



September 25, 2024

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

Re: CO#4 Proposal – Additional Engineering Services for Project Permitting

Dear Ms. Souders:

Whitman, Requardt and Associates, LLP (WRA) is pleased to present our Change Order proposal for additional Engineering Services related to permitting of the new Potable Water Reservoir and 12-inch water main.

A. Background

WRA has recently completed design of a new 1.0 MG divided potable water reservoir to replace the Town's existing 1.5 MG finished water reservoir located along the northeast side of the Town on Boonsboro Mountain Road. The project was advertised on August 21, 2024, and bids are due on October 11, 2024.

The Washington County permitting approval process for the Boonsboro Reservoir has taken longer than WRA could have anticipated. The first set of review comments from Washington County contained 66 individual comments to address, and the second review included 34 additional comments. These comments were addressed, but before submitting to the County a third time WRA discussed the comment responses with the Washington County Soil Conservation District (SCD) to verify the comments were adequately addressed. The SCD requested to have this discussion in person at their offices in Hagerstown. During this meeting, the SCD requested map and stream information from WRA that could only be obtained from the SCD. In addition, the SCD advised that the permitting for this project be delegated to MDE Dam Safety, as the SCD felt uncomfortable approving plans for this site. This has required WRA to file a Joint Federal/State Application for the Alteration of Any Floodplain, Waterway, Tidal or Nontidal Wetland in Maryland (MDE JPA). These review comments which resulted in several design revisions, in addition to the unforeseen mapping information required by the SCD, and the MDE JPA have resulted in additional services that WRA could not have foreseen at the time of the original design proposal.

B. Additional Scope of Services

As discussed above, WRA has been working with the permitting agencies to prepare the project for construction. We have continued to work through the permitting, comment responses and associated design revisions. The additional scope of services is described below:

1. Civil Permitting and Design

- Washington County Engineering permitting submittals.
- Soil Conservation District permitting submittals.
- MDE Dam Safety & NOI permitting submittals.
- Permit comment responses.
- Design revisions to erosion and sediment control and stormwater management drawings.

C. Assumptions

1. We are assuming that there will be one final set of comments from Washington County Engineering/SCD, and one set of comments from Dam Safety and NOI review, and that these comments will be minor (i.e. not requiring redesign).
2. All remaining permits will be issued by December 31, 2024.
3. Town will pay permitting fees, and assist with Washington County permitting discussions.

D. Compensation

We will perform the Scope of Services on a time and material basis. The estimated cost for the Scope of Services is included below. This fee will not be exceeded without your authorization.

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.

Scope Item	Cost
Civil Design	\$27,140
Total	\$27,140

A detailed Manhour Estimate and Cost Breakdown by task is included as Attachment A.

E. Schedule

The proposal assumes that work will be completed by January 2025; however, WRA will not be liable for delays beyond its reasonable control.

F. Terms and Conditions

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

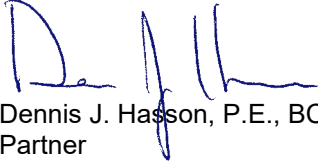
If this proposal is acceptable to you, please sign in the appropriate location below and return a copy for our files.

Thank you for the opportunity to present our Proposal. We look forward to continuing our work with you on this project.



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

APPROVAL:

Signature

Date



PROJECT NAME: TOWN OF BOONSBORO - CO#4 Permitting, Comment Responses and Design Revisions

REVISION 0

DATE BY
 9/20/2024
 PAC

MANHOUR ESTIMATE AND PROPOSAL

CLIENT: TOWN OF BOONSBORO

PROJECT DESCRIPTION: Change Order #4 - additional permitting with County and State, and associated design revisions

Project Manager	Senior Civil Engineer	Civil Engineer	Civil Designer / CADD	Senior Geotech. Engineer	Geotech Engineer	Geotech Designer / CADD	Senior Structural Engineer	Struct. Engineer	Struct. Designer / CADD	Senior Mechanical Engineer	Mech. Engineer	Mech. Designer / CADD	Senior Electrical Engineer	Elect. Engineer	Elect. Designer / CADD	Senior I&C Engineer	I&C Engineer	I&C Designer / CADD	WRA TOTAL HOURS	WRA TOTAL PAYROLL
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WRA EXPENSES	Subcontractor hours	Subcontractor Payroll	Subcontractor Expenses	Line Item Totals
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B. Scope	Civil Permitting and Design	Use Labor Cost Rates for year: 2023																		T, R, E S, or L (See Legend)	T, R, E S, or L (See Legend)							
2023	\$80	\$66	\$40	\$45	\$80	\$60	\$33	\$80	\$50	\$35	\$80	\$60	\$35	\$80	\$55	\$38	\$80	\$50	\$32									
B1	Washington County Engineering Permits	8	4	40																52	\$6,135	T	\$100		\$0	-	\$	\$6,235
B2	Soil Conservation District Permits	8		20																28	\$3,528	T	\$100		\$	-	\$	\$3,628
B3	MDE Dam Safety Permit	2		20		8														30	\$3,920	-	\$		\$	-	\$	\$3,920
B4	Comment Responses	8	4	2																14	\$2,411	-	\$		\$	-	\$	\$2,411
B5	Design Revisions	8	8	24	20	8					8									80	\$10,947	-	\$		\$	-	\$	\$10,947
																				0	\$0	-	\$		\$	-	\$	\$0
																				0	\$0	-	\$		\$	-	\$	\$0
																				0	\$0	-	\$		\$	-	\$	\$0
	PHASE A SUBTOTALS =	34	16	106	20	16	0	0	0	0	0	8	0	0	0	0	4	0	0	204	\$26,940		\$200					\$27,140
	PHASE A SUB-TOTAL DOLLARS =	\$6,664	\$2,587	\$10,388	\$2,205	\$3,136	\$0	\$0	\$0	\$0	\$0	\$1,176	\$0	\$0	\$0	\$0	\$784	\$0	\$0	\$26,940								\$27,140
		142	Civil	\$15,180	16	Geotech	\$3,136	0	Structural	\$0	8	Mech	\$1,176	0	Electrical	\$0	4	SCADA	\$784									

Subcontractor Total	\$0
Profit on Sub	0.0%
WRA Total	\$27,140
PHASE A TOTAL	\$27,140

\$27,140

Project Manager	Senior Civil Engineer	Civil Engineer	Civil Designer / CADD	Senior Geotech. Engineer	Geotech Engineer	Geotech Designer / CADD	Senior Structural Engineer	Struct. Engineer	Struct. Designer / CADD	Senior Mechanical Engineer	Mech. Engineer	Mech. Designer / CADD	Senior Electrical Engineer	Elect. Engineer	Elect. Designer / CADD	Senior I&C Engineer	I&C Engineer	I&C Designer / CADD
Bare Labor Cost rates for year 2022																		
Contract Rates - LOADED LABOR AT A FACTOR OF:	2.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bare Labor Cost rates for year 2023																		
Contract Rates - LOADED LABOR AT A FACTOR OF:	2.45	\$196.00	\$161.70	\$98.00	\$110.25	\$196.00	\$147.00	\$80.85	\$196.00	\$122.50	\$85.75	\$196.00	\$134.75	\$93.10	\$196.00	\$122.50	\$78.40	
Bare Labor Cost rates for year 2024																		
Contract Rates - LOADED LABOR AT A FACTOR OF:	2.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- WRA EXPENSES
- T = Travel
 - R = Reproduction
 - E = Equipment Rental
 - S = Subcontractor
 - L = Laboratory Cost