



November 11, 2025

Ms. Rachel Souders  
Town Manager  
Town of Boonsboro  
21 North Main Street  
Boonsboro, Maryland 21713

**Re: Proposal – Contract WM-1 Change Order #2; Engineering Services during Construction for Crestview Bypass 12-Inch Water Main and Two Pressure Reducing Valve Vaults**

Dear Ms. Souders:

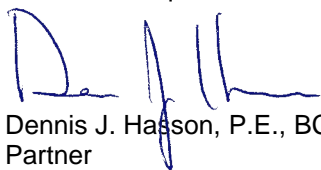
Whitman, Requardt and Associates, LLP (WRA) is pleased to respond to your verbal request for limited Engineering Services during Construction for Town Contract WM-1, the Crestview Bypass 12-Inch Water Main and Two PRV Vaults. The following information is enclosed.

- A. Scope of Services
- B. Assumptions
- C. Schedule
- D. Compensation
- E. Terms and Conditions

WRA proposes to provide services as described under the attached Scope of Services as a Change Order to our Water Main design contract. The Time & Materials not-to-exceed fee for this work is **\$35,000.00**. If this proposal is acceptable, please sign and date in the space provided on Page 3.

Very truly yours,

Whitman, Requardt and Associates, LLP



Dennis J. Hasson, P.E., BCEE  
Partner

Enclosures

cc: File  
Drew Bowen, Town Planner  
P. Andrew Cooper, P.E., BCEE

## A. Scope of Services

The following describes WRA's proposed scope for Engineering Services during Construction (ESDC) for the bypass 12-inch water main and associated PRV vaults:

### 1. Engineering Services during Construction

- a. **Project Management-** WRA will maintain contact with the Town during construction and coordinate when the Town requires assistance with construction related matters.
- b. **RFIs-** Respond to the formal requests for information (RFI) received from the Town. RFIs can include questions or requests for clarification from the Town or the Contractor.
- c. **Shop Drawings / Submittal Review-** Assist the Town with submittal review.
- d. **Progress Meetings-** WRA will attend one (1) Pre-Construction and up to four (4) monthly Progress Meetings when requested by the Town. WRA will not conduct the meetings. Travel is included for up to two (2) in-person meetings.
- e. **Record Drawings-** Draft Contractor and Town red-line markups to create a final PDF "As-Built" drawing set.
- f. **Technical Consultation-** WRA will provide technical consultation, including up to three (3) on-site visits on specific issues (Geotechnical, etc.) when requested by the Town. Discussions relative to these matters will be documented in writing to the Town.

## B. Assumptions

1. WRA will receive direction from the Town regarding Meetings, RFIs, Shop Drawing Reviews and Technical Consultation.
2. WRA will not perform the following tasks, which will be performed by the Town:
  - General Project Administration and Coordination
  - Shop Drawing Processing. WRA will assist with reviews when requested.
  - Substitution Review
  - Change Orders
  - Substantial Completion Punch List
  - Final Inspection
  - Final Completion and Acceptance
  - Construction Scheduling
  - Construction Inspection

## C. Schedule

The Contract Time is 120 Calendar Days.

The proposal assumes that all work will be substantially completed within 120 calendar days after Notice to Proceed.

## D. Compensation

Our total compensation to perform these services is **\$35,000.00**. We will perform the Scope of Services on a time and material, not-to-exceed basis. This fee will not be exceeded without your authorization. When this not-to-exceed fee amount is approached by our billings, additional funds will be requested.



If a work effort for this project is recognized as being outside of this scope of services by WRA or is requested by the Town of Boonsboro, a scope amendment will be submitted for the Town's authorization, prior to proceeding with that effort.

Invoices will be rendered every four weeks for the actual services performed during the previous four-week period and are due within 30 days of receipt.

**E. Terms and Conditions**

This work will be completed in accordance with our October 2018 Water System Contract as amended on September 27, 2021.

APPROVAL:

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Signature

Date

