Level IV; 2025

Certified SWM and ESC Plan Reviewer:

PG DPIE

MD SHA

Years of Experience:

With CPJ: <3
With Others: 25

Project Experience

Municipalities in Prince George's and Montgomery County Work experiences , MD

As city/town engineer CPJ assisting City of Capitol Heights, Cottage city, Greenbelt, Glenarden, New Carrollton, Rockville, Gaithersburg, and many other municipalities with engineering, environmental, and surveying services. These services includes engineering design for drainage, SWM, grading, permitting and Preparing bid documents, assisting in bidding process, and assisting in construction phase. CPJ assisted in developing bidding documents to use in future projects. Mr. Ahmed led these tasks in proposal preparation, client coordination, budgeting, and QC process.

Department of Environment (DOE) and Department of Permitting, Inspections, and Enforcement Peer Review
Prince George's County, MD

Peer Reviewer for SWM, grading, H&H, county codes and issuing permit approval. Reviewed DOE construction plans and reports, permit applications, cost estimate for concept, technical and final grading approval. Coordinating with DOE project managers and design engineers. Reviewed DPIE SWM concept, rough and final grading packages for permit approval. Coordinated with DPIE engineers, and other county agencies. Prepare cost proposal for peer review and submit it to clients for approval.

DC DOT Pennsylvania Avenue and Potomac Avenue Improvements
District of Columbia

Drainage Lead for SWM, drainage and Erosion and Sediment Control design. Assisted project manager and engineers in supervision, QA&QC for construction documents and all submittal packages to DC DOT and DC DOEE. Preparing invoices, budget tracking, coordination with internal and DC DOT/DOEE personnel.

Intercounty Connector (MD 200) Contract D&E
Montgomery County, MD

Lead Quality Assurance Stormwater and Drainage Engineer, performed assessment of Design packages submitted by the Design Build Team to SHA. As GEC performed assessment to verify that all Contract requirements are satisfied for Stormwater Management, Erosion and Sediment Control design, Highway Drainage design, Bridge/Culvert hydrologic and Hydraulic design. Coordinating with Contractors, Designers, permitting agencies, adjacent SHA project Design Build Team, Private Developer, and Prince George's County.

Intercounty Connector (MD 200) Contract B
Montgomery County, MD

Performed as a lead drainage engineer for the west segment of Contract B (1.85 mile long) four lane highway design build project. The tasks included supervision of the design team, coordinating with contractor, agencies, and other design teams, quality control, managing submittals to the permitting agencies and clients. Performed supervision of detail design of Stormwater Management Ponds, Water quality BMP's, Highway Drainage, Watershed Analysis, Culvert H&H, Fish and Aquatic passage, Erosion and Sediment Control in different phases.

Robyn Barnhart, P.E.
Project Manager/Senior Design Engineer

CPJ Associates

Education:

Majored in Civil Engineering

Licenses/Registrations:

Maryland Professional Engineer #51074

Years of Experience:

With CPJ: 19
With Others: 0

Project Experience

Municipalities in Prince George's and Montgomery County Work experiences , MD

As city/town engineer CPJ assisting City of Capitol Heights, Cottage city, Greenbelt, Glenarden, New Carrollton, Rockville, Gaithersburg, and many other municipalities with engineering, environmental, and surveying services. These services includes engineering design for drainage, SWM, grading, permitting and Preparing bid documents, assisting in bidding process, and assisting in construction phase. CPJ assisted in developing bidding documents to use in future projects. Ms. Barnhart led these tasks as the project manager, assisting the city/town with scheduling, QC, budgeting, managing staff, assisting junior engineers in design development and permitting.

White Oak Retrofits, Montgomery County, MD

Ms. Barnhart designed 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofits were designs as adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new configurations of curb inlets designed to trap trash and sediment loadings to prevent migration to the receiving stream at the storm drain outfall. She coordinated with M-NCPPC and County agencies to obtain permits. She performed construction management services including inspections, progress meetings, shop drawing and submittal reviews, and RFI responses.

MCDEP Water Resources On-Call, Montgomery County, MD

Ms. Barnhart is a design engineer for the On-Call contract including multiple stormwater management pond reconstruction projects. The projects required the facilities to be retrofitted to meet NRCS MD 378 criteria and provide stormwater management treatment per Maryland Stormwater Design Manual. Ms. Barnhart's responsibilities include:

- Prepare watershed studies, conceptual and design plans, reports, cost estimates and bid documents. Plans include hydraulics, hydrology, stormwater management, erosion and sediment control, storm drain and outfall, and public right-of-way improvements.
- Responsible for obtaining permits/approvals from MCDPS, MCDOT, MDE/USACOE, M-NCPPC, WSSC, and Utility Companies.
- Perform construction management services including inspections, progress meetings, shop drawing and submittal reviews, RFI responses, and earthwork calculations to aid in reviewing contractor pay requests.

Germantown Town Center Urban Park (M-NCPPC)

Ms. Barnhart prepared sediment control plans for grading, infrastructure installation, and park construction. She prepared conceptual and construction design plans and reports for retrofits of two stormwater management facilities in order to provide open space for the park. Retrofits included a combination of traditional and low impact development stormwater management facilities. Designed modifications to an existing infiltration trench to relocate the facility and complement the aesthetic of the park with landscaping. Ms. Barnhart prepared storm drain and paving plans for modifying and retrofitting existing infrastructure including cascading outfalls with boulders to complement the park aesthetic.

She coordinated with M-NCPPC, County and State agencies, and Utility companies to obtain permits for construction. She prepared bidding documents including cost estimates and specifications. She performed construction management services including inspections, progress meetings, submittal reviews, RFI responses, and developed solutions to address field conditions as necessary.

Brian Davila, P.E.
Senior Design Engineer

CPJ Associates

Education:
B.S. Geography / 1978
B.S. Civil Engineering / 1988

Licenses/Registrations:
Maryland Professional Engineer # 19908
OSHA Confined Space 29 CFR 1910-146 Certified

Years of Experience:
With CPJ: 35
With Others: 5

Project Experience

City of Gaithersburg
As Project Manager oversaw the preparation of a dam breach analysis for five dams in series for MDE approval. He provided a retrofit design to reduce the hazard classification for the dam closest to MD Rt 28. Also, provided on-call emergency evaluations and monitoring during National Weather Service extreme weather forecasts. He inspected 6 high hazard dams on a yearly basis, which included reports with photos, check lists and repair/maintenance recommendations.

Town of Berwyn Heights Sidewalk Improvements, Berwyn Heights, MD
Mr. Davila was the Project Manager for this partially funded MSHA Safe Routes to Schools Program for the development of civil site engineering plans for the construction of approximately 4000 L.F. of sidewalk, curb and gutter, retaining walls and driveways for the Town of Berwyn Heights. This effort included developing sediment control strategies and plans for grading and infrastructure installation, as well as creating temporary traffic control plans for public safety during construction. He also prepared conceptual and construction design plans and reports for a low impact development stormwater management facility. He coordinated with County agencies to obtain approval for construction and oversaw and documented construction coordinating field issues with contractor and Town project administrator. Additionally, he reviewed invoices for construction at the request of the Town.

Father Hurley Boulevard- Montgomery County, MD
Mr. Davila was the principle design engineer for approximately 1350 LF of a primarily residential dual road across a class III trout stream. He incorporated innovative practice to provide safe fish passage and to prevent headwater from encroaching on adjacent upstream properties. He was responsible for obtaining design plan permits from MDE and Corp of Engineering.

Upper Paint Branch- Montgomery County, MD
Mr. Davila was Project Manager for the retrofit of four existing stormwater management dry ponds. He was in charge of the design of three new stormwater management ponds for enhancing the water quality and quantity controls into the Class III Upper Paint Branch Watershed. He was also responsible for providing construction management and preparing as-builts for stormwater management facilities. He also designed the retrofit for the Rolling Stone SWM Pond which included slip lining the twin 48" CMP spillways and replacing the twin 96" CMP risers with a concrete riser. Mr. Davila prepared a floodplain study and obtained permits from MDE and US Army Corp of Engineers.

Wheaton Library and Community Recreation Center Playground
Contract Administrator and Civil Engineering Project Manager for the development of 20% design level schematic grading plan and conceptual stormwater management plan for the playground, adjacent open space and adjacent parking lot. These plans were used by M-NCPPC in coordination with other agencies and design professionals. The design featured a thematic playground that is richly designed to incorporate library iconography and musical expression as well as active play and sensory play.

Brandon Freeman, P.E.
Senior Design Engineer

CPJ Associates

Education:

B.S. Civil Engineering

Licenses/Registrations:

Maryland Professional Engineer #38851

State of Maryland Erosion and Sediment Control Certification #40169

Years of Experience:

With CPJ: 10
With Others: 3.5

Project Experience

Municipalities in Prince George's and Montgomery County Work experiences , MD

As city/town engineer CPJ assisting City of Capitol Heights, Cottage city, Greenbelt, Glenarden, New Carrollton, Rockville, Gaithersburg, and many other municipalities with engineering, environmental, and surveying services. These services includes engineering design for drainage, SWM, grading, permitting and Preparing bid documents, assisting in bidding process, and assisting in construction phase. CPJ assisted in developing bidding documents to use in future projects. Mr. Freeman led these tasks as project engineer, assisting the city/town with design, bid documents, coordination, and construction inspection.

Town of Berwyn Heights Sidewalk Improvements, Berwyn Heights, MD

Mr. Freeman was the design engineer and prepared sediment control plans for grading and infrastructure installation. He also prepared conceptual and construction design plans and reports for a low impact development stormwater management facility. He coordinated with County agencies to obtain approval for construction and oversaw and documented construction coordinating field issues with contractor and project administrator. Additionally, he prepared invoices for construction at the request of the Town.

PG MNCPPC, Sandy Hill Park, Prince George's, MD

Mr. Freeman was the design engineer responsible for designing low impact development stormwater management facilities as retrofits to an existing park area without existing stormwater management treatment. Additionally, he prepared sediment control plans for grading and infrastructure installation and storm drain and paving plans for modifying and retrofitting existing infrastructure.

PG MNCPPC, Peppermill Community Center, Prince George's, MD

Mr. Freeman was the design engineer responsible for designing low impact development (LID) stormwater management facilities as part of the redevelopment of an existing community center without existing stormwater management treatment. Work included analyzing the site in accordance to Maryland Department of the Environment's (MDE) Environmental Site Design Redevelopment Examples (October 2010). This involved taking into consideration factors such as site constraints, site soil make-up and site use to determine appropriate facility type and its ultimate location within the site, to maximize the capture and treatment of runoff. Pre-concept and throughout the project he coordinated with county and state agencies to ensure that proposed redevelopment strategies met all regulations to attain required permitting for construction.

Sari Hijazi, PE
Project Engineer

CPJ Associates

Education:
B.S. Civil Engineering

Licenses/Registrations:
Maryland Registered Professional Engineer #50932

Years of Experience:
With CPJ: 4.5
With Others: 5

Project Experience

Mr. Hijazi is a registered Professional Engineer with 9.5 years of experience in stormwater management design, hydrology and hydraulics modelling and analysis, sediment control design, storm drain design, project management, permitting, and construction administration. He is proficient in the preparation of design reports and contract documents including plans and specifications, permit applications, easements, and related items necessary to take a project to construction.

Two Park Retrofits for MNCPPC Montgomery County Park and Planning
Montgomery County, MD

Mr. Hijazi was the project and design engineer for the retrofit design of two local parks in Montgomery County. The work included developing site grading, which provided universal access (ADA compliance) to all park's amenities. All playgrounds were retrofitted with a new impermeable surface and a stormwater management system (sand, stone, and underdrains), allowing the area to function as both an amenity and a water quality system. Mr. Hijazi also designed micro-bioretention facilities to treat the impervious area being proposed. These facilities were placed in areas that would allow for maximum treatment of runoff as well as provide a visual appeal to the park's existing landscape. Mr. Hijazi also designed the storm drain system to capture the 10-year storm discharge and safely pass it to the existing stream at non-erosive velocity.

10 Ponds Retrofits, 2 Schools, and 1 Mall - Clean Water Partnership (CWP)
Prince George's County, MD

Mr. Hijazi served as a project and design engineer for several CWP projects. Mr. Hijazi prepared design plans and reports for 10 pond retrofits to maximize water quality treatment of the existing impervious areas within the County. The ponds project involved sediment control and stormwater management design. The ponds riser structures were modified to optimize control of stormwater runoff rates to existing streams, specifically to make certain that 10-year and 100-year storms would discharge to at non-erosive velocities.

For the two schools and mall project, Mr. Hijazi designed multiple environmental site design (ESD) facilities in order to treat existing impervious areas at the schools and mall that had not been previously treated. The types of facilities selected for use were evaluated for how child- and pedestrian-friendly they would be. The proposed facilities maximize the treatment of existing impervious areas and would direct discharge safely to the downstream storm drain systems. Mr. Hijazi prepared design plans and reports for these projects.

Purple Line Metro (Maryland Transportation Authority (MTA))
Prince George's & Montgomery County, Maryland

Mr. Hijazi was involved in stormwater management and sediment control design for multiple segments of the Purple Line Metro project. This was considered a mega project involving a 16-mile stretch of the DC metro system, which included multiple metro stations. Mr. Hijazi designed multiple stormwater management facilities, including bio-swales, grass swales, micro-bioretention, submerged gravel wetlands, bioretention, above ground and underground sand filters, and pond retrofits.

Current Capacity to accomplish the order in the required time

CPJ's current workload and anticipated workload will not prevent CPJ from providing the level of service that the Town desires. We continually make sure staffing levels are maintained to ensure that work can be performed in a timely manner with a high level of quality.

Maintaining a high level of service presents challenges, particularly with resources, both human and technical. In order to effectively handle multiple projects, CPJ has devised a management scheme that has worked effectively for many on-call contracts. This management scheme also allows us to easily handle future work as we obtain it.

Each request for work is routed through the overall project manager for the contract. From there, the project manager assigns the project to a design engineer who acts as the technical project manager and lead engineer. Each lead engineer has numerous junior engineers, and engineer and surveying technicians available to provide technical assistance through-out the project with surveying, analysis, data collection, design and drafting, and document preparation.

By not assigning technicians to a specific technical project manager, technicians can be floated from project to project, providing assistance as needed should the needs for a specific project change. By having several technical expertise areas, CPJ's engineering staff are flexible to provide different services under the responsible charge of the technical project manager to clients as needed. This enables the staff to accommodate future work as needed.

Quality Control / Quality Assurance

CPJ maintains strict quality control and best practices processes and standards. Each project is led by a project manager who leads the team of design professionals which includes engineers of varying disciplines, surveyors, inspectors and drafters. At the design level, each member of the team uses design checklists to ensure the design meets the current standards and specifications required by the owner of the project and appropriate reviewing authorities.

All technical documents are checked by an engineer and then peer reviewed before being reviewed by the project manager. Finally, all work is reviewed by the managing principal before being released to the owner of the project. By having all workflow through the project manager and managing principal, consistency and quality can be maintained and assured. In addition, CPJ has found that by including a peer review of technical documents, different and possibly more efficient design ideas can be identified to increase the performance of a given design. These quality control procedures occur constantly throughout the life of the project.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2024

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	CONTACT NAME:		
Klein Agency, LLC P.O. Box 219 Timonium MD 21094	PHONE (A/C, No, Ext): (410) 832-7600	FAX (A/C, No): (410) 832-1849	
	E-MAIL ADDRESS: certs@kleinagencyllc.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : RLI Insurance Company		13056
INSURED Charles P. Johnson & Associates, Inc. 1751 Elton Road, Suite 300 Silver Spring MD 20903-1755	INSURER B : Sentinel Insurance Company		11000
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 24-25 Main **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	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			PSB0003926	11/01/2024	11/01/2025	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
								$
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PSA0001921	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			PSE0002195	11/01/2024	11/01/2025	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		30WEGAC1WVJ	11/01/2024	11/01/2025	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Professional/Pollution Liability			RDP0056365	11/01/2024	11/01/2025	Per Claim	$2,000,000
							Aggregate	$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If required by an insured written contract, executed prior to any loss, the certificate holder is an Additional Insured on a primary and non-contributory basis under the General Liability and Auto Liability Policies subject to all policy terms and conditions. If required by an insured written contract, executed prior to any loss, Waiver of Subrogation is provided for General Liability, Auto Liability, and Workers Compensation Policies subject to all policy terms and conditions. Umbrella Policy follows form over General Liability, Auto Liability, and Employer's Liability Policies. 30 day notice of cancellation, 10 day for non-payment.

CERTIFICATE HOLDER	CANCELLATION
Evidence of Coverage	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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