1. City Council Meeting Agenda

   Documents:

   AGENDA 08 24 2020 - AMENDED.PDF

2. City Council Meeting Packet

   Documents:

   COUNCIL PACKET 08 24 20.PDF

AMENDED
AGENDA

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, August 24, 2020 at 7 pm
https://www.facebook.com/westminstermd/

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

   A) Mayor and Common Council Meeting of August 10, 2020

3. **PRESENTATIONS**

   A) Status Report – ENR/Biosolids Upgrade Project – Mr. Glass

   B) Update – Wakefield Valley Park – Ms. Gruber

4. **CONSENT CALENDAR**

   A) Approval – July 2020 Departmental Operating Reports

5. **REPORT FROM THE MAYOR**

6. **COVID-19 PANDEMIC UPDATE**

7. **REPORTS FROM STANDING COMMITTEES**

   A) Arts Council

   B) Economic and Community Development Committee

   C) Finance Committee

   D) Personnel Committee

   E) Public Safety Committee

   F) Public Works Committee

   G) Recreation and Parks Committee

8. COUNCIL COMMENTS AND DISCUSSION

9. BIDS

A) Approval – Purchase of Replacement Pickup Trucks (Street Department and Utility Maintenance Department) – Mr. Glass

B) Approval – Purchase of Replacement Mower Deck (Street Department) – Mr. Glass

C) Approval – Contract with Spatial Systems Associates, Inc. for GIS-related Engineering Services – Mr. Davidson

10. ORDINANCES & RESOLUTIONS

A) Resolution No. 20-06 -- Amending the Adopted Water and Sewer Allocation Policy for 2018 – 2024 and accompanying Master Distribution Chart – Mr. Depo

11. UNFINISHED BUSINESS

A) Warner Construction Change Order No. 10 (RFP 4) – 45 West Main Renovation Project – Ms. Matthews

12. NEW BUSINESS

A) Common Council Confirmation of Mayor's Nominee for Director of Finance – Mayor Dominick

B) Mayoral Appointments to the Recreation and Parks Advisory Board – Mayor Dominick

C) Approval – Warner Construction Change Order No. 11 – Ms. Matthews

D) Warner Construction Change Order No. 12 – 45 West Main Renovations Project – Ms. Matthews

E) Vote to Go into Closed Session

13. DEPARTMENTAL REPORTS

14. CITIZEN COMMENTS

15. ADJOURNMENT

16. CLOSED SESSION

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MINUTES

CITY OF WESTMINSTER
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CALL TO ORDER
Elected Officials Present: Councilmember Chiavacci, Councilmember Dayhoff, Mayor Dominick, Councilmember Gilbert, President Pecoraro, and Councilmember Yingling.

Staff Present: Director of Technology Services Davidson, Director of Community Planning and Development Depo, Director of Public Works Glass, Director of Recreation and Parks Gruber, Police Chief Ledwell, City Attorney Levan, City Administrator Matthews, Director of Finance Palmer, Director of Housing Services Valenzisi, and City Clerk Visocsky.

APPROVAL OF MINUTES
President Pecoraro requested a motion to approve the minutes of the Mayor and Common Council Meeting of July 27, 2020.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to approve the minutes of July 27, 2020.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

REPORT FROM THE MAYOR
Mayor Dominick stated that the recruitment for the Finance Director position was progressing. President Pecoraro, Chair of the Finance Committee, would provide more detail during Reports from Standing Committees.

COVID-19 PANDEMIC UPDATE
None.

REPORTS FROM STANDING COMMITTEES
There were no reports from the following Standing Committees: Personnel and Public Works.

Councilmember Dayhoff, on behalf of the Arts Council, reported on upcoming Carroll Arts Center events that were free to the public:

- *Capture* highlights the photography work of the Carroll County Camera Club. The exhibit began on August 10 and will end on September 14, 2020.

- *The Art of Protest* features a collection of homemade signs used in the 2020 protests. It will run from August 13, 2020 and end on September 12, 2020.

- Registration for the 18th Annual Members Show closes on August 31, 2020. This exhibit showcases the talents of current Arts Council members. The event is scheduled to be held from September 28 through October 31, 2020.

Councilmember Yingling, on behalf of the Economic and Community Development Committee, reported that the Committee planned to meet in the near future. Discussion items include a potential opportunity at Airpark Square, the complex surrounding the Carroll County Regional Airport. He will provide a report following the meeting.

President Pecoraro, on behalf of the Finance Committee, reported that interviews had been held for the position of Finance Director, and there were several good candidates. He stated that the Common Council would have the opportunity to meet the Mayor's nominee prior to the confirmation vote. President Pecoraro thanked Mayor Dominick for including him in the interview process.

Councilmember Chiavacci, on behalf of the Public Safety Committee, thanked Mayor Dominick for swearing in four new recruits on August 7, 2020. The recruits will graduate from the police academy on August 11, 2020. Following graduation, they will then begin their field training with the Westminster Police Department.

Councilmember Chiavacci reported that the crime rate in the City remained low. He shared with his colleagues that the Police Department was partnering with the Health Department on a diversion program to help those with addiction problems go into a treatment program rather than the judicial system. Councilmember Chiavacci expressed his appreciation to Chief Ledwell and his staff for their work on this initiative.

Councilmember Chiavacci concluded his report by sharing that he and his son recently attended a Black Lives Matter event at City Hall. He was impressed by the peaceful nature of the event, and the respectful message that was conveyed. Councilmember Chiavacci witnessed one of the organizers handing out bottled water to the police officers who were on site during the event; adding that he was appreciative of the kindness shown to the officers of the Westminster Police Department and the Carroll County Sheriff's Office.

Councilmember Dayhoff thanked Councilmember Chiavacci for sharing the information regarding the diversion program, as well as his comments regarding the Black Lives Matter event at City Hall. He added that his experience with the protesting group had been positive and respectful as well.

Councilmember Dayhoff, on behalf of the Recreation and Parks Committee, expressed his support for reconstituting the Recreation and Parks Advisory Board. He suggested that the City advertise for Board members, requesting that interested parties submit a letter to the Recreation and Parks Department for review by the Mayor. President Pecoraro stated that appointing members to the Board was the responsibility of the Mayor; therefore, the City would proceed in the manner that Mayor Dominick felt best served the City's needs.

COUNCIL COMMENTS AND DISCUSSION

Councilmember Chiavacci stated that he and Comprehensive Planner Andrea Gerhard recently attended an East Middle School Planning Committee meeting. Ms. Gerhard has represented the City well, and provided valuable input on the school reconstruction project as a member of the Committee. Councilmember Chiavacci informed his colleagues that one of the ideas discussed at the meeting was the possible relocation of the school parking lot, which would entail the City giving part of the existing roadway to Carroll County Public Schools and re-routing Longwell Avenue. Doing so would allow better use of the site, require less pavement, increase the amount of green space, and enhance safety. Councilmember Chiavacci stated that more detail would be provided prior to finalizing the plans.

President Pecoraro thanked Councilmember Chiavacci for his report. Councilmember Dayhoff also thanked Councilmember Chiavacci, and agreed that reconfiguration of the school parking lot should be considered; he also expressed his appreciation to Mr. Depo for sharing the minutes of the East Middle School Planning Committee meeting with the Mayor and Common Council.

Councilmember Dayhoff inquired when staff would be providing an update on the ENR/Biosolids Project and the grant the City recently received for a study of the Durbin House. President Pecoraro replied that presentations would be made on both matters on August 24, 2020.

Councilmember Dayhoff then noted the number of bids recently posted on the City's website. He expressed his appreciation and excitement in seeing these projects move forward.

Councilmember Dayhoff concluded his report by sharing his thoughts and prayers for those impacted by the COVID-19 pandemic.

BIDS

Replacement Hook Truck for Street Department

Mr. Glass informed the Mayor and Common Council that the City's FY 2021 budget allocated funding in the amount of $250,000 for the replacement of a 10-ton multipurpose hook truck for the Street Department. The vehicle was available via an existing contract between the State of Maryland and Johnson Truck Center. The City's procurement code would allow the City to piggyback on the competitively-awarded contract.

Mr. Glass stated that the vehicle being purchased was a Freightliner 108SD complete with salt body and snowplow in the amount of $213,125, inclusive of selected options.

Mr. Glass recommended that the Mayor and Common Council authorize the purchase of the replacement Freightliner hook truck from Johnson Truck Center in the amount of $213,125.

Councilmember Dayhoff commented that the fit out of the hook truck would be completed by a local business. Mr. Glass confirmed the same, adding that the work would be completed by Race Motor Sales.

Councilmember Dayhoff moved, seconded by Councilmember Yingling, to approve the purchase of the Freightliner hook truck from Johnson Truck Center in the amount of $213,125.

VOTE

AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Managed Detection and Response Contract

Mr. Davidson stated that Continental Technologies completed a Risk Assessment in FY 2020 that included a recommendation that the City contract with a Managed Detection and Response (MDR) provider to provide a constant monitoring of the City's technology network and hardware. An MDR service would provide the following:

- 24/7 alerts and hands on security team for all hardware and network traffic;
- 24/7 hardware segregation from the network that has been compromised;
- 24/7 review of lateral network spread of malicious software;
- 24/7 alert of hardware reaching out to known "bad actor" networks;
- Weekly and monthly calls with City staff to review all alerts and issues; and,
- Full forensic investigation and breakdown of all intrusions or compromised systems.

Mr. Davidson informed the Mayor and Common Council that SHI International Corp and Artic Wolf had completed work for multiple Maryland counties and municipalities, as well as many businesses. The quoted price of $51,512.31 was provided through the use of a competitive bid process completed by the State of Maryland.

Mr. Davidson recommended that the Common Council approve a contract with SHI International Corp. and Artic Wolf for Managed Detection and Response services, and authorize the Mayor's execution of the same.

Councilmember Dayhoff asked Mr. Davidson if the City was doing with regard to testing and implementation of multifactor authentication for staff. Mr. Davidson replied that the Technology Services Department utilized multifactor authentication, and the FY 2021 budget included funding for the remaining departments.

President Pecoraro thanked Mayor Dominick for providing his assistance on this project.

Councilmember Dayhoff moved, seconded by Councilmember Yingling, to approve the contract with SHI International Corp and Artic Wolf for Managed Detection and Response services.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

ORDINANCES & RESOLUTIONS
Ordinance No. 926
Mr. Depo stated that the Zoning Ordinance includes a requirement for the Planning and Zoning Commission ("Commission") to consult with the City Parks Board regarding the type and location of open space in the PD-4 Planned Development zoning district. It also includes a provision that the Commission, in consultation with the Parks Board, shall determine the type and location of common open space for all Residential Cluster Subdivision projects.

Mr. Depo informed the Mayor and Common Council that, during the review of a recently submitted Site Development Plan proposing development in the PD-4 zoning district, it was discovered that the City Parks Board (Recreation and Parks Advisory Board) is no longer active. Staff recommends that the Director of Recreation and Parks be designated to provide input regarding the need, type, and location of open space for PD-4 and Residential Cluster Subdivision developments to the Commission. Mr. Depo stated that the Director of Recreation and Parks is qualified to provide input on the City of Westminster's current and future recreation needs and has knowledge of recreational regulations, requirements, and practices.

President Pecoraro thanked staff for bringing forward this matter. Mayor Dominick stated that the City strives to make things go more smoothly, and the ordinance would result in a more efficient process.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to introduce Emergency Ordinance No. 926.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Adoption of Resolution No. 20-05
Mayor Dominick stated that, early in his tenure as Mayor, he suggested that there be an organized body that pays attention to technology matters. Technology is a force multiplier, more quality at less cost. Mayor Dominick noted that Information Technology recently became a freestanding department, with its own department director. The proposed Technology Committee would provide a mechanism for the City to evaluate the status of the City's technology infrastructure, identify its strengths and weaknesses, and allow the City to make improvements.

President Pecoraro thanked Mayor Dominick for bringing forward the recommendation to create a new Standing Committee and Ms. Levan for drafting the resolution. When crafting the responsibilities of a Technology Committee, it was noted that certain provisions were not included in the language pertaining to the Recreation and Parks Committee of the Common Council. President Pecoraro stated that the resolution clarified the responsibilities of the Recreation and Parks Committee, and standardized language across the various Standing Committees of the Common Council.

Councilmember Dayhoff expressed interest in serving on the Technology Committee.

Councilmember Chiavacci thanked Mayor Dominick, President Pecoraro, and Ms. Levan for their work on the resolution.

President Pecoraro then requested a motion to adopt Resolution No. 20-05 – A Resolution of The Mayor and Common Council of Westminster, amending the Common Council's Rules of Order and Procedure to provide for the Establishment of a Standing Committee on Technology and to clarify the Responsibilities of the Standing Committee on Parks and Recreation.

Councilmember Dayhoff moved, seconded by Councilmember Chiavacci, to approve the adoption of Resolution No. 20-05.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

UNFINISHED BUSINESS
None.

NEW BUSINESS
Warner Construction Contract Change Order No. 9
Ms. Matthews informed the Mayor and Common Council that the scope of work for Change Order No. 9 involved two areas where stormwater was infiltrating the foundation wall of 45 West Main Street. One area was along the wall that ran at an angle, facing the intersection of Main Street and Bond Street. The second area was at the southwest corner of the building. While the leaks did not generate a lot of water, removal of the sidewalks in the two areas mentioned above, coupled with the recent excessive rain, caused more pronounced infiltration. Ms. Matthews stated that the Change Order No. 9 work would require excavation on the exterior of the building to expose the foundation wall, identification of where the existing foundation waterproofing was failing, repair of the problem areas, and backfilling the excavated sites.

Ms. Matthews recommended that the City authorize Warner Construction to perform the work discussed above through the approval of Change Order No. 9 in the amount of $11,800.

Councilmember Gilbert moved, seconded by Councilmember Dayhoff, to approve Change Order No. 9.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

DEPARTMENTAL REPORTS

City Administrator
Ms. Matthews reported that The Novak Consulting Group informed her that 64 applications were received for the Director of Human Resources position. The firm was currently screening the applications, and would review the results of that process with her on August 20, 2020.

Finance Department
Ms. Palmer reported that the Maryland Community Development Association would close on the bonds for the Municipal Pool Improvements Project on August 20, 2020. She noted that the interest rate on the bonds was favorable, and that the City would realize savings as the bonds were sold at a premium.

Westminster Police Department
Chief Ledwell reported that Officer McGowan successfully completed his field training and was now on patrol. The four police recruits would graduate from the academy on August 11, 2020.

Chief Ledwell then reported that the Police Department was concluding its six-month trial period of its new 12- hour patrol schedule. Departmental personnel were being surveyed to get their feedback on the schedule.

Chief Ledwell informed the Mayor and Common Council that the Westminster Police Department was working on projects related to recently enacted State legislation concerning sexual assault investigations, method of receiving complaints, and firearms crime reporting. The legislation required operational modifications on the part of the Police Department.

Chief Ledwell then expounded on the information shared by Councilmember Chiavacci in his report about the diversion program. Through this partnership with the Carroll County Health Department, the Police Department has access to a social worker and peer in recovery staff. Chief Ledwell stated that the Police Department was excited to be part of this program.

Chief Ledwell noted that the Police Department has experienced minimal issues with compliance with the Governor's Executive Orders related to COVID-19 pandemic. He noted that both patrol officers and detectives were doing a great job in conducting investigations and closing cases.

Recreation and Parks Department
Ms. Gruber reported that, during the month of July, the Family Fitness Center had 933 people check in, of which 278 were unique members. She then shared the following information on Fitness Center membership packages:

- Family memberships – 47% resident and 53% non-resident;
- Family with childcare memberships – 45% resident and 55% non-resident;
- Individual memberships – 38% resident and 52% non-resident; and,
- Youth, college student, and student memberships – 60% resident and 40% non-resident.

Ms. Gruber informed the Mayor and Common Council that the department recently added two youth fitness classes: a youth yoga class and an outdoor recess class.

Ms. Gruber also reported that, on August 7, 2020, Ms. Palmer opened bids for the development of a Master Plan for Wakefield Valley Park. The City received 19 proposals, with bids ranging from approximately $63,000 to $235,000.

Ms. Gruber concluded her report by sharing that a pre-bid meeting was held earlier in the day on August 10, 2020 for the Shower Room Renovation Project. More than 20 contractors were in attendance.

Public Works Department
Mr. Glass reported that, on August 4, 2020, the Utility Maintenance Department responded to a water main break that took until August 5, 2020 to fully repair. The water main break was located near the intersection of Cranberry Road and Old Manchester Road. There was a water interruption for approximately one hour, and staff utilized stored water until staff was able to fully repair the break. Mr. Glass stated that the water loss was in excess of 330,000 gallons within a one-hour period. He shared his appreciation to the Utility Maintenance Department staff; it took the entire crew to fix the leak.

Mr. Glass then reported that the pre-bid meeting for the FY 2021 paving project was held on August 4, 2020; the bid submission deadline is August 13, 2020. He informed the Mayor and Common Council that he met with the consultants for the water re-use pilot project on August 7, 2020. Lastly, Mr. Glass shared that the pre-bid meeting for Phase 3 of the Inflow and Infiltration Project would be held on August 12, 2020.

Community Planning and Development Department
Mr. Depo stated that the Board of Zoning Appeals would not hold a meeting during the month of August, as there were no cases for review. He reported that the Historic District Commission met on August 5, 2020 to review and approve antennas to be placed by AT&T on the City-owned water tower located at McDaniel College.

Mr. Depo concluded his report by informing the Mayor and Common Council that the Planning and Zoning Commission would be meeting on August 13, 2020. The Commission will review the amended Development Plan for the Carroll County Commerce Center and the Site Development Plan for the Royal Farms Store.

Technology Services Department
Mr. Davidson reported that the Technology Services Department ran a simulated phishing security test to determine its vulnerability in the event of a real phishing attack on City users. This will be an ongoing effort to keep all users aware of the potential threat from phishing emails.

CITIZEN COMMENTS
President Pecoraro read a comment submitted by Kevin Wagman, 153 East Green Street, sharing his appreciation and well wishes on the retirement of Shelly Fulton of the Recreation and Parks Department. Ms. Fulton provided the City with 22 ½ years of service to the department.

ADJOURNMENT
President Pecoraro adjourned the meeting at 8:02 pm.

Respectfully Submitted,

Shannon Visocsky, City Clerk

Full audio version is available on www.westminstermd.gov

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: August 17, 2020

Re: Presentation – WWTP ENR/Biosolids Upgrade Project

Background

On October 1, 2018, the Mayor and Common Council authorized a contract with HRI, Inc. for major improvements at the City's Wastewater Treatment Plant. These improvements include an upgrade to provide for Enhanced Nutrient Removal (ENR), modifications to the County's septage facility on the site, work associated with solids processing, and the replacement of certain equipment that is beyond its useful life.

The City issued a Notice to Proceed to HRI, Inc. on January 7, 2019. At the time of contract award, substantial completion of the project was scheduled for a duration of 42 months, with final completion at 48 months.

On August 24, 2020, staff will provide a presentation on the ENR/Biosolids Upgrade Project, as recently requested by the Mayor and Common Council.

Project Cost, Funding, and Completion

The original contract amount with HRI, Inc. was $61,429,842. To date, three change orders have been executed, which increased the original contract amount as follows:

Change Order No. 1	$338,664.00
Change Order No. 2	$674,000.00
Change Order No. 3	$77,534.35
Total Change in Contract Amount	**$1,090,198.35**

The change orders above – representing a 1.7% increase from the original project cost – were related to sinkhole remediation, SCADA programming and integration, and changes in the power feed as necessitated by BGE. The Maryland Department of the Environment participates in funding the project at 53.65%, which reduces the City's share of the change orders to 0.8% of the total.

A major part of the overall project includes upgrading the Carroll County Septage Facility. This portion of the project is funded 100% by the County.

The contract completion times remain at 42 and 48 months, until HRI, Inc. submits an approvable recovery schedule.

Recommendation

Staff recommends that the Mayor and Common Council receive the presentation regarding the ENR/Biosolids Upgrade Project, and ask questions as desired.

cc: Barbara B. Matthews, City Administrator

ENR/BIOSOLIDS PROJECT UPDATE

August, 24, 2020

North Side Overhead

South Side Overhead

Project Overhead

Electrical building

Spaghetti or Conduits?

North Side Overhead

Generator 1

North Side Overhead

Blower Building

South Side overall

South Side overall

6/23/2020 11:35

8/23/2020 13:24

South Side overall

4/29/2020 13:49

To: Mayor and Common Council

From: Abby Gruber, Director of Recreation and Parks

Date: August 17, 2020

Re: Update on Wakefield Valley Park

Background

The City's adopted Strategic Plan identifies five key focus areas – or Critical Success Factors – to serve as the collective work plan for 2018 – 2021. They are Responsible Stewardship of City Resources, A Safe and Livable Community, Strong Partnerships and an Engaged Community, Economic Activity and Growth, and Water and Sewer Capacity for Future Generations. Priority projects have been identified for each of the five Critical Success Factors to guide the future work of City staff, so that the Mayor and Common Council's vision for the City of Westminster is realized.

One of the priority projects included under the Responsible Stewardship of City Resources area is the determination of the future use of Wakefield Valley Park (the City-owned property formerly known as the Wakefield Valley Golf Course). As part of that process, the Strategic Plan envisioned development of a master plan for the Park.

The City has secured a federal Land and Water Conservation Fund grant in the amount of $119,850 and Program Open Space funds in the amount of $85,635 for development of the master plan, as well as improvements to the existing parking lot. Additionally, the Maryland Heritage Areas Authority awarded a grant in the amount of $25,000 to the City for an historic structure assessment of the Durbin House, located on the Wakefield Valley property.

The August 24, 2020 presentation will provide staff with an opportunity to update the Mayor and Common Council, as well as interested community members, on the status of these initiatives.

Recommendation

Staff recommends that the Mayor and Common Council receive the presentation regarding Wakefield Valley Park, and ask questions as desired.

cc: Barbara B. Matthews, City Administrator

Finance

TREASURY REPORTS AS OF July 2020 – UNADJUSTED AND UNAUDITED

GENERAL FUND REVENUES		Budget		Actual YTD	% to Budget
Taxes	$	11,222,367	$	99,165	1%
Licenses and Permits		570,600		113,333	20%
Intergovernmental		1,541,088		1,288,991	84%
Charges for Services		929,708		218,926	24%
Fines & Forfeitures		46,000		2,375	5%
Miscellaneous Income		131,526		15,228	12%
Transfers	$	(203,035)	$	-	0%
GENERAL FUND APPROPRIATION BY ACTIVITY					
Community Support	$	-	$	-	0%
Facilities		242,985		(2,963)	-1%
Finance		195,380		661	0%
Executive & Legislative		686,650		74,446	11%
Human Resources		151,439		(916)	-1%
Planning, Zoning & Development		495,921		(1,633)	0%
Housing & Preservation Services		106,475		(676)	-1%
Public Safety Department		7,186,948		109,975	2%
Public Works		3,387,191		4,084	0%
Recreation & Parks		1,255,391		1,951	0%
Technology	$	332,336	$	8,178	2%
Total General Fund Revenues	$	14,238,254	$	1,738,018	12%
Total General Fund Appropriations	$	14,040,716	$	193,106	1%

CAPITAL FUND REVENUES		Budget		Actual YTD	% to Budget
Taxes	$	2,284,600	$	8,021	0%
Intergovernmental		1,003,435		-	0%
Benefit Assessments		306,880		57,600	19%
		1,225,000		-	0%
Transfers		3,645,766		-	0%
CAPITAL FUND APPROPRIATION BY ACTIVITY					
Planning	$	25,000	$	-	0%
Facilities	$	4,720,500	$	-	0%
Public Safety Department		253,418		20,904	8%
Public Works		3,458,430		198,497	6%
Technology	$	8,333	$	-	0%
Total Capital Fund Revenues	$	8,465,681	$	65,621	1%
Total Capital Fund Appropriations	$	8,465,681	$	219,401	3%

PUBLIC HOUSING FUND REVENUES		Budget		Actual YTD	% to Budget
Housing Assistance Payments	$	2,306,069	$	181,358	8%
HUD Administrative Fee Distribution		218,957		24,366	11%
Miscellaneous Income	$	157,800	$	5,686	4%
PUBLIC HOUSING FUND EXPENDITURES					
Salaries & Benefits	$	245,500	$	5,161	2%
Administration		107,250		6,681	6%
Housing Assistance Payments		2,295,000		192,490	8%
Facilities	$	35,075	$	3,617	10%
Total PHA Fund Revenues	$	2,682,826	$	211,410	8%
Total PHA Fund Appropriations	$	2,682,825	$	207,949	8%

UTILITY FUND REVENUES		Budget		Actual YTD	% to Budget
Small Meter - City	$	4,300,000	$	467,849	11%
Small Meter - County		2,980,000		172,627	6%
Large Meter - City		2,150,000		264,354	12%
Large Meter - County		1,550,000		215,015	14%
Reclaimed - County		25,000		2,979	12%
Charges for Services		801,127		74,078	9%
Benefit Assessment Fees		741,808		172,092	23%
Carroll County Septage Facility		500,000		24,807	5%
Revenue Related to ENR/Biosolids Project		24,144,000		-	0%
UTILITY FUND APPROPRIATION BY ACTIVITY					
Community Support	$	-	$	-	0%
Facilities		107,890		7,819	7%
Finance		571,420		(2,589)	0%
Executive & Legislative		602,572		126,042	21%
Human Resources		359,544		(3,071)	-1%
Planning, Zoning & Development		238,806		(3,544)	-1%
Public Works		482,586		20,626	4%
Technology		975,395		14,257	1%
Utilities		1,749,227		(417)	0%
Water		3,679,734		87,264	2%
Wastewater	$	29,103,379	$	73,407	0%
Total Utility Fund Revenues	$	37,191,935	$	1,393,802	4%
Total Utility Fund Appropriations	$	37,870,553	$	319,794	1%

FIBER FUND OPERATING REVENUES		Budget		Actual YTD	% to Budget
Provider Fees - Units Passed	$	413,424	$	26,052	6%
Provider Fees - Subscriptions		311,508		25,262	0%
Miscellaneous		3,000		116	4%
Loan Proceeds		530,209		-	0%
General Fund Subsidy	$	203,035	$	-	0%
FIBER FUND OPERATING EXPENDITURES					
Public Works		70,370		(213)	0%
Technology		42,850		(287)	-1%
Fiber	$	1,344,006	$	19,109	1%
Total Revenues	$	1,461,176	$	51,430	4%
Total Expenses	$	1,461,176	$	18,612	1%

Disbursements between $10,000 and $25,000 from July 16, 2020 through August 13, 2020:

Vendor Name	Description	Total Amount
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$17,193.04
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$18,635.29
CRISWELL CHEVROLET FLEET SALES	NEW VEHICLE	$20,903.78
KEYSTONE PUBLIC SAFETY INC	KEYSTONE MAINTENANCE AND USERS	$15,653.00
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,733.54
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,708.20
MID-ATLANTIC GIGABIT INNOVATIO	FY2021 GRANT INSTALL #1	$20,000.00
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,626.82
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,723.01
WINCHESTER WEST LLC	AUG 2020 RENT 56 W MAIN ST	$14,300.00

Family Center P&L Month of July 2020

Family Center Revenues	Budget	Month to Date	Year to Date	Balance of Budget	% of Budget Used
100.444103 Rec & Parks: Family Center	$293,208.00	$206,796.82	$206,796.82	$86,411.18	70.53

Family Center Expenses	Budget	Month to Date	Year to Date	Balance of Budget	% of Budget Used
100.70.101.4111 Regular Full-Time	$116,794.00	($10,552.20)	($10,552.20)	$127,346.20	(9.03)
100.70.101.4113 Temporary Employees	$105,000.00	$5,836.77	$5,836.77	$99,163.23	5.56
100.70.101.4114 Overtime	$1,000.00	$99.12	$99.12	$900.88	9.91
100.70.101.4115 Emergency Sick & FMLA	$0.00	$1,157.75	$1,157.75	($1,157.75)	-
100.70.101.4123 Opt-Out	$667.00	$114.32	$114.32	$552.68	17.14
100.70.101.4311 Retirement & Pension Contributions	$11,960.00	$0.00	$0.00	$11,960.00	-
100.70.101.4313 Deferred Compensation Matching Plan	$1,211.00	$126.38	$126.38	$1,084.62	10.44
100.70.101.4314 Worker's Compensation	$4,929.00	$431.91	$431.91	$4,497.09	8.76
100.70.101.4322 Medical Insurance	$35,725.00	$1,877.01	$1,877.01	$33,847.99	5.25
100.70.101.4323 Dental Insurance	$1,508.00	$100.78	$100.78	$1,407.22	6.68
100.70.101.4324 Vision Insurance	$289.00	$17.55	$17.55	$271.45	6.07
100.70.101.4325 Employee Assistance Program	$138.00	$10.17	$10.17	$127.83	7.37
100.70.101.4326 Social Security Insurance	$16,715.00	$926.29	$926.29	$15,788.71	5.54
100.70.101.4327 Short Term Disability Insurance	$888.00	$75.83	$75.83	$812.17	8.54
100.70.101.4328 Long Term Disability Insurance	$353.00	$30.31	$30.31	$322.69	8.59
100.70.101.4329 Life Insurance	$184.00	$18.22	$18.22	$165.78	9.90
100.70.101.5630 Repairs - Machinery & Equipment	$15,000.00	$0.00	$0.00	$15,000.00	-
Total General Fund	$312,361.00	$270.21	$270.21	$312,090.79	0.09
Profit/Loss	($19,153.00)	$206,526.61	$206,526.61		

Technology Services

- Total Helpdesk tickets = 163, broken down below by department:
  - Technology Services = 24
  - Westminster Police = 26
  - Public Works = 23
  - Human Resources = 17
  - Finance = 14
  - Office of the City Administrator = 4
  - Public = 34
  - Recreation and Parks = 11
  - Community Planning and Development = 8
  - Housing and Code Enforcement = 1
  - Mayor and Common Council = 1
  - Total emails allowed for July 2020 = 43,056K
  - Total emails sent for July 2020 = 8,483K
  - Blocked emails for July 2020 = 18,542K

Projects:

- Replacement of core switching – planning phase
- PCI Compliance Policy information – in progress
- Computer hard drive encryption – in progress
- Mobile device management – in progress
- Upgrade of operating systems from Windows 7 to Windows 10 – in progress
- Multi-factor authentication – in progress
- Upgrade SQL Server to 2019 – in progress
- Upgrade GIS Server to 2019 – completed

GIS:

- Uploaded Mobile 311 data to the new GIS Server
- Completed I&I phase 3 drawing research
- Uploaded City drawings to the new GIS server so employees can view drawings online
- Performed research on right-of-way drawing for intersection of Englar Road and Woodward Road
- Scanned drawing for Brick Masonry Retaining Wall Restoration Project for Engineering Division
- Researched site plan drawing for Community Planning and Development Department
- Completed monthly update to add new addresses to trash pickup schedule in Mobile 311
- Updated Mobile 311 for the fiber network

Housing Services

Housing Program

- Housing Assistance Payments (HAP) = $194,308
- Number of vouchers under lease as of the last day of the month = 278
- Wait list total active applicants = 1,213
- Total HAP repayments received = $156
- Housing inspections = 4
- Filing rate in PIC = 99.9.0%

Code Enforcement

- 74 ongoing cases
- 67 cases closed
- 7 cases opened

Rental Licensing

- Monthly licensing fees received = $12,850

Community Planning & Development

COMMUNITY PLANNING AND DEVELOPMENT PERFORMANCE MEASURES	
	July 2020
Building permits approved	76
Downtown businesses owner inquiries	22
Downtown businesses visited	15
Façade improvements completed	2
Good Cause Waivers approved	0
Grants awarded or received	0
Historic District Commission items	2

Planning and Zoning Commission items	1
Sign permits issued	1
Use and Occupancy	7
Water allocations approved	393
Water verification letter	1
Zoning verification letters	2
Zoning inquiries	264

- The Department of Community Planning and Development provided staff support for the Planning and Zoning Commission and the Historic District Commission. In addition, the Department conducted an Administrative Adjustment Hearing in the month of July. The Board of Zoning Appeals and the Tree Commission did not meet in the month of July.

- Staff prepared an agenda item for the Mayor and Common Council meeting on July 27, 2020 to renew a contract with Hanover Land Services for engineering review services.

- Staff provided coordination for the City of Westminster Amendments to the Carroll County Water and Sewer Master Plan for consideration by the Planning and Zoning Commission.

- On July 1, 2020, the Historic District Commission met to discuss:

    - Draft Rules of Order and Procedure for the Commission. For its creation, staff took into consideration information contained in the Charter and Code of the City of Westminster, Maryland State Law, current Commission practice, and information from other historic district commissions in Maryland. The City Attorney reviewed the Draft Rules, and provided feedback for staff.

    - Staff shared information with the Commissioners, to remind them about the services available to the HDC as members of the Maryland Association of Historic District Commissions.

- An Administrative Adjustment Hearing was conducted on July 21, 2020 for Case 20-03. Mid-Atlantic Lubes, LLC (the contract purchaser), located at 334 Gorsuch Road, requested a reduction to the parking requirements of Zoning Ordinance Section 164-208 A. (4) and Section 164-111. The applicant requested and was granted an adjustment of four parking spaces from the required 13 parking spaces, as these four spaces are accounted for in the service queuing area.

- Staff reviewed and approved 39 building permits for projects within the City, including 14 new homes and two new businesses. The remainder of approved building permits were for decks and miscellaneous construction.

- Comprehensive Planner II Andrea Gerhard continues to represent the City on the East Middle School Planning Committee. There were two meetings during the month of July.

- Ms. Gerhard represented the City during Carroll County's Spring Water and Sewer Amendment process. She provided input and clarification to Carroll County Planning and Zoning Commission regarding the City of Westminster's amendments.

- Comprehensive Planner Andrew Gray continues to coordinate Census outreach efforts on behalf of the City of Westminster, as well as facilitating outreach efforts between Carroll County Government and the seven other municipalities in the County. Mr. Gray represented the City of Westminster

during a virtual Complete Count Committee Meeting on July 22, 2020, during which he provided an update on the City's Census outreach efforts.

- Mr. Gray and Department Director Mark Depo met with Dr. Jason Scullion, Assistant Professor of Environmental Studies at McDaniel College, to discuss how McDaniel students could volunteer to assist the Tree Commission in the annual update of the Comprehensive Tree Plan.

- Main Street Manager Sandy Anderson reported that Downtown businesses continue to struggle due to the COVID-19 pandemic. At the 50% capacity allowance, most restaurants and retailers are not getting the patrons they need to maintain a semblance of what their business was like prior to the pandemic. Many have completed renovations, implemented creative solutions with online ordering, and have amazing new outdoor dining spaces. Business models are forever changing. Things will never be the same, but many will be better.

- Finally, DCPD staff members answer hundreds of inquiries every month via email, by phone, and via online Zoom meetings. DCPD also continues to meet with applicants and their attorneys to discuss annexations, proposed site development plans, building permits, water and sewer allocations, and a variety of City applications and processes. During the month of July, DCPD staff received 4,453 emails and sent 1,464 emails. Additionally, staff continues to review and coordinate the review and approval of new development in the City.

Human Resources

Benefits/Wellness

- Provided employee and retiree census data to Bolton for the annual OPEB evaluation
- Drafted an updated holiday leave policy
- Addressed various COVID-19 quarantine leave issues
- Finalized the updates to the Retiree Insurance Policy and the Retirement Medical Insurance Policy
  - Revised the retiree insurance election form to include policy updates
- Wellness Program
  - Distributed July financial wellness educational session flyer on "Retirement Myths and Realities" to two attendees

Employment/Recruitment

- Advertisements:

	Internal Advertisements	External Advertisements	Internal Applications Processed	External Applications Processed
Full-time	0	4	0	38
Part-time	0	0	0	0
Temporary	1	0	0	7
Seasonal	0	0	0	0

- Processed:

	New Hire Documentation	Employee Orientations	Internal Transfers	Promotions
Full-time	6	4	0	1
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	10	8	0	0

- Fingerprinted 10 temporary/seasonal employees in compliance with childcare regulations
- Coordinated obtaining the facility for the Director of Finance panel interviews

Projects

- Updated the FY 20201 salaries and benefits information on the Maryland Municipal League (MML) Salary website
- Safety/Risk Coordinator Brian DeMay distributed:
  - Printed copies of the Drug-Free Workplace Drug and Alcohol policy for all employees
  - Printed copies of the U.S. Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing Policy for those employees required to possess a Commercial Driver's License as a City requirement
- Finalized the organizational and staffing charts appendices for the FY 2021 budget document
- Researched management/employee counseling services available from Business Health Services (BHS), the City's EAP provider, and a vendor that provides the same type of services
- Drafted Families First Coronavirus Response Act (FFCRA) procedures

Risk Management

- Insurance claims filed

Automobile	Liability	Mobile Equipment	Property	Sewer Back-up	Workers' Compensation
1	2	0	0	0	2

- Processed three Commercial Driver's License employees for random drug testing per Department of Transportation (DOT) regulations
- Processed two non-DOT employees for random drug testing per the Drug Free Workplace Policy
- Processed four police employees for random drug testing per the Drug Free Workplace Policy
- Updated the Disease Prevention During Pandemics (Non-Police Personnel) guidelines and researched how to address employees reporting to work after traveling to high risk COVID-19 states based on Governor Hogan's July 29 executive order expanding the mask requirements and announcing the advisory on out-of-state travel

Training/Meetings

- Mr. DeMay participated in the following webinars:
  - "Reopening: Enhancing Cybersecurity and Updating Employee Policies for the Hybrid Workplace"
  - "Virtual COVID-19 Reopening Task Force Roundtable"
  - "ERM Beyond the Risk Assessment – Framework, Principles and Integration"
  - "Carroll County Guidelines & Requirements for the Safe Reopening of Businesses"
  - "COVID-19 and Public Employers"

Police Department

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
July 2020	949	36	6	4	229	277
July 2019	1,163	54	12	8	260	329
2020 YTD Total	6,616	233	43	36	945	1,595
2019 YTD Total	7,629	386	35	53	1,434	1,484

Significant Cases in July:

Crime: **Stolen Vehicle**
Date: 07/22/2020
Location: Pennsylvania Avenue
Details: The victim reported her 2015 Nissan Sentra was stolen from Pennsylvania Avenue within a four-day timeframe. The owner left the key fob in the vehicle. Investigators requested a check of license plates reader data through the Maryland Coordination and Analysis Center, with negative results.

Status: Open

Crime: **Armed Robbery/Home Invasion**
Date: 07/28/20
Location: Pennsylvania Avenue
Details: The victim reported that two known acquaintances entered his home without permission, then assaulted and robbed him of his cell phone at knifepoint. Officers located the suspects and placed them under arrest. The suspects were in possession of the victim's phone and a knife allegedly used in the robbery. Investigators processed the crime scene for evidence.

Arrested/Charged: Tyler G. Wadsworth (Age 26)
Travis G. Wadsworth (Age 29)

Significant Activities in June:

- Terrence McGowan started as a new lateral-hire police officer.
- Nancy Pyne was promoted from Communications Specialist to Communications Specialist II.
- Four police recruits continue to successfully complete entry-level police academy training at the Maryland Police & Corrections Training Academy, with a graduation date of August 11.
- The Police Department collaborated with the Carroll County Department of Emergency Management, the Carroll County Health Department, and multiple partner agencies to address the ongoing executive orders and related restrictions, and public health and safety-related issues surrounding the COVID-19 pandemic.

Recreation & Parks

- Family Fitness Center Membership Usage

Membership Package	% of Total	Entries
Family	23.47	219
Family with Childcare	14.90	139
Punch card	1.61	15
Individual	52.73	492
Student/Youth	7.29	68
Total Entries		933
Total Unique Members		278

- Resident and Non-Resident Membership Packages

Membership Package	# of Members	Percentage
Family	91	
Resident	43	47%
Non-Resident	48	53%

Family w/ Childcare	22	
Resident	10	45%
Non-Resident	12	55%
Individual	342	
Resident	130	38%
Non-Resident	212	62%
Youth/College Student	45	
Resident	27	60%
Non-Resident	18	40%
Total # of Memberships	500	
Total Resident	210	42%
Total Non-Resident	290	58%

- Group Fitness Class attendance:
  - Cardio = 565
  - Cycle = 162
  - Barre = 33
  - Yoga = 206

- Scheduled and conducted interviews for the following open positions:
  - Group Fitness Instructors
  - 25-Hour Recreation Assistant I
  - 40-Hour Recreation Assistant I
  - Front Desk/Child Care Attendant

  From this process, the Department hired three Group Fitness Instructors, and also filled the 40-hour Recreation Assistant I position.

- Recreation staff created Recreation Relaunch, a series of activities scheduled throughout the summer offering drive-thru craft kits and other activities that can be held in a safe manner. During the month of July, four drive-thru craft opportunities and five drive-thru snowball distribution events were held, serving over 1,300 Westminster families. Details for each event are listed below.

  - July 2: Drive Thru Activity: Patriotic (Cherry and Blueberry) Snowballs. Approximately 150 snowballs were served, despite a road closure due to a car fire. Three separate Facebook posts received a total of 122 “likes” from the public.

- July 7: Drive thru Activity: Down on the Farm. Distributed approximately 105 craft kids.

- July 9: Drive Thru Activity: Lime Snowballs. Approximately 300 snowballs were served.

- July 14: Drive Thru Activity: Swimming Thru Summer. Distributed 75 craft kits.

- July 16: Drive Thru Activity: Cotton Candy Snowballs. Approximately 200 snowballs were served.

- July 21: Drive Thru Activity: Firefly Nightlight. Distributed 80 craft kits.

- July 23: Drive Thru Activity: Root beer Snowballs. Served approximately 150 snowballs.
- July 28: Drive Thru Activity: Jammin' Jellyfish. Distributed approximately 110 craft kits.
- July 30: Drive Thru Activity: Blueberry Snowballs. Served approximately 150 snowballs.

Public Works

Wastewater Treatment Plant

Total Flow	123.533 MGD
Average Daily Flow	3.985 MGD
Sludge (Integrated Agronomics)	503.85 Wet Tons
Septage Sludge	126.75 Wet Tons

- Replaced PLC in belt filter press panel
- Implemented COVID-19 personnel/operational accommodations
- Performed 4,000 lab analyses
- Entered and completed Facility Dude maintenance work orders
- Completed safety training
- Transported recyclables to the County landfill
- Performed routine maintenance

Utility Maintenance

- Water leaks
  - 25 Ridge Road (service)
  - 25 Ridge Road (private)
  - 289 West Main Street (private)
  - 37 1/2 Rear George Street (private)
  - Ralph Street (main)
  - 51 Ridge Road (private)
  - 598 Juniper Court (private)
  - 700 Lythe Hill Court (private)

- Sewer blockages
  - 13 Kemper Avenue (lateral)
  - 76 Bond Street (lateral)
  - 402 Leigh Masters Lane (lateral)
  - 66 Webster Street (lateral)
  - 663 Johahn Drive (lateral)

- Fiber Drop Installations
  - 473 Palatial Park Drive
  - 29 West Middle Grove Court
  - 14 Hersh Avenue
  - 729 Wilford Court
  - 365 Pleasanton Road, Unit A23
  - 496 Silver Court
  - 509 Meadow Branch Road
  - 44 Carroll Street
  - 724 Buck Cash Road

- 152 Willis Street
- 360 North Colonial Avenue
- 51 North Court Street
- 385 Pleasanton Road, Unit 22
- 543 Rich Mar Street
- 835 Amherst Lane
- 362 Fitz Way
- 503 Tylney Hall Court
- 88 West Main Street
- 54 Berkshire Court
- 144 Pennsylvania Avenue
- 174 Pennsylvania Avenue
- 188 Pennsylvania Avenue
- 182 East Main Street
- 921 Burning Tree Court
- 307 Royer Road
- 70 West Green Street
- 58 South Church Street
- 721 Scarlet Sky Drive
- 838 Quiet Meadow Court
- 762 Medinah Circle
- 681 Johahn Drive
- 240 East Main Street
- 730 Blue Moon Drive
- 9 Carroll Street

Water Loss

Water Main Flushing	0.00MG
Water Leaks	0.0022MG
Private Leaks	0.002MG
Sewer Main Flushing	0.0002MG
Total Loss	**0.0046MG**

- Miscellaneous tasks
  - Completed high water bill inspections, meter investigations, meter installations, and meter readings
  - Completed water, sewer, and fiber markings
  - Continued work on finished water reservoir
  - Continued Stonegate fiber installation project

- Regular maintenance
  - Flushed and cleaned sewer mains
  - Fire hydrants
  - Sewer pumping stations
  - Booster stations and water storage stations
  - Leak detection
  - Maintaining sewer easements

Street Department

- Grounds Maintenance section performed the following tasks:
  - Mowed parks and rights-of-way
  - Sprayed the weeds on the ballfields at City playground
  - Trimmed tree at Lime Kiln Park
  - Cut down two dead pine trees at Wakefield Valley Park
  - Trimmed bushes at Gehr parking lot and former Stocksdale Property parking lot
  - Trimmed trees at Wakefield Valley Park and Blue Swallow Court

- Building Maintenance section performed the following tasks:
  - Collected parking meter money and maintained meters
  - Painting the yellow curbs on City streets
  - Installed a swing bracket and painted barre room at the Family Center
  - Repaired fences at Wakefield Valley Park and King Park
  - Assisted with tree trimming at Charles Street tot lot
  - Assisted with removal of a tree at 11 East Main Street

- Streets and Alleys section
  - Removed brush, metal, yard waste, and bulk trash
  - Transported materials to County landfill:

Street Baskets	2.70 tons
Bulk Trash	41.37 tons
Brush	70.22 tons
Yard Waste	18.03 tons
Paper Recycling	.00 tons
Street Sweepings	8.11 tons
Tires	.37 tons
Metal	4.03 tons

  - Scheduled bulk trash collection
  - Set dumpsters for larger piles of bulk trash
  - Assisted with cleaning up trash in all City parking lots
  - Assisted with the mowing of parks and rights-of-way
  - Cut up and removed a downed tree behind Lakes Court

Street Maintenance Section

- Assisted with mowing all City parks and Wakefield Valley walking trail
- Removed brush, metal, yard waste and bulk trash
- Repaired road and driveway from water main break on Greenvale Mews Drive
- Replaced stormwater pipe and storm drains on Cobb's Choice Lane
- Repaired storm drain on Juliet Lane
- Fixed potholes on Western Maryland College Drive and Ward Avenue
- Built platform for water tanks at community garden
- Filled trench on Manchester Avenue with rock gabion where water has washed out roadway

Engineering

- HRI, Inc. (the general contractor ENR /Biosolids Upgrade Project) continued to work on the construction of the concrete slabs and walls for the Denitrification Building. Other work included blowers, electrical buildings and site electrical conduits, the startup of Reactor #1, installation of structural steel for the Solids Processing Building, and work on reconstruction of Reactor #2. Work started on the Septage Facility. The project engineer and HRI continued review of submittals.

- The Little Pipe Creek Restoration and Relocation Project is in the monitoring program. The Contractor completed repairs from the punch list.

- The contractor for Section 3 of the Stonegate development worked on grading and installation of the storm drain, sewer force main, and water lines. The contractor started work on the storm drain, mass grading, and installation of sewer in Section 4

- The contractor for Bolton Hill Phase 5 worked on punch list items and started work on the sidewalks along Meadow Branch Road.

- The City issued the Request for Bids for the FY 2021 paving project.

- City staff and the project engineer (Albrecht Engineering, Inc.) continued work to complete the project drawings.

- The City issued the Request for Bids for Phase 3 of the Inflow and Infiltration Project.

Water Plant

- Cranberry Water System Sources – Raw Water to Plant in Million Gallons (MG)

Raw Meter Total	52.7182 MG
Recycled Water Total	5.2151 MG
Recycled Water Recovered	9.892 %
CIP Wash Water/Membrane Cells	0.16848 MG
Total	**52.54972 MG**

- Raw Water Sources in MG

Cranberry Branch	41.07572 MG
Hull Creek	11.474 MG
Raw Reservoir	0 MG
Other	0 MG
Total	**52.54972 MG**

- Treated in MG

Finished Water Flow Meter	52.3235 MG
Station Water	0.037269 MG
Total Treated	52.28623 MG
Backwash/Recycle Filters	0.4431 MG
Delivered to System	**51.84313 MG**

- Wells in Cranberry System in MG

Well 3	0.067577 MG
Well 4	1.89437 MG
Well 5	6.77428 MG
Well 6	2.15263 MG
Well 7	4.673669 MG
Well 8	3.530924 MG
Wells 9 and 10	0.884427 MG
Well 11	2.472014 MG
Well 12	5.069572 MG
Total Delivered to System	79.362594 MG
Day of Maximum Usage – 22	2.9106 MG
Well 5 Backwash	0.00222 MG
Well 7 Backwash	0.33844 MG
Well 8 Backwash	0.05743 MG
Well 12 Backwash	0.60015 MG
Daily Average	2.5600837 MG

- Hours operated = 744

- Rainfall = 3.35 inches

- Raw Reservoir level = 21.5 feet

- Wakefield Well System

Well 1	2.4889 MG
Well 2	3.342421 MG
Total Delivered to System	5.831321 MG
Filter Backwash	0.00583 MG
Daily Average	0.1881071 MG
Day of Maximum Usage - 28	0.363466 MG

- Other tasks included:
  - Performed routine maintenance at the wells and Water Treatment Plant
  - Collected 70 distribution compliance samples
  - Performed 310 process control checks at 12 Wells
  - Performed 372 process control checks at the Cranberry Water Treatment Plant
  - Completed monthly operating reports for the Cranberry and Wakefield Systems
  - Completed NPDES operating reports for Koontz Well and the Cranberry Water Treatment Plant

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: August 11, 2020

Re: Approval – Purchase of Replacement Pickup Trucks (Street Department and Utility Maintenance Department)

Background

The City's adopted FY 2021 budget allocates funding in the amount of $50,000 for the replacement of a one ton pickup truck for the Utility Maintenance Department. The cost of this vehicle is split equally between the Water Fund and the Sewer Fund.

The FY 2021 budget for the Capital Projects Fund includes $50,000 for the purchase of a replacement one ton pickup truck for the Streets Department.

Both vehicles are available via an existing contract between the State of Maryland (MD BPO #001B0600195) and Apple Ford, located at 8800 Stanford Boulevard in Columbia, Maryland. Westminster's procurement code allows the City to piggyback on this competitively awarded contract.

The vehicles being purchased are F-350 Super Cabs with complete utility bodies and snowplows. Further information is provided in the attached quote and specification sheets. The cost of each vehicle is $42,550.00, inclusive of selected options.

Recommendation

Staff recommends that the Mayor and Common Council authorize the purchase of two replacement pickup trucks from Apple Ford, located at 8800 Stanford Boulevard in Columbia, Maryland, in the total amount of $85,100.00.

Attachment

- Quote and Specification Sheet for F-350 Super Cab

cc: Barbara B. Matthews, City Administrator

Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

July 7, 2020

Zac Amoss
Assistant Superintendent
City of Westminster
Street Dept.
443.375.7215

Quote for 2020 Ford F-350 Super Cab 6.4Ft Bed riding the MD BPO#001B0600195

Vehicle	2020 Ford F-350 Super Cab 4x2 6.4ft bed	$28,440.00
Line 29	4x4	$2,500.00
Line 30	Running Boards	$410.00
Line 33	Trailer tow Package	$310.00
Line 34	Utility Body	$6,000.00
Line 35	8Ft Plow	$4,540.00
BU	Upgrade to 8ft bed for 8ft service body	$350.00
Color	Oxford White	
Trim	40/20/40 Vinyl Seats	
Color		
Interior		
Delivery Days		
	Net Price:	**$42,550.00**

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1223 or by e-mail at: Jskipper@AppleFord.com.

Thank you,
Justin Skipper

Truck 2

Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

July 7, 2020

Zac Amoss
Assistant Superintendent
City of Westminster
Street Dept.
443.375.7215

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Line 34	Utility Body	$6,000.00
Line 35	8Ft Plow	$4,540.00
BU	Upgrade to 8ft bed for 8ft service body	$350.00
Color	Oxford White	
Trim	40/20/40 Vinyl Seats	
Color		
Interior		
Delivery Days		
	Net Price:	**$42,550.00**

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1223 or by e-mail at: Jskipper@AppleFord.com.

Thank you,
Justin Skipper

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19 **PAGE:** 01

SHIP TO:		
AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: APPLE FORD 8800 STANFORD BLVD COLUMBIA, MD 21045 (800)673-2466		**REFER QUESTIONS TO:** ALLEGRA DAYE (410)767-4032 ALLEGRA.DAYE1@MARYLAND.GOV
ITB: 001IT821065	**EXPR DATE:** 12/03/20 **POST DATE:** 12/05/19	**DISCOUNT TERMS:** . NET 30 DAY **CONTRACT AMOUNT:** .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

****
****

MARYLAND STATEWIDE CONTRACT
FOR
2020 LIGHT DUTY TRUCKS
VEHICLE TYPES: 5, 7-L, 7-R, 8-X & 8-R

****
****

VENDOR CONTACT: JUSTIN SKIPPER

VENDOR ADDRESS: 8800 STANFORD BLVD., COLUMBIA, MD 21045

VENDOR PHONE: 443-539-1223 / FAX: 410-381-3140

VENDOR E-MAIL: JSKIPPER@APPLEFORD.COM

TERM OF CONTRACT: DECEMBER 4, 2019 - DECEMBER 3, 2020

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). SUCCESSFUL VENDOR MUST NOTIFY THE PROCUREMENT OFFICER FOR THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

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BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19 **PAGE:** 02

TERMS (cont'd):

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM OF FIVE (5) GALLONS OF GASOLINE.

DEALER MUST POSSESS A VALID STATE OF MARYLAND MOTOR VEHICLE ADMINISTRATION (MVA) DEALER'S LICENSE. DEALER MUST ALSO POSSESS A VALID STATE OF MARYLAND MOTOR VEHICLE ADMINISTRATION SALESMAN'S LICENSE. A COPY OF THE AFOREMENTIONED LICENSES MUST BE PROVIDED UPON REQUEST.

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

DEALER WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT. OF MANAGEMENT.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

TIRES: TIRES RECALLED BY ANY MANUFACTURER WILL NOT BE ACCEPTED. IF A MODEL TIRE IS RECALLED BETWEEN CONTRACT AWARD AND VEHICLE DELIVERY, IT WILL BE THE RESPONSIBILITY OF THE DEALER TO REPLACE ANY SUCH TIRES PRIOR TO DELIVERY OF THE VEHICLE.

A MINIMUM WARRANTY ON POWER TRAIN OF 5 YEARS/60,000 MILES AND A MINIMUM VEHICLE WARRANTY OF 1 YEAR/12,000 MILES. THERE SHALL BE ZERO (-0-) DEDUCTIBLEON THE WARRANTY.

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE PASSED ON TO THE STATE OF MARYLAND.

WARRANTY:

BASIC - DISTANCE 36,000 MILES MONTHS 36 MONTHS
POWERTRAIN - DISTANCE 60,000 MILES MONTHS 60 MONTHS
CORROSION PERFORATION - DISTANCE UNLIMITED MILES MONTHS 60 MONTHS
ROADSIDE ASSISTANCE - DISTANCE 60,000 MILES MONTHS 60 MONTHS

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

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TERMS (cont'd):

VENDORS SHALL INCLUDE THE BLANKET PURCHASE ORDER OR PURCHASE ORDER NUMBER ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL QUOTATIONS ARE TO BE NET, CASH DISCOUNTS FOR ANY PERIOD WILL NOT BE ALLOWED. PRICES QUOTED SHOULD REFLECT DELIVERY F.O.B. DESTINATION TO ANY POINT WITHIN MARYLAND FOR ALL VEHICLE TYPES.

NO TRADE-INS ARE INVOLVED. THE VENDOR WILL BE RESPONSIBLE FOR LICENSE TAG TRANSFERS FROM THE STATE VEHICLE BEING REPLACED TO THE NEW VEHICLE AT THE POINT OF DELIVERY OR MARYLAND TEMPORARY TAGS WHICHEVER IS APPLICABLE.

INVOICES SHALL ACCOMPANY THE DELIVERY OF EACH INDIVIDUAL VEHICLE. THE INVOICE DATE SHALL MATCH THE DATE THE VEHICLE WAS DELIVERED. THE RECEIVING AGENCY RESERVES THE RIGHT TO REJECT ANY DELIVERY WHERE THE INVOICE CONDITIONS ARE NOT MET.

PROCESSING FEE
1.
CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO $10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURCHASES BY OTHER ENTITIES - INDEFINITE QUANTITY CONTRACTS:
THIS PROVISION APPLIES TO INDEFINITE QUANTITY CONTRACTS.

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TERMS (cont'd):

PURSUANT TO THE STATE FINANCE AND PROCUREMENT ARTICLE, SECTION 13-110 ANNOTATED CODE OF MARYLAND, EXCEPT FOR ENTITIES DESCRIBED IN (6)(A) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

(1) A COUNTY OR BALTIMORE CITY;
(2) A MUNICIPAL CORPORATION;
(3) A GOVERNMENTAL AGENCY IN THE STATE;
(4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:
    (I) RECEIVES STATE MONEY; AND
    (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE;
(5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:
    (I) EITHER HAS BEEN ISSUED A CERTIFICATE OF APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
    (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE; OR
(6) A NON-PUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.
    (A) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTIONOF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.
    (B) THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.
(7) ANOTHER STATE OR AN AGENCY OR OTHER INSTRUMENTALITY OF ANOTHER STATE.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY AS DESCRIBED ABOVE WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT: (1) A SHALL CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY; (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND; (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES; AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR AND THE PURCHASER.

CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR

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BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

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TERMS (cont'd):

COMMODITY CONTRACTS OVER $50,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION # 001IT821065 / BPM015877 INCORPORATED HEREIN BY REFERENCE.

LINE #	STATE ITEM ID	U/M	UNIT COST
0001	07048-050000	EA	23,120.0000

VEHICLE TYPE 5 COMPACT PICK-UP TRUCK

TYPE 5 COMPACT PICK-UP TRUCK (EXTENDED CAB, RWD)

MAKE & MODEL: FORD RANGER

0002	07048-050000	EA	1,155.0000

VEHICLE TYPE 5 COMPACT PICK-UP TRUCK

TYPE 5 OPTION: CREW CAB

0003	07048-050000	EA	470.0000

VEHICLE TYPE 5 COMPACT PICK-UP TRUCK

TYPE 5 OPTION: TRAILER TOW PACKAGE

MS-5 (4/96)

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

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LINE #	STATE ITEM ID	U/M	UNIT COST
0004	07006-000000	EA	27,400.0000

AUTOMOBILE

TYPE 7-L, 3/4 TON CREW CAB PICK-UP TRUCK (6.4FT BED)

MAKE & MODEL: FORD F-250

0005	07006-000000	EA	250.0000

AUTOMOBILE

TYPE 7-L OPTION: TRAILER TOW PACKAGE FOR PICK-UP TRUCK

0006	07006-000000	EA	310.0000

AUTOMOBILE

TYPE 7-L OPTION: TRAILER TOW PACKAGE FOR UTILITY BED

0007	07006-000000	EA	

AUTOMOBILE

TYPE 7-L OPTION: DAYTIME RUNNING LIGHTS - STANDARD N/C

0008	07006-000000	EA	410.0000

AUTOMOBILE

TYPE 7-L OPTION: RUNNING BOARD

0009	07006-000000	EA	9,551.0000

AUTOMOBILE

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MIS-5 (4/96)

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19 **PAGE:** 07

LINE #	STATE ITEM ID	U/M	UNIT COST
TYPE 7-L OPTION: DIESEL ENGINE			
0010	07006-000000	EA	2,460.0000
AUTOMOBILE			
TYPE 7-L OPTION: FOUR WHEEL DRIVE (4WD)			
0011	07006-000000	EA	6,000.0000
AUTOMOBILE			
TYPE 7-L OPTION: UTILITY BODY			
0012	07006-000000	EA	4,375.0000
AUTOMOBILE			
TYPE 7-L OPTION: 7.5FT PLOW			
0013	07006-000000	EA	4,555.0000
AUTOMOBILE			
TYPE 7-L OPTION: 8FT PLOW			
0014	07006-000000	EA	3,065.0000
AUTOMOBILE			
TYPE 7-L OPTION: LIFE GATE FOR PICK-UP TRUCK			

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19 **PAGE:** 08

LINE #	STATE ITEM ID	U/M	UNIT COST
0015	07006-000000	EA	3,265.0000

AUTOMOBILE

TYPE 7-L OPTION: LIFT GATE FOR UTILITY

0016	07006-000000	EA	24,250.0000

AUTOMOBILE

VEHICLE TYPE 7-R, 3/4 TON REGULAR CAB PICK-UP (8FT BED)

MAKE & MODEL: F-250 4X2 SD REGULAR

0017	07006-000000	EA	250.0000

AUTOMOBILE

TYPE 7-R OPTION: TRAILER TOW PACKAGE FOR PICK-UP TRUCK

0018	07006-000000	EA	250.0000

AUTOMOBILE

TYPE 7-R OPTION: TRAILER TOW PACKAGE FOR UTILITY BED

0019	07006-000000	EA	

AUTOMOBILE

TYPE 7-R OPTION: DAYTIME RUNNING LIGHTS (STANDARD N/C)

0020	07006-000000	EA	300.0000

AUTOMOBILE

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BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST
TYPE 7-R OPTION: RUNNING BOARDS			
0021	07006-000000	EA	1,990.0000
AUTOMOBILE			
TYPE 7-R OPTION: FOUR WHEEL DRIVE (4WD)			
0022	07006-000000	EA	9,551.0000
AUTOMOBILE			
TYPE 7-R OPTION: DIESEL ENGINE			
0023	07006-000000	EA	6,000.0000
AUTOMOBILE			
TYPE 7-R OPTION: UTILITY BED			
0024	07006-000000	EA	4,400.0000
AUTOMOBILE			
TYPE 7-R OPTION: 7.5FT PLOW			
0025	07006-000000	EA	4,540.0000
AUTOMOBILE			
TYPE 7-R OPTION: 8FT PLOW			

MS-5 (4/96)

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST
0026	07006-000000	EA	3,270.0000

AUTOMOBILE

TYPE 7-R OPTION: LIFT GATE PICK-UP TRUCK

0027	07006-000000	EA	3,070.0000

AUTOMOBILE

TYPE 7-R OPTION: LIFT GATE UTILITY

0028	07006-000000	EA	28,440.0000

AUTOMOBILE

VEHICLE TYPE 8-X, 1 TON EXTENDED CAB PICK-UP (6.4FT BED)

MAKE & MODEL: F-350 4X2 SD SUPER CAB

0029	07006-000000	EA	2,500.0000

AUTOMOBILE

TYPE 8-X OPTION: FOUR WHEEL DRIVE (4WD)

0030	07006-000000	EA	410.0000

AUTOMOBILE

TYPE 8-X OPTION: RUNNING BOARDS

0031	07006-000000	EA

AUTOMOBILE

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MIS 5 (4/06)

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST		

TYPE 8-X OPTION: DAYTIME RUNNING LIGHTS (STANDARD N/C)

0032	07006-000000	EA	9,551.0000

AUTOMOBILE

TYPE 8-X OPTION: DIESEL ENGINE

0033	07006-000000	EA	310.0000

AUTOMOBILE

TYPE 8-X OPTION: TRAILER TOW PACKAGE - UTILITY BED

0034	07006-000000	EA	6,000.0000

AUTOMOBILE

TYPE 8-X OPTION: UTILITY BED

0035	07006-000000	EA	4,540.0000

AUTOMOBILE

TYPE 8-X OPTION: 8FT PLOW

0036	07006-000000	EA	4,400.0000

AUTOMOBILE

TYPE 8-X OPTION: 7.5FT PLOW

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST
0037	07006-000000	EA	5,140.0000

AUTOMOBILE

TYPE 8-X OPTION: 8FT FLARED PLOW

0038	07006-000000	EA	3,070.0000

AUTOMOBILE

TYPE 8-X OPTION: LIFT GATE FOR PICK-UP TRUCK

0039	07006-000000	EA	3,270.0000

AUTOMOBILE

TYPE 8-X OPTION: LIFT GATE FOR UTILITY

0040	07006-000000	EA	9,500.0000

AUTOMOBILE

TYPE 8-X OPTION: PLUMBERS BODY

0041	07006-000000	EA	5,300.0000

AUTOMOBILE

TYPE 8-X DUMP BODY, 10 GUAGE OPTION:
9' COMMERCIAL, HEAVY DUTY SNOW PLOW WITH HANDHELD CONTROLLER AND
QUICK DISCONNECTS (SAME AS OR EQUIVALENT TO BOSS 9' SUPER DUTY)

0042	07006-000000	EA	5,200.0000

AUTOMOBILE

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BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST		

TYPE 8-X DUMP BODY, 10 GUAGE OPTION:
STAINLESS STEEL DROP TAILGATE SALT/SAND SPREADER, SINGER AUGER WITH
STAINLESS TROUGH; POLY SPINNER; LED SPREADER LIGHT

0043	07006-000000	EA	675.0000

AUTOMOBILE

TYPE 8-X DUMP BODY, 10 GUAGE OPTION:
SEMI-AUTOMATIC TARP (SAME AS OR EQUIVALENT TO PIONEER E-600)

0044	07006-000000	EA	5,300.0000

AUTOMOBILE

TYPE 8-X DUMP BODY, 201 STAINLESS OPTION:
9' COMMERCIAL, HEAVY DUTY SNOW PLOW WITH HANDHELD CONTROLLER AND
QUICK DISCONNECTS (SAME AS OR EQUIVALENT TO BOSS 9' SUPER DUTY)

0045	07006-000000	EA	5,200.0000

AUTOMOBILE

TYPE 8-X DUMP BODY, 201 STAINLESS OPTION:
STAINLESS STEEL DRO TAILGATE SAL/SAND SPREADER, SINGLE AUGER WITH
STAINLESS TROUGH; POLY SPINNER; LED SPREADER LIGHT

0046	07006-000000	EA	26,300.0000

AUTOMOBILE

VEHICLE TYPE 8-R, 1-TON REGULAR CAB (8FT BED)

MAKE & MODEL: F-350 4X2 SD SUPER CAB

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST
0047	07006-000000	EA	410.0000

AUTOMOBILE

TYPE 8-R OPTION: RUNNING BOARDS

0048	07006-000000	EA	

AUTOMOBILE

TYPE 8-R OPTION: DAYTIME RUNNING LIGHTS (STANDARD N/C)

0049	07006-000000	EA	9,551.0000

AUTOMOBILE

TYPE 8-R OPTION: DIESEL ENGINE

0050	07006-000000	EA	310.0000

AUTOMOBILE

TYPE 8-R OPTION: TRAILER TOW PACKAGE - UTILITY

0051	07006-000000	EA	2,500.0000

AUTOMOBILE

TYPE 8-R OPTION: FOUR WHEEL DRIVE (4WD)

0052	07006-000000	EA	6,000.0000

AUTOMOBILE

TYPE 8-R OPTION: UTILITY BODY

MIS 5 (4/05)

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B0600195 **PRINT DATE:** 12/05/19

LINE #	STATE ITEM ID	U/M	UNIT COST
0053	07006-000000	EA	4,540.0000

AUTOMOBILE

TYPE 8-R OPTION: 8FT PLOW

0054	07006-000000	EA	4,400.0000

AUTOMOBILE

TYPE 8-R OPTION: 7.5FT PLOW

0055	07006-000000	EA	5,140.0000

AUTOMOBILE

TYPE 8-R OPTION: 8FT FLARED V-PLOW

0056	07006-000000	EA	3,070.0000

AUTOMOBILE

TYPE 8-R OPTION: LIFT GATE, PICK-UP

0057	07006-000000	EA	3,270.0000

AUTOMOBILE

TYPE 8-R OPTION: LIFT GATE, UTILITY BODY

0058	07006-000000	EA	9,500.0000

AUTOMOBILE

TYPE 8-R OPTION: PLUMBERS BODY

LINE #	STATE ITEM ID	U/M	UNIT COST
0059	07006-000000	EA	5,300.0000

AUTOMOBILE

TYPE 8-R DUMP BODY, 10 GAUGE:
9' COMMERCIAL, HEAVY DUTY SNOW PLOW WITH HANDHELD CONTROLLER AND
QUICK DISCONNECTS (SAME AS OR EQUIVALENT TO BOSS 9' SUPER DUTY)

0060	07006-000000	EA	5,200.0000

AUTOMOBILE

TYPE 8-R DUMP BODY, 10 GAUGE:
STAINLESS STEEL DROP TAILGATE SALT/SAND SPREADER, SINGLE AUGER WITH
STAINLESS TROUGH; POLY SPINNER; LED SPREADER LIGHT

0061	07006-000000	EA	675.0000

AUTOMOBILE

TYPE 8-R DUMP BODY, 10 GAUGE:
SEMI-AUTOMATIC TARP (SAME AS OR EQUIVALENT TO PIONEER E-600)

0062	07006-000000	EA	5,300.0000

AUTOMOBILE

TYPE 8-R DUMP BODY, 201 STAINLESS:
9' COMMERCIAL, HEAVY DUTY SNOW PLOW WITH HANDHELD CONTROLLER AND
QUICK DISCONNECTS (SAME AS OR EQUIVALENT TO BOSS 9' SUPER DUTY)

0063	07006-000000	EA	5,200.0000

AUTOMOBILE

TYPE 8-R DUMP BODY, 201 STAINLESS:
STAINLESS STEEL DROP TAILGATE SAL/SAND SPREADER, SINGLE AUGER WITH

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BLANKET PURCHASE ORDER
STATE OF MARYLAND

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LINE #	STATE ITEM ID	U/M	UNIT COST		

STAINLESS TROUGH; POLY SPINNER; LED SPREADER LIGHT

END OF ITEM LIST

******** LAST PAGE ********

AUTHORIZED BY: _____ **DATE:** 12/5/2019

BUYER AUTHORIZED DESIGNEE

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: August 17, 2020

Re: Approval – Purchase of Replacement Mower Deck (Street Department)

Background

The FY 2021 budget allocates funding in the amount of $26,000 for the replacement of a 168-inch Progressive Mower Deck attachment for the Street Department. The existing unit is over ten years old, and has outlived its reliable usefulness.

This equipment is particular to the manufacturer, and the manufacturer's designated dealer representatives are assigned specific territories. Therefore, competitive bidding is not a viable option. Westminster's procurement code allows for a sole source procurement in such a circumstance.

The equipment being purchased is a 168-inch batwing mower attachment, manufactured by Trackless. It is available through Trackless' dealer representative, U.S. Municipal of King of Prussia, Pennsylvania. Further information is provided in the attached quote. The cost of the equipment, including freight, is $25,800.00.

Recommendation

Staff recommends that the Mayor and Common Council approve the sole source procurement of a replacement mower attachment from U.S. Municipal, located at 461 Glennie Circle in King of Prussia, Pennsylvania, in the total amount of $25,800.00.

Attachment

- Quote Sheet for 168" Progressive Mower Deck

cc: Barbara B. Matthews, City Administrator

U.S. MUNICIPAL

SERVING THOSE WHO SERVE THE PUBLIC

QUOTATION

Quotation No. TRACKLESS

Date: 6/11/2020

461 Glennie Circle
King Of Prussia, Pa. 19406
Phone 800-222-1980
Fax 610-275-4270

10583 Raystown Rd.
Huntingdon, Pa. 16658
Phone 800-222-1980
Fax 814-627-3381

1519 Evans City Rd.
Evans City, Pa. 16033
Phone 800-222-1980
Fax 724-538-4976

Sold To: CITY OF WESTMINSTER MD

Attn: Zach Amoss
Phone: 443-375-7215
Fax: 410-876-0299
Email: zamoss@westgov.com

Customer #: 17367

Ship To:		**Customer P.O. #**	
Street:	105 Railroad Ave	**Purchasing Agent:**	
City:	Westminster	**Salesman:**	BPL
State:	MD	**County:**	Carroll
Attn:	Zach Amoss		
Phone#	443-375-7215	**Contract number:**	025-019
Ship Via:			

Quantity	Part No.	Description	Unit Price	Amount
1	ZRM14P	168' PROGRESSIVE MOWER		$ 24,900.00
		FREIGHT		$ 900.00
		Customer Acceptance Signature: _____		
		Print Name: _____		
		Date: _____		
		Delivery		
			Total	$ 25,800.00

See options priced seperately (page 2):
See total options included (page 2):
Less trade-in, if applicable
F.O.B.
Price: $ 25,800.00
Tax: EXCEMPT
****Total Price:** **$ 25,800.00**

Prepared By: Brian Lucas
Phone: 814-251-1076
Email: bpl@usmuni.com
Quote firm until: 7/30/2020

Page 1 of 1

To: Mayor and Common Council

From: David Davidson, Director of Technology Services

Date: August 14, 2020

Re: Contract Approval – Spatial Systems Associates, Inc. – GIS Water and Sewer Layers

Background
Over the last several years, the City has made an investment in Geographical Information Systems (GIS) in the way of equipment, engineering, and staff. In fiscal year 2020, the City contracted with Spatial Systems Associates, Inc. for engineering services, as part of the City's continuing efforts to complete layers for its water and sewer systems. The firm has performed work for the State of Maryland, as well as multiple Maryland counties and municipalities.

Summary
As part of the ongoing work related to the City's water and sewer infrastructure, Spatial Systems Associates, Inc. will perform the following tasks in FY 2021:

1. GIS data collection by field observation using high accuracy equipment;
2. Updates to the water and sewer distribution systems;
3. Identify additional source materials;
4. Integrate sewer video inspection data;
5. Web deployment; and,
6. Training in the use of GIS field data collection hardware and software

Project Funding and Pricing
Funding for the work to be performed by Spatial Systems Associates, Inc. is included in the FY 2021 budgets for the Water Fund and the Sewer Fund.

The City will take advantage of State of Maryland pricing by piggybacking on the State contract, which is allowable under the City's procurement regulations. The State's pricing was acquired through a competitive bid process.

Recommendation
Staff recommends that the Common Council approve a contract with Spatial Systems Associates, Inc. in the not-to-exceed amount of $200,000, and authorize the Mayor's execution of the same.

Attachment
- Spatial Systems Associates, Inc. Proposal dated August 3, 2020

cc: Barbara B. Matthews, City Administrator

August 3, 2020

City of Westminster
Department of Finance
56 West Main Street
Westminster, Md 21157

Attention: Dave Davidson
Director, GIS

Reference: **Continuation of GIS Water and Sewer Infrastructure Efforts**

Dear. Mr. Davidson,

Spatial Systems Associates, Inc. (SSA) is pleased to present this proposal to continue its efforts in support of the development and maintenance of GIS data and applications for the Westminster Department of Public Works. SSA is a firm based in Columbia, Maryland. Started in 1995 by a professional engineer, SSA has been providing GIS implementation and support services to regional Federal, State, County and Municipal organizations for 24 years. SSA specializes in state and local government GIS support.

Westminster is the county seat of Carroll County, Maryland. The city is comprised of approximately 6.38 square miles and has a population of approximately 18,500. The city is responsible for maintenance of approximately 54 miles of city streets, 10 parks, 161 miles of water distribution and 160 miles of sanitary sewer collection. The city also operates its own water treatment and sewer treatment systems, and subcontracts for solid waste collection and disposal services. SSA began providing GIS consulting services to Westminster in the summer of 2019. Following completion of interviews with each City department and the preparation of a needs analysis for the City, SSA was engaged to begin the process of developing GIS data for the Department of Public Works. This proposal is for continuation of these services for the 2021 fiscal year that started on July 1, 2020.

Services included in this proposal will include:

Task 1 – Water utility GIS development and support

Services to be provided as directed by the Director of GIS and the Department of Utilities Water Division will include:

- GIS data updates to the water distribution system from plans/as-builts and assisting City staff to perform GIS data maintenance.
- GIS data collection by field observation using high accuracy GNSS.
- Geodatabase management and maintenance
- Configuration and/or customization of GIS application via ArcGIS Enterprise/ArcGIS Portal/ArcGIS Online.
- Training in the use of GIS field data collection hardware and software.

- Collection and processing of high resolution/high accuracy drone imagery into seamless GIS mosaics for utility features such as the water treatment plant, and recent development/changes to the water treatment and distribution utility system.

Task 2 – Sewer utility GIS development and support

Services to be provided as directed by the Director of GIS and the Department of Utilities Sewer Division will include:

- GIS data updates to the sanitary sewer collection and treatment system from plans/as-builts and assisting City staff to perform GIS data maintenance.
- GIS data collection by field observation using high accuracy GNSS.
- Geodatabase management and maintenance
- Configuration and/or customization of GIS application via ArcGIS Enterprise/ArcGIS Portal/ArcGIS Online.
- Training in the use of GIS field data collection hardware and software.
- Integration of CCTV video inspection of utility pipelines.
- Collection and processing of high resolution/high accuracy drone imagery into seamless GIS mosaics for utility features such as the waste water treatment plant and recent development/changes to the sanitary sewer utility system.

SSA is proposing use of the Maryland DOIT CATS+ contracting vehicle that is available to the City. A copy of that contract as well as the available pre-negotiated rate schedule has been provided to Westminster previously. We are currently in Year 8 of this contract; and the vehicle is available until 2028. We are offering discounted rates to the City as a recognition of our continued relationship.

The following table provides discounted year 8 rates that apply to positions that we believe would be used in this contract:

Maryland Department of Information Technology Consulting and Technical Services Plus (CATS+) Contract Labor Rates – Year 8	
Labor Category	Hourly Labor Rates
Project Manager	$210.00
Applications Programmer	$160.00
Database Manager	$160.00
Geographic Information Systems Analyst	$140.00
Geographic Information Systems Technician II	$105.00

SSA will track hours using our online system and will invoice Westminster monthly for hours that were expended in the previous month. We are proposing a total of $100,000.00 for each of the two tasks, for a total of $200,000.00. SSA will track and invoice the hours and costs by task on an ongoing basis and will only provide services as directed

Any approved direct costs (non-personnel) would be billed to Westminster at SSA's cost, without markup. Invoices will be payable Net 30 days from the date of the invoice. Each invoice

will be accompanied by a progress report describing the activities that occurred during the preceding month.

SSA appreciates the opportunity to present this proposal to Westminster, and we look forward to continuing providing services to the City.

Please let me know if you have any questions regarding the contracting vehicle or this proposed relationship.

Sincerely,
Spatial Systems Associates, Inc.

Larry E. Newman, P.E.
President
240-418-0491
lnewman@spatialsys.com

To: Mayor and Common Council

From: Mark A. Depo, Director Community Planning and Development
Andrea Gerhard, Comprehensive Planner II

Date: August 21, 2020

Re: Proposed Resolution No. 20-06, amending the adopted Water and Sewer Allocation Policy for 2018-2024 and accompanying Master Distribution Chart.

The Department of Community Planning and Development (DCPD) is seeking Mayor and Common Council (M&CC) approval to amend the adopted Water and Sewer Allocation Policy for 2018-2024, and accompanying Master Distribution Chart.

BACKGROUND

On March 26, 2018, the Mayor and Common Council passed and approved Resolution No. 18-04, adopting a new Water and Sewer Allocation Policy and accompanying Master Distribution Chart. As part of the 2018 adopted policy, ongoing monitoring, regular reviews, and amendments were anticipated.

On October 8, 2018, the Mayor and Common Council passed and approved Resolution No. 18-08, amending the Master Distribution Chart and the Water and Sewer Allocation Policy. These amendments provided for new one-time category allocations, including a number of specific allocations for non-profits. It also modified the policy text to address duplex allocations that are split over two years.

On February 11, 2019, the Mayor and Common Council passed and approved Resolution No. 19-05, amending the Master Distribution Chart and the Water and Sewer Allocation Policy. The amendments provided for the allocation of two multi-family housing projects sooner in the policy timeframe. Additionally, the amendments included text clarifications.

On August 12, 2019, the Mayor and Common Council passed and approved Resolution No. 19-16, amending the Master Distribution Chart and the Water and Sewer Allocation Policy. The amendments provided for the allocation of new categories to direct more economic development allocations to projects inside the City, addressed food-and beverage-related uses, and added two new columns to the Master Distribution Chart. Additionally, the amendments included new policy text creating commercial share principles and allowing a queue to form across the policy timeframe for the annual, single-unit-residential allocations inside the City.

On November 11, 2019, the Mayor and Common Council passed and approved Resolution No. 19-18, amending the Master Distribution Chart and the Water and Sewer Allocation Policy for 2018 – 2024. the amendments created a new column in the Master Distribution Chart titled “Allocation Re-assignment for Temporary Location” to assist staff in tracking water and/or sewer allocations in this category. Additionally, the amendments included new policy text allowing property owners that possess an assigned tentative water and/or sewer allocation to utilize the allocation at a temporary location, subject to certain conditions. The

temporary location would be required to cease operations before the initial or primary location could receive use and occupancy permit approval.

PROPOSED AMENDMENTS TO ALLOCATION POLICY

On August 20, 2020, DCPD introduced proposed amendments (Resolution No. 20-06) to the adopted Water and Sewer Allocation Policy for 2018-2024 and accompanying Master Distribution Chart to the Mayor and the Common Council's Economic Development Committee (EDC) for review and guidance. At the meeting, DCPD staff briefed the EDC on the following amendment topics: 1) Allocation Standard for Apartments (Potential recapture of water/sewer), 2) Emergency Sewer Connections, and 3) Non-Profit Allocation Category.

The EDC concurred with the proposed amendments; requested that the M&CC be informed when administrative allocations for sewer only connections with Good Cause Waivers are approved; and directed staff to forward Resolution 20-06 to the full elected body for consideration.

STAFF ANALYSIS

1) Allocation Standards for Apartments

Under the current City of Westminster Water and Sewer Allocation policy, apartments and conversion dwellings have been allocated the same amount of water as a single-family detached unit, 235 gallons per day (gpd), as required by MDE. DCPD staff questioned whether allocating the same amount of water for multi-family units/apartments and single-family detached units was appropriate.

Staff recently conducted an analysis of five different apartment complexes and conversion dwelling within the City of Westminster to evaluate water usage over the last 12 quarters. The highest water usage was approximately 93 gpd per apartment unit by Ridgeview Apartments at Wakefield; the conversion dwelling water usage was approximately 50 gpd. Staff provided the research to the Maryland Department of Environment (MDE) representatives at the Carroll County Health Department. After extensive coordination, a new water allocation standard was agreed upon: 150 gpd for one- and two-bedroom apartments and 180 gpd for three-bedroom apartments.

Using the new MDE approved allocation standard for multi-family units reduces the amount of water that has been allocated for this category within the Master Distribution Chart, subsequently recapturing and increasing the amount of water that is available. The following table provides water usage information using the prior water allocation standard of 235 gpd per apartment unit versus the new water allocation standard of 150 gpd for one- and two-bedroom apartments and 180 gpd for three-bedroom apartments, as well as the amount of water recaptured for the two 35-unit apartment developments that have been allocated water: Westminster Way Apartment Complex and the Clark Farm Development.

Development	# of Units Proposed	1- & 2-Bedroom Units	3- Bedroom Units	Prior Allocation Standard (gpd)	New Allocation Standard (gpd)	Recaptured Water (gpd)
Westminster Way	35	24	11	8,225	5,580	2,645
Clark Farm Project*	35	24	11	8,225	5,580	2,645
Conversion Dwelling	1	1	-	235	150	85
Total	71	49	22	16,685	11,310	**5,375**

* Clark Farm information is based on estimates.

As noted above, the City would recapture 5,375 gpd that could be redistributed to allow for additional apartment units, or to provide additional allocation for other Master Distribution Chart categories.

DCPD staff recommends that the recaptured water be distributed to apartment developments and conversion dwellings; emergency connections; annexations; public uses; and to address inconsistencies in the Master Distribution Chart.

2) Emergency Connections

The Water and Sewer Allocation Policy, via the Master Distribution Chart, initially allocated one emergency water and emergency sewer connection per year, increasing to two connections per year for 2018 to 2022, decreasing to one connection in 2023, and decreasing to no connections in 2024. The City of Westminster has been fortunate that the number of properties needing an emergency connection has been minimal, with only an emergency water connection in 2018. However, the City has already approved five sewer only emergency connections in 2020, exhausting all available connections remaining for 2020. It is possible that the increase in failing septic systems is attributable to the COVID-19 pandemic and people spending more time at home or, alternatively, home sales requiring inspection of existing septic systems. Staff believes that the increase in emergency sewer connections will continue in the near future, necessitating additional allocations in this category.

The Master Distribution Chart, as part of the initial one-time allocation, set aside 5,405 gpd for sewer only connections with Good Cause Waivers. Four of the five recent emergency connections in 2020 were for properties located outside of the City. In normal circumstances, these properties may have required a Good Cause Waiver. However, these properties were deemed to have failing septic systems, requiring emergency sewer connections pursuant to the Carroll County Health Department, restricting the ability to process a Good Cause Waiver.

In an effort to address the need for immediate connections due to failing systems, DCPD staff recommends that the Water and Sewer Allocation policy be amended to allow for the Good Cause Waiver and Irrevocable Consent for Annexation to be approved administratively by the Mayor and DCPD Director, as opposed to the current process of obtaining approval from the Mayor and Common Council. Furthermore, DCPD staff recommends that a portion of the water recaptured from the proposed new water allocations for apartment units, as discussed above in Topic 1 above, be reallocated to emergency sewer connections. As requested by the EDC, the language in Resolution No. 20-06 requires the DCPD Director to report to the full Mayor and Common Council any such allocation approved administratively.

3) Non-Profit Allocation

When the Water and Sewer Allocation policy was initially adopted, the City was aware of three major proposed Non-Profit projects:

- Human Services Program of Carroll County, Inc. (HSP) located at 12 Carroll Street;
- Family & Children Services of Central Maryland, Inc. (FCS) located at 7 Schoolhouse Avenue; and,
- Carroll County Veterans Independence Project (VIP).

Water allocation estimates were initially applied to each of these three projects, as follows: HSP was allocated 1,400 gpd, FCS was allocated 1,800 gpd, and VIP was allocated 1,000 gpd. Together, these three projects were allocated a total of 4,200 gpd; however, the total allocation was rounded up by 800 gpd, for a total of 5,000 gpd on the Master Distribution Chart.

The HSP project at 12 Carroll Street is not moving forward at this time due to various complications, and HSP and City staff are unable to predict whether this project will be renewed in the future. The FCS project at 7 Schoolhouse Avenue received Planning and Zoning Commission approval on May 14, 2020 and is close to receiving final approval, allowing development to commence. The FCS project is tentatively allocated 2,262 gpd, an increase of 462 gpd form the initial 1,800 gpd estimate. There has been no activity related to the VIP project.

Recently, DCPD has been coordinating with HSP regarding a new proposed project to relocate 22 beds from its Green Street Shelter to an existing men's shelter located at 127 Stoner Avenue, requiring a water allocation of 376 gpd. A Water and Sewer Allocation Application has been received for this project; however, the Master Distribution Chart does not allocate any additional water for non-profit projects, outside of the three projects listed above. In addition, DCPD staff has been approached by the Westminster Rescue Mission regarding a proposed project.

DCPD staff recommends that 376 gpd previously intended for the HSP project located at 12 Carroll Street be moved and allocated to the HSP project located at 127 Stoner Avenue. Furthermore, staff recommends that 1,362 gpd, the difference between the unused water allocated for the HSP 12 Carroll Street Project (1,024 gpd) and the remaining unallocated 800 gpd above the initial estimates for the HSP, FCS, and VIP projects (338 gpd), be made available to other non-profit projects.

RECOMMENDATIONS

DCPD staff recommends that the Mayor and Common Council approve Resolution No. 20-06, as recommended by the Economic Development Committee on August 20, 2020, amending the adopted Water and Sewer Allocation Policy for 2018-2024 and accompanying Master Distribution Chart, to include the following amendments:

1) Allocation Standards for Apartments

Amend the Master Distribution Chart to reallocate 5,375 gpd recaptured from using the new water allocation standard of 150 gpd for one- and two-bedroom apartments and 180 gpd for three-bedroom apartments for the Westminster Way and Clark Farm Project, as follows:

- 1,800 gpd to be allocated to the "Residential INSIDE CITY (multi-family residential)" category, allowing 450 gpd for four additional multi-family/apartment units in 2021, 2022, 2023, and 2024.

- 1,175 gpd to be allocated to both the "Water-only for the Emergency Reserve" and "Sewer-only for the Emergency Reserve" category, allowing for five additional emergency water and sewer connections.

- 1,545 gpd to be allocated to the "Annexations" category in 2021 to encourage targeted annexations that would increase the City's tax base, as envisioned in the adopted Strategic Plan.

- 500 gpd to be allocated to the "Public Projects (City)" category in 2021.

- 355 gpd to be allocated to address inconsistencies in the Master Distribution Chart.

2) Emergency Connections

- Amend the Water and Sewer Allocation Policy Section III.C.3.(b), Good Cause Waiver, to allow for the Good Cause Waiver and Irrevocable Consent for Annexation to be approved administratively by the Mayor and Director, generally as follows:

  "(b) Good Cause Waiver

  The Director may approve an allocation upon approval by the Mayor and Common Council of the Good Cause Waiver application, if the application ~~for allocations~~ was determined complete. In the case of emergency connections, pursuant to Section III.C.3.(h), Emergencies, the Director may approve an allocation, subject to water or sewer availability.

  Good Cause Waivers, including the required Irrevocable Consent for Annexation, are completed by signature of the Mayor. Upon signature, the Director will record the allocation on the Master Distribution Chart."

- Amend the Water and Sewer Allocation Policy Section III.C.3.(h), Allocation Process, requiring the Director to notify the M&CC of Good Cause Waiver emergency connections.

  "(h) Emergencies

  The Director may approve an allocation upon receipt of a letter from the Carroll County Health Department declaring the situation to be an emergency. The Director will expedite review of the application.

  ~~In such cases, the~~ The Director will provide a copy of the approved application form via email to the property owner(s), the MDE representative at the Carroll County Health Department, and the record file. In the case of Good Cause Waiver approvals for emergency connections, the Director will also inform the Mayor and Common Council of such approvals at the subsequent regularly scheduled Mayor and Common Council meeting. The Director will record the allocation on the Master Distribution Chart."

- Amend the Master Distribution Chart to reallocate 1,175 gpd from the recaptured water by using the new water allocation standard for three-bedroom apartments, as outlined above, to both the "Water-only for the Emergency Reserve" and "Sewer-only for the Emergency Reserve" category, allowing for five additional emergency water and sewer connections.

3) Non-Profit Allocation

- Amend the Master Distribution Chart to reallocate 376 gpd from the One-Time "Not-for-Profit Projects" category intended for HSP to the 2020 "Not-for-Profit Projects" category.

- Amend the Master Distribution Chart One-Time "Not-for-Profit Projects" category to allow for 1,362 gpd provided for the HSP, FCS, and VIP projects be made available to other non-profit projects. The 1,362 gpd represents the difference between the unused water allocated for HSP (1,024 gpd) and the remaining unallocated 800 gpd above the initial estimates for the HSP, FCS, and VIP projects (338 gpd).

4) Inconsistencies and Improvements

- Amend the Master Distribution Chart "Commercial and Industrial" category to add 235 gpd to the 2018 "Roll-Over Total," increasing the total from 2,297 gpd to 2,532 gpd consistent with the 2019 "Roll-Over Total" of 2,532 gpd. DCPD staff researched this inconsistency and could not determine the cause; the added 235 gpd will bring the 2018 and 2019 roll-over totals to equal amounts.

- Amend the Master Distribution Chart "Sewer-only for the Emergency Reserve" category to add 120 gallons to 2020. Initially, the sewer-only for the emergency reserve was allocated gpd amounts that were not consistent with the 235 gpd required for single-family detached development, leaving 115 gpd available that cannot be allocated. The additional 120 gallons will bring the remaining allocation to a usable 235 gpd.

- Amend the Master Distribution Chart to include a new column for One-Time allocations in the 2018 to 2024 allocation tables and create a new application process to allow for more consistent tracking of One-Time allocations.

ATTACHMENTS

1. Proposed Resolution No. 20-06
2. Amended Water and Sewer Allocation Policy for 2018-2024
3. Amended Master Distribution Chart

cc: Barbara B. Matthews, City Administrator
Elissa D. Levan, City Attorney

RESOLUTION 20-06
OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER,
AMENDING THE ADOPTED WATER AND
SEWER ALLOCATION POLICY FOR 2018-2024

WHEREAS, the Mayor and Common Council of Westminster ("the City") owns and operates two water supply systems serving the City and the surrounding portions of Carroll County, Maryland; and

WHEREAS, in the past, the City has from time to time experienced drought conditions that have adversely affected the availability of the City's water supply and the City has taken significant steps to improve its water system capacity; and

WHEREAS, the City has been working with the Maryland Department of the Environment ("MDE") to bridge the gap between its water supply and demand during drought conditions; and

WHEREAS, Section 160-14 and Section 124-22 of the Westminster City Code authorize the establishment by Resolution of a policy for allocating water and sewer connections for any project located in the water and/or sewer service areas requiring net new water and/or sewer capacity; and

WHEREAS, by Resolution R-18-04, the Common Council adopted and the Mayor approved the current Water and Sewer Allocation Policy and accompanying Master Distribution Chart; and

WHEREAS, the adopted Water and Sewer Allocation Policy contemplates revision of the Policy and the Master Distribution Chart from time to time upon review and recommendation by the Mayor and the Common Council's Economic Development Committee; and

WHEREAS, the Water and Sewer Allocation Policy and Master Distribution Chart were amended by Resolution R-18-08, 19-05, 19-16, and 19-18; and

WHEREAS, the Mayor and Common Council wish to amend the Master Distribution Chart to create new lower water allocation values for multi-family development, distribute recaptured

multi-family development water and sewer to various allocation categories, allocate water and sewer to a sone-time "Not-For-Profit" project category, to address inconsistencies, and to improve allocation tracking; and

WHEREAS, the Mayor and Common Council wish to amend the Water and Sewer Allocation Policy to allow Good Cause Waivers and Irrevocable Consents for Annexation to be approved administratively by the Mayor and Director for emergency connections, and

WHEREAS, the Mayor and Common Council have determined that the adjustment to the Water and Sewer Allocation Policy for the foregoing reasons will serve the community good, provide for fairness, and generally promote economic development objectives.

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council that the "City of Westminster Water and Sewer Allocations Policy 2018-2024" is amended as set forth in Exhibit A hereto, and that the City's "Master Distribution Chart" is amended as set forth in Exhibit B hereto.

Section 2. BE IT FURTHER RESOLVED by the Mayor and Common Council that this Resolution shall take effect upon adoption

BE IT FURTHER RESOLVED THAT THIS RESOLUTION shall take effect on August ___, 2020.

ADOPTED this _____ day of August, 2020

_____
Shannon Visocsky, City Clerk

APPROVED this _____ day of August, 2020

_____
Joe Dominick, Mayor

APPROVED AS TO FORM AND SUFFICIENCY
this _____ day of August, 2020.

_____
Elissa D. Levan, City Attorney

CITY OF WESTMINSTER
WATER AND SEWER
ALLOCATIONS POLICY 2018-2024

(Revised 8/24/2020, Resolution No. 20-06)

Purpose

The Mayor and Common Council of Westminster and the State of Maryland are stewards of limited public resources. The safety and predictability of the water supply and wastewater disposal systems are of the utmost value to the entire community, both in the present and future. The City operates a public water utility and a public sewerage utility as part of its obligations to serve the community. These systems serve the public both inside the City limits and beyond its boundaries. The Maryland Department of the Environment (MDE) is the primary regulatory agency for the water and sewerage systems throughout Maryland. MDE acts to promote and ensure the public safety of these systems.

The purpose of water and wastewater allocations, specifically, is to account for anticipated-future, regular-daily consumption in conjunction with the permitted property uses of new projects, so that the regulatory capacities are not exceeded. Regulatory capacities are critically important, since they are designed by MDE to provide adequate safety and backup resources in times of emergency as well as for everyday use. The City's allocation policy is specifically designed to comply with the regulatory capacities of these public systems to ensure their safety and reliability.

Approach

This policy addresses current conditions and desired approaches for water allocations, sewer allocations, and the overall process in three sections. The first two sections highlight the unique aspects of each resource. The third section establishes a single approach and overall process for allocating those resources. The center of the process is the **Master Distribution Chart**, which is contained in Section III. The underlying basis for the chart's contents are described in Sections I and II.

I. WATER ALLOCATIONS

A. Current Context and Overarching Goal

The City is currently under a Consent Order with the Maryland Department of the Environment (MDE) regarding its water resources. The City may allocate new water for future uses only when permitted water is available. Allocatable capacity is determined by MDE. As a result, MDE maintains a running count of how much water remains to be allocated by the City. Subdivision approvals and building permits for projects that require new water cannot be granted without an allocation that is approved by both MDE and the City.

In order to promote stable growth in the City and to provide a highly predictable development environment, the City has chosen to create an allocation system which spreads the amount of water to be allocated evenly across a number of years. The goal of this allocation system is to support specific public projects, provide for projects that have been waiting for allocations, and maintain a public reserve to provide for contingencies as part of good management practice.

B. Water Supply Capacity Management Plan (WSCMP)

In addition to the allocation system, the City monitors actual water being withdrawn from the public system. Water use is measured on a regular basis, and the data is evaluated by the City as part of the WSCMP update process. Capacity for uses actively withdrawing water within the current cycle of the WSCMP process has already been counted. If water is not counted as a current use, then a new water allocation is required. For projects with an entry on the MDE running count, a new water allocation is not required.

In the past, the Water Supply Capacity Management Plan (WSCMP) update reviewed current water use versus estimated construction over a set number of years. Updates performed prior to the most recent update in 2018 used estimates by City staff of anticipated, future construction. Since the most recent allocation policy in 2015 effectively capped what could be permitted, the WSCMP update in 2018 assumed a flat rate of maximum possible development and thus allocations. For future WSCMP updates, the **Master Distribution Chart** and this policy will set allocation limits.

C. Status of Former Applications for Allocations

The City maintains various records related to water and sewer allocations. The history of the applications and related allocations is currently incomplete. With adoption of the allocation policy set forth in Resolution No. 15-02, a new record-keeping system was implemented. For those applications for allocations submitted prior to March 23, 2015, the record is partial. In some cases, there are no known copies of some of the early applications for allocations.

There is, however, a chart in the 2012 Wastewater Capacity Management Plan (2012 WWCMP), which itemizes all known applications for allocations at that time, based on whether or not the applications were considered to be approved by the City or pending (not approved by the City).

The City recognizes from the 2012 WWCMP chart that there were applications on file, which date from before March 23, 2015, which have been approved by the City but for which no permits may have been issued to date. Some of these City- approved applications for allocations are represented on the MDE running count (totaling 2,825 GPD), and some of these City-approved applications for allocations are not represented on the MDE running count (totaling 4,802 GPD). There are also a number of applications for allocations which appear to have never been approved by the City.

Per this policy, the City will honor City-approved applications for allocations, whether or not they appear on the MDE running count and whether or not a written application is on file with the City, as long as such City-approved applications for allocations are indicated as approved on the summary chart in Appendix D of the 2012 WWCMP. In order to honor these applications, a one- time category for such properties is provided on the **Master Distribution Chart**.

The City recognizes that there are also applications on file from before March 23, 2015 as to which no action has been taken by the property owners since then to bring the applications to approval. These applications are therefore deemed to have been abandoned. These applications represent a total of 123,353 GPD per the information in the 2012 WWCMP. Finally, as part of the 2018 WWCMP update, staff reviewed all of the projects in Appendix D to determine which projects were built. This inventory is staff's best estimate of what is complete.

Additionally, there are three known allocations prior to March 23, 2015 which do not appear in Appendix D. Two were acted upon, and one has expired. No other outstanding applications for water or sewer allocations are known. Any documentation submitted by a potential applicant or a property owner, which alleges the existence of other water and sewer applications and/or allocations, will be reviewed by staff and may be presented to Mayor and Common Council; however, no water and sewerage capacity is being set aside to address such contingencies.

Projects on properties with expired allocations may apply for new allocations under this policy. All requirements as set forth in this allocation policy will apply to such projects as new projects.

D. Projects subject to Temporary Water Suspension

On June 23, 2017, the City initiated a temporary water suspension via Resolution No. 11-2017, to pause the processing of applications which would require net new water allocations through March 23, 2018. As a result, there are a number of projects currently on hold at a variety of stages in the development process including plats, site plans, and building permits.

The City recognizes that projects with applications under review on June 23, 2017, and subject to the temporary water suspension are differently-situated than new projects submitted during or after the time that the temporary suspension was in effect. Therefore, a one-time category of allocations for projects on hold is provided on the **Master Distribution Chart**.

E. Annexations

Per the joint policy of the City and Carroll County, set forth in the *Carroll County Water and Sewer Master Plan*, property owners who desire to connect to the City's public water system must either be annexed into the City or be granted a Good Cause Waiver by the Mayor and Common Council to connect to the system and thus be eligible to apply for water allocations.

The City recognizes that those properties annexed into the City prior to the adoption of this policy and in the expectation of a water connection and water allocation are differently-situated than those that have not yet been annexed. Therefore, a one-time category of allocations for properties annexed prior to 2018 is provided on the **Master Distribution Chart**.

Additionally, properties that are to be annexed into the City in the future may also be considered to be in a different category. Therefore, a category for future annexations is provided on the **Master Distribution Chart**.

F. Good Cause Waivers

For properties located outside the City limits but inside the water service area that are not eligible for annexation under State law because they are not currently contiguous to and adjoining the City or because the annexation of those properties will create an enclave, the City developed a process via Resolution No. R02-06.

The City also requires an *Irrevocable Consent to Annexation* to be recorded in the land records for any property granted a Good Cause Waiver. When such properties become eligible for annexation under State law and the City desires them to be annexed, then such properties can be annexed by the City

at the City's discretion. The recorded consent runs with the land. Pursuant to the temporary water suspension mentioned above, all applications related to Good Cause Waivers were put on hold.

The circumstances relating to two properties already granted Good Cause Waivers in 2016 and a single property with a tentative water allocation subject to approval of a Good Cause Waiver, are different than other properties with pending applications for Good Cause Waivers. A one-time category for such properties is provided on the **Master Distribution Chart**.

Additionally, a permanent category for properties that are approved for Good Cause Waivers by the City in the future may also be considered in a different category. Therefore, a category for a limited number of future Good Cause Waivers is provided on the **Master Distribution Chart**.

G. Existing Obligations and Agreements

Over the years, the City has entered into various agreements with certain property owners in order to secure substantial, additional water capacity for all users of the public water system. As part of these negotiations, some water was reserved for specific properties and projects. Such allocations are provided for in various agreements that are independent of this allocation policy. Therefore, a category for such agreements is provided on the **Master Distribution Chart**.

H. Public Projects and Not-for-Profit Projects

The City recognizes there are projects that provide for the public good in specific and unique ways. These include projects undertaken by the City itself to spur economic growth, such as joint-ventures, as well as projects by not-for-profit organizations intended to serve the general public good, such as safe shelters and social services facilities. Therefore, a category for public projects and a category for not-for-profit projects are provided on the **Master Distribution Chart**.

I. Water-only Emergency Reserve

The City recognizes there are instances when Carroll County's Health Department issues a letter declaring certain situations to be emergencies. The existing development is then immediately connected to the public water system to protect the public health, safety, and general welfare. Therefore, a category for an emergency reserve is provided on the **Master Distribution Chart**, equivalent to the allocation sufficient for two residential dwelling units.

J. Water-only General Reserve

The City recognizes that unused allocations in any category and year can be used for other needs. Therefore, a General Reserve is provided on the **Master Distribution Chart**, which will be assigned unused allocations at the end of every year. Unused allocations from 2015, 2016, or 2017 will also revert to the General Reserve at the end of calendar year 2021. At the beginning of each calendar year, unused allocations in the General Reserve will be re-distributed across all categories and all remaining years based on the principles set forth in Section III, B (3).

II. SEWER ALLOCATIONS

A. Current Context

The City is currently under a Consent Order with the Maryland Department of the Environment (MDE) regarding its wastewater resources. This is related to a State requirement for Enhanced Nutrient Removal (ENR). Additionally, the City's wastewater treatment plant is operating above 80% of its capacity, which requires monitoring via a Wastewater Capacity Management Plan.

In order to promote stable growth in the City and to provide a highly predictable development environment, the City has chosen to create an allocation system which spreads the amount of remaining sewerage capacity evenly across a number of years in coordination with the system for water allocations. That being said, there are distinct service areas for water and sewerage.

Although most properties serviced by City utilities are located in both the water service area and the sewer service area, there are some properties located in the sewer service area only. These properties were placed in the sewer service area as part of negotiations for pipeline connections across wide areas of land. For projects in such areas, sewer-only allocations will be needed, as the City does not intend to extend the water service area to such properties in the future. These sewer- only properties are addressed by separate categories on the **Master Distribution Chart**.

B. Wastewater Capacity Management Plan (WWCMP)

In addition to the allocation system, the City monitors actual wastewater being delivered to the public system and the flows out of the Wastewater Treatment Plant (WWTP). Wastewater flows are measured on a regular basis, and the data is evaluated by the City as part of the WWCMP update process. This process is different from the evaluation of the water system but related.

In the past, the Wastewater Capacity Management Plan (WWCMP) update reviewed current flows versus anticipated flows based on water allocations issued by the City (as opposed to an estimate of future, anticipated development). The most current WWCMP update in 2018 re-evaluated water allocations based on whether or not allocations appeared on the MDE running count. This information, along with the water update information, has been considered in the creation of the **Master Distribution Chart** to regulate all allocations from 2018 to 2024.

C. Current Allocations by MDE

As part of the WWCMP, the City identified a significant number of projects for which water was allocated by MDE and which are considered permanent allocations. These projects will need to be served by the WWTP, accounting for a significant amount of existing WWTP capacity.

The City recognizes that existing water allocations for properties located in both the water and sewer service areas will be served by the WWTP. Therefore, a sewer-only category for allocated water projects on the MDE running count is provided on the **Master Distribution Chart**.

D. Combined Water and Wastewater Allocations

The City recognizes that most applications for new allocations are submitted for both water and sewer service, since most properties requesting new service are in the combined service areas. Therefore, column for sewerage capacity is provided on the **Master Distribution Chart**, and capacity is deducted for projects in the water and sewer service areas when water is allocated.

E. Sewer-only Annexations

The City's sewer-only service area is larger than the combined water and sewer services areas. As a result, it is likely that there will be sewer-only developments that could be annexed into the City and granted allocations for sewerage independently of water. Therefore, a category for a limited number of sewer-only annexations is provided on the **Master Distribution Chart.**

F. Sewer-only Good Cause Waivers

For properties located outside the City limits but inside the sewer service area, which are not eligible for annexation under State law because they are not currently contiguous to and adjoining the City or because the annexation of those properties will create an enclave, the City developed a process via Resolution No. R02-06.

The City also requires an *Irrevocable Consent to Annexation* to be recorded in the land records for any property granted a Good Cause Waiver. When such properties become eligible for annexation under State law and the City desires them to be annexed, then such properties can be annexed by the City at the City's discretion. The recorded consent runs with the land.

In addition to the temporary water suspension, the City also paused the processing of sewer-only Good Cause Waivers. There is one pending application for a subdivision with approximately 23 home sites in the sewer-only service area. Therefore, a one-time allocation for this project is provided on the **Master Distribution Chart**.

A permanent category for properties that are approved for Good Cause Waivers in the sewer-only service area may also be considered in a different category. Therefore, a category for a limited number of future Good Cause Waivers is provided on the **Master Distribution Chart**.

G. Sewer-only Emergency Reserve

The City recognizes there are instances when Carroll County's Health Department issues a letter declaring certain situations to be emergencies. The existing development is then immediately connected to the public sewer system to protect the public health, safety, and general welfare. Therefore, a category for an emergency reserve is provided on the **Master Distribution Chart**, equivalent to the allocation sufficient for two residential dwelling units.

H. Sewer-Only General Reserve

The City recognizes that unused allocations in any category and year can be used for other needs. Therefore, a General Reserve is provided on the **Master Distribution Chart**, to which will be assigned unused allocations at the end of every year. Unused allocations from 2015, 2016, or 2017 will also revert to the General Reserve at the end of calendar year 2021. At the beginning of each calendar year, unused allocations in the General Reserve will be re-distributed across all categories and all remaining years based on the principles set forth in Section III, B(3).

III. ALLOCATION PROCESS

A. Master Distribution Chart

The City hereby adopts the attached **Master Distribution Chart** for calendar years 2018 through 2024, establishing the categories and total amounts of available allocations for both water and wastewater systems. The chart is intended to implement the policies set forth in this policy document. The *initial maximums* on the chart may be updated from time to time by the Mayor and Common Council. The *allocated amounts* will be updated by staff every time a water and/or wastewater allocation is granted. The latest version will be available at the City's Administrative Offices.

B. Allocation Control

The City hereby establishes the following general principles. The City has applied these principles in the creation of the attached chart (please see attached **Master Distribution Chart**).

1. Public Utility

   The City serves as a public utility in the operation of the water supply and wastewater disposal systems. As a public utility, the City strives for fairness to all, including current and future recipients of public services and users of public resources. The creation and adoption of this allocation policy and **Master Distribution Chart** are a means to this end.

2. Hydrologic Circumstances

   The City currently operates its public utilities under the burden of systemic, long-term shortages related to both water supply and wastewater disposal. Therefore, the City developed this allocation policy and **Master Distribution Chart** in order to fairly and equitably ration these limited resources in the most responsible manner possible, while advancing the Mayor and Common Council's policy objectives for the economic growth of the community.

3. Municipal Responsibility

   As part of its obligation to protect the public health, safety and general welfare, the City must also provide for the public good by furthering economic development, supporting shelters and social services, and reserving capacity for future unanticipated needs due to emergencies and other contingencies. The following principles are hereby adopted:

   (a) Current Obligations – The Master Distribution Chart will include allocations for all known projects related to annexations, good cause waivers, existing agreements, public projects, not-for-profit projects, emergency reserves, and general reserves. Future Opportunities– The **Master Distribution Chart** may include allocations for targeted annexations by the City related to its long-term goals in the Strategic Plan, future annexations by adjacent property owners, and pending good cause waivers.

   (b) Annual Increments – The **Master Distribution Chart** will evenly divide the remaining allocatable water and sewer capacity over the remaining calendar years of 2018-2024.

   (c) Historical Continuity – The **Master Distribution Chart** will include three previous years of allocations in order to illustrate the balance of uses across multiple years.

(d) Share by Use – The **Master Distribution Chart** will apportion approximately 70% of allocatable water for projects that include primarily commercial or industrial uses. New commercial and industrial development and redevelopment, including changes of use and commercial special exception uses, would be allocated from this category.

(e) Commercial Share – The **Master Distribution Chart** will apportion more allocatable water to projects inside the City than outside, and the **Master Distribution Chart** will apportion approximately 1/8 of commercial allocatable water to food and beverage-related uses.

(f) Share by Location – The **Master Distribution Chart** will apportion approximately 30% of allocatable water for projects that include primarily residential uses. The chart will apportion approximately 90% of residential allocations for multi-family residential projects inside the City limits and 10% for single-family projects outside the City's boundaries. In addition to the above, water sufficient to allow one, new single-family residence per year within the City limits will also be provided as part of this location share.

(g) Reversion and Re-assignment – The **Master Distribution Chart** will apportion unused allocations at the start of each calendar year based on the principles set forth herein.

(h) Closeout – The **Master Distribution Chart** is intended to provide for allocations during calendar years 2018 through 2024. The final year on the chart will be 2024, unless revised by the Mayor and Common Council by amendment to this allocation policy.

C. Allocation Process

In accordance with the requirements of the City Code and State Law, the City establishes the following process for the timely review of water and/or wastewater allocations. Applicants are required to comply with all other applicable laws, codes, regulations, processes, and procedures.

The City's process is a *first-come, first-served* process that uses specific categories of allocations to meet municipal objectives for the public good and for health, safety, and general welfare. The process is designed to prevent allocation-banking by applicants and to direct available resources to current projects. This process uses the **Master Distribution Chart** to achieve these objectives.

There are a variety of categories for which applicants may apply. Some categories only allow for allocations in specific years. There are also cumulative categories, where available water under a specific category is combined over a number of years. For example, in the multi-family residential category, allocations are only available every third year, but they comprise three years of water resources.

The process is designed to operate in calendar-year increments. Although applications may be submitted at any time, the process is re-started on January 1st of each year for most of the categories. Applications may be submitted in advance of the next calendar year for categories with available allocatable capacity as indicated on the **Master Distribution Chart**.

1. Application by Property Owner

(a) Property owners seeking to obtain a water and/or sewer service allocation under this policy will file an application with the City's Department of Community Planning and Development on a form provided by the Director of Community Planning and Development (the Director) and will pay any applicable fees in conformance with the most current fee schedule.

(b) The application will be accompanied by all supporting documents, information, and other relevant details establishing the project's eligibility for allocation. The Director may also request that the applicant provide whatever information is necessary to make a final determination, which will be provided at the expense of the applicant.
(c) Applications must include an original and notarized signature by the property owner(s) or a letter acceptable to the City confirming property-owner consent.
(d) Applications may be filed by property owners at any time; however, applications will only be processed by the City pursuant to this policy, City Code, and applicable law.
(e) Applications that are deemed incomplete, or for which insufficient allocatable water is available, will be returned to applicants prior to the close of each calendar year.
(f) Applications for which staff time has been expended will not be eligible for a refund of any application review fees. Applications for which no staff time is expended may be eligible for a refund, pursuant to review by the Director and the City's Director of Finance and Administrative Services.
(g) For applications related to emergencies, as evidenced by a letter from the Carroll County Health Department, the Director will waive the application review fee. All other fees, benefit assessments, bonding, and any other expenses will still apply.

2. Review and Tentative Allocation

(a) The Director will review all submittals towards an application for completeness to determine if other information is needed. When an application is determined to be complete as a submission, a year-based file number will be assigned by the Director.
(b) Applications with a file number will be reviewed in the order received, based on the date when the application was determined as complete and a file number assigned.
(c) Applications must be for actual projects, e.g., as signified by a submitted plan or completed building permit application and the payment of fees related to reviews.
(d) The Director will compare the type of request with the allocations available on the **Master Distribution Chart** under the corresponding category within the chart. The Director will use professional judgement in determining eligibility for categories on the **Master Distribution Chart**. Applicants may apply for any category; however, only the Director will determine which category is correct for an evaluation.
(e) Applications will be evaluated by the Director for their consistency with the goals and objectives of the City's adopted Comprehensive Plan in determining their suitability.
(f) Applications for projects that do not meet the objectives of this allocation policy or the goals and objectives of the City's adopted Comprehensive Plan will be declined.
(g) For applications that are not declined, the Director will review available capacity.
(h) If there is available capacity in the corresponding category, then the Director may approve the application noting a tentative allocation and deduct the corresponding allocatable amount from the appropriate category on the **Master Distribution Chart** in the current year.
(i) Tentative allocations serve to hold capacity while the appropriate process for an approval is in progress (for example, review of a proposed plat by the Planning and Zoning Commission, review of a County building permit application by staff, etc.)
(j) For multiple-year categories, allocations may only be tentatively granted in the year which they become available. Applicants may only apply in a year with capacity or the preceding year.
(k) For applications where insufficient capacity is available, the Director will inform the applicants that no capacity is available and close the file for the applications.

(l) Following file closure, applications may be immediately applied for the next calendar year. For multiple-year categories, applications may only be accepted in those years with an *annual maximum* amount indicated on the **Master Distribution Chart** or the preceding year. For only the annual, single-unit-residential allocations for one single-family residential unit inside the City, applications may be made at any time and are rolled forward each time a final allocation is secured within the current calendar year. This allows for a policy-long queue to form in this one category only. When the queue for these applications exceeds the policy timeframe, the Director will alert the Mayor and Common Council.

(m) Tentative allocations are only recognized until the end of the year immediately following the year in which the Director noted them in (g) above. Tentative allocations without a resolution within this timeframe, which were granted in the previous calendar year, revert to the General Reserve(s).

(n) Depending on the time of tentative allocation notation by the Director, tentative allocations are recognized for between 12 and 24 months, which is sufficient for City approval processes. For Good Cause Waiver applications that span two years for two residential units, the first recognized unit will be recognized an additional 12 months.

(o) Although extensions will not be considered, tentative allocations for applications that are scheduled for a review by a City board, for which board approval is required, remain recognized until the board concludes its deliberations and renders its decision.

3. Timing of Approval

(a) Annexations

For allocations related to any annexation after 2017, the Director may approve an allocation in conjunction with passage and approval of a City Resolution for an annexation by the Mayor and Common Council.

Annexations are effective 45 days after adoption of a resolution. Upon passage and approval, the Director will record the allocation on the **Master Distribution Chart**.

(b) Good Cause Waivers

The Director may approve an allocation upon approval by the Mayor and Common Council of the Good Cause Waiver application, if the application ~~for allocations~~ was determined complete. In the case of emergency connections, pursuant to Section III.C.3.(h), Emergencies, the Director may approve an allocation, subject to water or sewer availability.

Good Cause Waivers, including the required Irrevocable Consent for Annexation, are completed by signature of the Mayor. Upon signature, the Director will record the allocation on the **Master Distribution Chart**.

(c) Subdivisions

For allocations related to any plat, allocations are assigned via the recordation of the plat. The specific allocations will be noted on the plat under General Notes.

Subdivisions within the City are complete following approval by the Planning and Zoning

Commission. Upon approval by the Planning and Zoning Commission, the Director will record the allocation on the **Master Distribution Chart**.

(d) Site Plans

For allocations related to any site plan, the necessary allocations will be noted on the site plan; however, allocations are only granted at the building permit stage.

Site plans for property within the City are complete following the approval of the Planning and Zoning Commission. Upon such approval, tentative allocations are recognized for an additional six months to allow for the building permit review process.

(e) Temporary location use of assigned water and/or sewer allocation.

Water and/or sewer runs with each particular property by way of the unique tax account identification number as assigned by the Maryland State Department of Assessments and Taxation. This number is indicated in the Master Distribution Chart of this policy to keep track of each unique property for which such water and/or sewer allocation has been assigned. Property owners that already possess an assigned, tentative water and/or sewer allocation for their property, as recorded in the Master Distribution Chart, may utilize this allocation at a temporary location, subject to the following conditions:

(i) A site development plan is currently in the development/permit review process or the project is under construction on the property that received the tentative water and/or sewer allocation.
(ii) Such site development plan has received a Carroll County file number.
(iii) The property has been assigned a tentative water and/or sewer allocation that has been recorded on the Master Distribution Chart.
(iv) The temporary location must cease operation before the project constructed on the property with the assigned, tentative water and/or sewer allocation can receive its use and occupancy permit approval.

The Director will record the temporary location allocation in the Master Distribution Chart.

(f) Building Permits

For allocations related to a building permit, the Director may approve allocations in conjunction with zoning approval of the County's application for a building permit.

The Director will record the allocation on the **Master Distribution Chart**.

(g) Changes of use

For allocations related to changes of use that do not require a building permit, the Director may approve an allocation in conjunction with approval of the zoning.

In such cases, the Director will provide a copy of the approved application form via email to the property owner(s), the MDE representative at the Carroll County Health Department, and the record file.

The Director will record the allocation on the **Master Distribution Chart**.

(h) Emergencies

The Director may approve an allocation upon receipt of a letter from the Carroll County Health Department declaring the situation to be an emergency. The Director will expedite review of the application.

~~In such cases, t~~The Director will provide a copy of the approved application form via email to the property owner(s), the MDE representative at the Carroll County Health Department, and the record file. In the case of Good Cause Waiver approvals for emergency connections, the Director will also inform the Mayor and Common Council of such approval at the subsequent regularly scheduled Mayor and Common Council meeting.

The Director will record the allocation on the **Master Distribution Chart**.

4. Benefit Assessments

The City maintains an expansive network of mains, distribution lines, treatment plants, water tanks, a reservoir and other storage facilities in conjunction with the water and wastewater utilities that the City operates. When new connections are made to these systems, property owners are required to contribute their fair share of the costs to build, maintain, and operate these major components and support system facilities.

To provide for the contribution of a fair share of these long-term costs and the significant investments already made, the City requires the payment of a benefit assessment fee. The processes and procedures are set forth in Chapters 124 and 160 of the City Code.

5. Lapse and Reversion

In the event that an application is approved for a project that is subject to the sunset provisions contained in Sections 164-188. 0. 164-199. B., or 164-211. H. of the City Code, or any other such provision in the Carroll County Code or any other applicable law, and the subject plat, site plan, building permit, or any other development approval lapses, then, pursuant to those sections or applicable law, the water and/or wastewater allocation approval also lapses, and any related water and/or wastewater capacity will immediately revert to the General Reserve(s) in the **Master Distribution Chart**.

D. Attachment

The *initial maximums* indicated in the attached **Master Distribution Chart** are hereby adopted as part of this policy. The *allocated amounts* will be updated by staff every time a water and/or wastewater allocation is granted. At the beginning of each calendar year, allocatable capacity will be adjusted per the reversion and re-assignment process under Section III A. 3 (h) of this policy.

The attached **Master Distribution Chart** may be also modified to include additional information, allow for alternate format and layouts, and any other changes except for the amounts for the *initial maximums*. *Initial maximums* can only be revised by an amendment to this policy adopted by

Resolution of the Mayor and Common Council.

E. Annual Update

This allocation policy may be amended by Resolution of the Mayor and Common Council. Each calendar year, prior to the adoption of the City's annual budget, the Mayor and Common Council may review and amend the allocations set forth in the Master Distribution Chart. Allocatable water that has been added to the system as a result of new water sources, conservation measures, and/or changes in permits issued by MDE may be credited to the chart. For new projects that are identified for categories with no water allocations, such categories may be revised, additional years may be added or subtracted, and allocations may be re-calibrated to reflect changes in policy or conditions. Typographical errors, grammatical errors, and any other inadvertent errors in the text or format of this document, which are not substantive in nature, may be corrected without further review by Mayor and Common Council, as may be approved by the City Attorney.

MASTER DISTRIBUTION CHART

REVISED

Revision 4

2019 Working

2017				
SUMMARY ONLY	**Project Name**	**Type of Use**	**Project Name**	**Type of Use**
RESIDENCES	Bolton Hill	42 single-family	2 emergencies	single-family only
RESIDENCES	homeowner	1 single-family	Boys & Girls	relocation/expand
DUPLEX	Ford Homes	1 duplex	miscellaneous	changes of use
COMMERCIAL	small additions	restaurant, bank	Sheetz	convenience store
INDUSTRIAL	Strouse,Fairlawn	2 manufacturers	Random House	new warehouse

2016				
SUMMMARY ONLY	**Project Name**	**Type of Use**	**Project Name**	**Type of Use**
RESIDENCES	Bolton Hill	39 single-family	PBCU Credit Union	new bank
RESIDENCES	homeowner	1 single-family	Katani Sushi	restaurant
MULTI-FAMILY	D&D Properties	1 added apt unit	UNI Urgent Care	medical
COMMERCIAL	S&S Holdings	retail renovation	Del Huerto	restaurant
INDUSTRIAL	NONE	NONE	miscellaneous	changes of use

2015		
SUMMMARY ONLY	**Project Name**	**Type of Use**
RESIDENCES	Bolton Hill	20 single-family
RESIDENCES	5 small projects	5 single-family
DUPLEX	Wilson Homes	1 duplex
COMMERCIAL	2 small additions	home occup, office
INDUSTRIAL	NONE	NONE

ALLOCATIONS APPROVED BY MAYOR AND COMMON COUNCIL IN THE ONE-TIME CATEGORY

173,447 **MDE Total Allocable Capacity**

300,000 **WWTP Total Allocable Capacity**

ONE-TIME	**Property Owner**	**Tax ID #**	**Use**	**Zone**	**Water Area**	**Sewer Area**	**WATER ALLOCATIONS**	Annexations	New CommericalCategory Effective 2020	New CommericalCategory Effective 2020	Commercial and Industrial	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY (single-family residential)	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	**SEWER ALLOCATIONS**	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
PROJECT NAME	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
INITIAL MAXIMUMS							92,245	4,275			6,100	0	470	1,470	2,820	53,110	18,000	6,000	0	0	194,200	2,825	177145	8,000	5,405	120	705
Roops Mill	RMV LLC	07-028334	193 single-family	R-10,000	W-3	S-3										45,355							45355				
Stonegate	Naganwest LLC	07-016654	225 single-family	R-10,000	W-3	S-1/3										69,325*							69325				
Bolton Hill	Bolton Development LLC	07-0208040	45 single-family	R-20,000	W-3	S-3										10,575*							10575				
Windy Hills Farms	Windy Hills Farms Ptnr	07-025696	33 single-family	County	W-1	S-1										7,755							7755				
Annex 62, 63, 66	various	various	10 single-family	various	W-1	S-1		2,350															2350				
Annex 67	Schulte, Diane Gail	07-029233/41	retail center	B Business	W-1	S-1		1,925															1925				
GCW 16-1, 2, 11	various	various	9 single-family	County	W-1	S-1									2,115								2115				
MBIP #2	Triple M LLC	various	new industrial	I-R w/MCO	W-3	S-3					368												368				
Tech Park, Lot 5A	Conewago Contractors	07-431594	new industrial	P-I w/MCO	W-1	S-1					2,400												2400				
2 homeowners	various	various	2 single-family	City	W-1	S-2							470										470				
3 Not-for-Profit	various	various	HSP, FCS, CCVIP	City	W-1	S-1												~~5000~~ 3,638					5000				
Carroll Hospital	campus environs	various	additional use	County	W-1	S-1												6,000					6000				
2 Public Projects	City-owned land	various	City projects	City	W-1	S-1											16,448						16448				
City-only Allocations	Appendix in WWCMP	various	various	various	various	various					3,332			1,470									4802				
City/MDE Allocations	Appendix in WWCMP	various	various	various	various	various					710*			940*	1175*							2,825					
Sewer-only projects	Annexation/Good Cause	various	various	various	various	various																		8,000	5,405		705
Exploration Commons	County Commissioners	07-054599	public library	C-B	W-1	S-1											1,300						1300				
Gymnasium Addition	Boys & Girls Club	07-069294	multi-purpose	C-B	W-1	S-1											252						252				
GCW 7-2, 7-6, 8-2	(transfer from 2023-24)	various	3 single-family	various	W-1	S-1									705								705				
sewer-only connect	St Benjamin's Lutheran	07-003242	church	Conservation	W-1	S-1																				120	

* water already allocated on MDE running count

ATTACHMENT 3

MASTER DISTRIBUTION CHART

APPLICATIONS BY PROPERTY OWNERS FOR ALLOCATIONS IN THE ONE-TIME CATEGORY

WORKING DOCUMENT

ONE-TIME	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	New Commerical Category Effective 2020	New Commerical Category Effective 2020	Commercial and Industrial	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY (single-family residential)	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
PROJECT NAME	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
WSA-18-02	Crowell, off-conveyance 1	07-154968	new duplex	R-7,500	W-1	S-1		470															470				
WSA-18-03	Crowell, off-conveyance 2	07-154976	new duplex	R-7,500	W-1	S-1		470															470				
WSA-18-05	D & A Blankenship	07-079133	new SFD	R-10,000	W-1	S-1							235										235				
WSA-18-06	Pierced Wood LLC	07-015879	subdivision	County	W-5	S-1																			HOLD		
WSA-18-08	Conewago Contractors	07- 431594	industrial	P-I	W-1	S-1					2,400												2400				
WSA-18-15	Long/John Lancelotta	07-021380	residential	County	W-1	S-1									235								235				
WSA-18-16	Boys & Girls Club	07-069294	institutional	C-B	W-1	S-1											252						252				
WSA-19-15	Carroll County Library	07-054599	institutional	C-B	W-1	S-1											1,300						1300				
WSA-19-16	CC Public Safety Training	07-054599	institutional	County	W-1	S-1																					
Remaining Capacity							81,202	3,335			3,700	0	235	1,470	2,585	53,110	16,448	6,000	0	0	105,800	2,825	171783	8,000	5,405	120	705

NOTE: Text in red indicates applications that are not final (e.g., awaiting site plan approval or building permit issuance).

MASTER DISTRIBUTION CHART

APPROVED ALLOCATIONS AND APPLICATIONS FOR ANNUAL ALLOCATIONS FOR CALENDAR YEAR 2018

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	New Commerical Category Effective 2020	New Commerical Category Effective 2020	Commercial and Industrial	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2018																											
INITIAL MAXIMUMS							10,000				7,698		235		235			1,362	470		10,000		9530			~~350~~ 470	
WSA-18-01	Harrison, Linda J	07-023227	Single-family	County	W-1	S-1													235								
WSA-18-04	Corporate Center Leasing	07-157274	Royal Farms/gas	P-I	W-1	S-1					1,460												1460				
WSA-18-07	Westminster Ctr Assoc	07-025750	Commercial	B	W-1	S-1					2,000												2000				
WSA-18-09	Stoler Leonard, et al	07-020724	Car dealership	B	W-1	S-1					see 2019																
WSA-18-10	132 West Main LLC	07-068204	Restaurant patio	D-B	W-1	S-1					425												425				
WSA-18-11	Westminster Crssng East	07-114508	Jewelry store	B	W-1	S-1					withdrawn																
WSA-18-12	Robin Ford Bldg/Rmdl Inc	07- 057164	Single-family	PD-9	W-1	S-1							235										235				
WSA-18-13	Aileron Center LLC	07-002270	Residence Hotel	D-B	W-1	S-1					975												975				
WSA-18-14	Bella Group LLC	07-053045	change of use	C-B	W-1	S-1					165												165				
WSA-18-17	Corporate Center Leasing	07-157231	office/storage	P-I	W-1	S-1					276												276				
WSA-18-18	Weis Markets, Inc.	07-052383	sushi addition	B	W-1	S-1					100												100				
REMAINDER 12/31								0			2,297	0	0	0	235	0	0	1,362	235	0		0	3894	0	0	~~350~~ 470	0
ROLL-OVER TOTAL											2,297				235				235				2652			~~350~~ 470	
Remaining Capacity							71,202	0			0	0	0	0	0	0	0	1,362	0	0	95,800	0	1242	0	0	470	0

2018 CHART IS CLOSED FOR NEW ENTRIES

MASTER DISTRIBUTION CHART

APPROVED ALLOCATIONS AND APPLICATIONS FOR ANNUAL ALLOCATIONS FOR CALENDAR YEAR 2019

WORKING DOCUMENT

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	New Commerical Category Effective 2020	New Commerical Category Effective 2020	Commercial and Industrial	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2019														**35 Apts**													
INITIAL MAXIMUMS							25,086				7,696		235	16,450	235			0	470		25,086		24616			470	
ROLL-OVER TOTAL											2,532		0	0	235			1,362					3002			~~350~~ 470	
ADJUSTED TOTAL								0			10,228	0	235	16,450	470	0	0	1,362	470	0		0	27618	0	0	940	0
Transfer from 2023														8,225									8225				
WSA-19-01	Jeff Laird & Steven Webb	055951/ 071396	multi-family	PD-4	W-1	W-2								~~8,225~~ 5,290									8225				
WSA-19-02	Stoler Leonard, et al	07-020724	Car dealership	B	W-1	S-1					573												573				
WSA-19-03	LMJB Properties LLC	07-056370	conversion unit	D-B	W-1	S-1							~~235~~ 150										235				
WSA-19-04	Tech Court LLC	07-135092	manufacturing	I-R	W-1	S-1					2,368												2368				
WSA-19-05	Ralph and Regina Sell	07-057164	single-family	County	W-1	S-1							Reject														
WSA-19-06	Martin Morales	07-067453	restaurant	D-B	W-1	S-1					600												600				
WSA-19-07	Winchester Exchange LLC	07-052944	hair salon	C-B	W-1	S-1					240												240				
WSA-19-08	Westminster Way Assoc	various	multi-family	[CN Zone]	W-1	S-2								~~8,225~~ 5,290									8225				
WSA-19-09	L Gibbs & H Gibbs	07-086512	auto detailing	B	W-1	S-1					216												216				
WSA-19-10	L Gibbs & H Gibbs	07-086512	meat market	B	W-1	S-1					240												240				
WSA-19-11	97 Crab House LLC	07-157371	single-family	R-10,000	W-1	S-1							Reject														
~~WSA-19-12~~	~~ThreeEstimates LLC~~	~~07-036906~~	~~single-family~~	~~County~~	~~W-1~~	~~S-1~~													sewer				Refunded				
WSA-19-13	Westminster Firehouse	07-006667	retail store	C-C	W-1	S-1					68												68				
WSA-19-14	140 Village LLP (Genovas)	07-063296	restaurant	B	W-1	S-1					750												750				
WSA-19-17	K&G Properties LLC	07-000766	plat (office)	B	W-1	S-1					600												600				
WSA-19-18	MD Property Mngmnt	07-063601	ice cream store	C-B	W-1	S-1					475												475				
WSA-19-19	Westminster Riding Club	07-069235	mobile vendor	R-7,500	W-1	S-1					10												10				
WSA-19-20	ABBEC Property II LLC	07-018983	veterinarian	B	W-1	S-1					181												181				
WSA- 19-21	Airpark Square LLC	07-098111	new offices	I-R	W-1	S-1					492												492				
WSA-19-22	Stoler Nissan Realty Corp	07-027621	dealer addition	County	W-1	S-1					336												336				
WSA-19-23	140 Village LLP (Mission)	07-063318	BBQ restaurant	B	W-1	S-1					1,692												1692				
WSA-19-24	Carroll Hospital Center	07-006217	Fisher/dialysis	County	W-1	S-1					1,320												1320				
WSA-19-25	NAVE JUDITH A L/E ETAL	07-047673	two-single-family	County	W-1	S-1									470												
~~WSA-19-26~~	~~LSA Realty, LLC~~	~~07-035578~~	~~Car dealership~~	~~County~~	~~W-1~~	~~S-1/S-7~~																					
WSA-19-27	Family and Children's...	07-002289	Non-Profit	R-7,500	W-1	S-1												Hold									
WSA-19-28	Arthur Ray Kerr	07-057717	single-family	R-7,500	W-1	S-1							Reject														
REMAINDER 12/31																											
ROLL-OVER TOTAL																											
Remaining Capacity							46,116	0			67	0	235	16,450	0	0	0	1,362	470	0	70,714	0	772	0	0	940	0

NOTE: Text in red indicates applications that are not final (e.g., awaiting site plan approval or building permit issuance).

MASTER DISTRIBUTION CHART

APPROVED ALLOCATIONS AND APPLICATIONS FOR ANNUAL ALLOCATIONS FOR CALENDAR YEARS 2020-2024

WORKING DOCUMENT

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	Commercial and Industrial Food and Beverage eated INSIDE CITY ONLY	Commercial and Industrial OUTSIDE CITY ONLY	Commercial and Industrial INSIDE CITY ONLY	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2020																										470	
Resolution 20-06																			1,175							1,175	
Roll-over total											67							1,362	470							940	
INITIAL MAXIMUMS							14,348	4,000	950	500	6,313		235	0	235				2,115		14,348		11763			2,585	
WSA-20-01	Ralph and Regina Sell	07-057164	single-family	R-7,500	W-1	S-1							235										235				
WSA-20-02	97 Crab House LLC	07-157371	single-family	R-10,000	W-1	S-1							Hold										Hold				
WSA-20-03	EOB LLC and DASY Corp	various	multi-family	R-7,500	W-1	S-1		4,000															4000				
WSA-20-04	Thirteen John Mngmnt	07-084528	2 apts	C-B	W-1	S-1							Hold										Hold				
WSA-20-05	Arthur Ray Kerr	07-057717	single-family	R-7,500	W-1	S-1							Hold														
WSA-20-06	Carroll Hospital Center	07-006217	Fisher/dialysis	County	W-1	S-1					660												660				
WSA-20-07	Family and Children's...	07-002289	Non-Profit	R-7,500	W-1	S-1												Hold									
WSA-20-08	Getty Properties Corp.	07-027508	Service Station	B	W-1	S-1					500												500				
~~WSA-20-09~~	~~Airpark Square LLC~~	~~07-98138~~	~~Commercial~~	~~I-R~~	~~W-1~~	~~S-1~~																					
WSA-20-10	Feeser & Ellis	07-012640	Restaurant	B	W-1	S-1			395														395				
WSA-20-11	Link-Singer	07-049374	Residential	County	W-1	S-1																					
WSA-20-12	Triple M LLC	07-151039	Commercial	I-R	W-3	S-3					352.5* (need to review)												353				
~~WSA-20-13~~	~~Westminster Rescue Mission~~	~~07-017340~~	~~Non-Profit~~	~~County~~	~~W-1~~	~~S-1~~																					
WSA-20-14	AROCON Roofing and Construction. LLC	07-114729	Commercial	County	W-1	S-1				182													182				
WSA-20-15	Carroll County States Attorney		Public Use	County																							
WSA-20-16	Vintage Beauty Salon	07-107382	Commercial	County	W-1	S-1				318													318				
WSA-20-17	Grace Fellowship Church	07-111894	Commercial	County	W-1	S-1				Reject																	
WSA-20-18	Runway Self Storage	07- 432909	Self-Storage	I-R	W-3	S-3					(Given 117 gpd by agreement)												(Given 117 gpd by agreement)				
WSA-20-19	Emergency Connection (538 Marshall Drive)	07-029926	Residential	County																						235	
WSA-20-20	Emergency Connection (735 Meadow Branch Road)	07-060122	Residential	R-20,000	W-1	S-1																				235	
WSA-20-21	304 E Green Street	07-066422	Commercial	D-B	W-1	S-1					248												248				
WSA-20-22	Emergency Connection (801 William Avenue)	07-010486	Residential	County																						235	
WSA-20-23	Mission BBQ additional Allocation	07-063318	BBQ restaurant	B	W-1	S-1			82														82				
WSA-20-24	Emergency Connection (950 Gist Road)	07-040598	Residential	County																						235	
WSA-20-25	Valvoline	07-111657	Oil Change Facility	B	W-1	S-1					0												0				
WSA-20-26	The Food Chick (retroactive) 2 Washington Road	07-064519	Catering Business	D-B	W-1	S-1			200														200				
WSA-20-27	330 140 Village Road Suite 21 Nina's Nails and Lashes	07-073453	Commericial	B	W-1	S-1					393												393				
WSA-20-28	Angela Zepp Million (925 Wampler Lane)	07-074859	Residential Daycare	R-10,000	W-1	W-1					90 (Less than 100)												90 (Less than 100)				
WSA-20-29	1234 Tech Court	07-135092	Manufacturing	I-R	W-1	S-1					2,450												2450				

MASTER DISTRIBUTION CHART

WSA-20-30	Kiley Property Group (GCW20-01)	07-005237	single-family	County	W-1	S-1									235							235				
WSA-20-31	Kiley Property Group (GCW-20-02)	07-431986	single-family	County	W-1	S-1									Hold							Hold				
WSA-20-32	Carroll County Commissioners	07-002173	HSP Men's Shelter	County	W-1	S-1																				
WSA-20-33	1300 Tech Court	07-153686	Manufacturing	I-R	W-1	S-1					605											605				
WSA-20-34	Emergency Connection (47 W George Street)	07-029772	single-family	County	W-1	S-1																			235	
ROLL-OVER TOTAL																										
Remaining Capacity							31,768	0				0		0	0	0	0	0	0	0	56,366	0	#VALUE!	0	0	1,410	0

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	Commercial and Industrial Food and Beverageealted INSIDE CITY ONLY	Commercial and Industrial OUTSIDE CITY ONLY	Commercial and Industrial INSIDE CITY ONLY	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2021																											
Resolution 20-06								1,545						600			500		1,175							1,175	
Roll-over total																			470							940	
INITIAL MAXIMUMS							10,781	1,545	950	500	6,246		235	600	235				470		10,781		10311			470	
WSA-21-01	Kiley Property Group (GCW20-02)	07-431986	single-family	County	W-1	S-1									235												
WSA-21-02	97 Crab House LLC	07-157371	single-family	R-10,000	W-1	S-1							235														

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	Commercial and Industrial Food and Beverageealted INSIDE CITY ONLY	Commercial and Industrial OUTSIDE CITY ONLY	Commercial and Industrial INSIDE CITY ONLY	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2022																											
Resolution 20-06														600					1,175							1,175	
Roll-over total																		1,362	470							940	
INITIAL MAXIMUMS							0		950	500	6,246		235	600	235				470		0		-470			470	
WSA-22-01	Thirteen John Mngmnt	07-084528	mixed w/2 apts	C-B	W-1	S-1					Hold		~~235~~ 150														

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	Commercial and Industrial Food and Beverageealted INSIDE CITY ONLY	Commercial and Industrial OUTSIDE CITY ONLY	Commercial and Industrial INSIDE CITY ONLY	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2023																											
Resolution 20-06														600					1,175							1,175	
Roll-over total																		1,362	470							940	

MASTER DISTRIBUTION CHART

FILE #	Property Owner	Tax ID #	Use	Zone	Water Area	Sewer Area	WATER ALLOCATIONS	Annexations	Commercial and Industrial Food and Beverageealted INSIDE CITY ONLY	Commercial and Industrial OUTSIDE CITY ONLY	Commercial and Industrial INSIDE CITY ONLY	Good Cause Waivers for Commercial only	Residential INSIDE CITY (single-family residential)	Residential INSIDE CITY (multi-family residential)	Residential OUTSIDE CITY	Existing Agreements and Obligations	Public Projects (City)	Not-for-Profit Projects	Water-only for the Emergency Reserve	Water-only for the General Reserve	SEWER ALLOCATIONS	Current Allocations on MDE running count	Combined Water and Sewer Allocations	Sewer-only for new Annexations	Sewer-only for new Good Cause Waivers	Sewer-only for the Emergency Reserve	Sewer-only for the General Reserve
INITIAL MAXIMUMS							0		950	500	6,246		235	600	235				235		0		-235			235	
WSA-23-01	Thirteen John Mngmnt	07-084528	mixed w/2 apts	C-B	W-1	S-1					Hold		~~235~~ 150														
WSA-YEAR-##	Name on Maryland SDAT	07-123456	SFR, Bank, etc.	R-0,000	W-0	S-0		GPD			GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD	GPD		GPD	GPD	GPD	GPD	GPD	GPD
2024																						`					
Resolution 20-06														600					1,175							1,175	
Roll-over total																		1,362	470							940	
INITIAL MAXIMUMS							0		950	0	2,746		235	600	235				0		0		0			0	
WSA-24-01	Arthur Ray Kerr	07-057717	single-family	R-7,500	W-1	S-1							235														
CLOSE OUT																											
Remaining Capacity							-10,781														-10,781						

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: August 21, 2020

Re: Warner Construction Change Order No. 10 (RFP 4)

Background

On July 27, 2020, the Mayor and Common Council discussed RFP 4 for the 45 West Main Renovation Project. During the design phase of the Project, it was decided to omit cooling from the rear entrance stairwell, as it is not required by code to cool stairs. RFP 4 provides for an additional roof top condenser, equipment, and associated ductwork to supply cooling to the rear entrance stairwell.

Additional details can be found in the attached staff report from the agenda packet for the July 27, 2020 Mayor and Common Council meeting.

At the conclusion of the Mayor and Common Council's discussion of this matter on July 27, 2020, staff was directed to pursue final pricing for the work encompassed by RFP 4. Change Order No. 10 has been finalized for consideration by the Mayor and Common Council.

Change Order No. 10

Warner Construction's pricing for Change Order No. 10 is $45,726.68. As reflected in the attached review letter, Gant Brunnett Architects (the project architect for the 45 West Main Renovation Project) does not believe that the submitted pricing represents a good cost-benefit for the City as the work is not essential. Therefore, Gant Brunnett does not recommend that the work be pursued at this time, and that the City reject Change Order No. 10.

Recommendation

Staff recommends that the Mayor and Common Council discuss proposed Change Order No. 10 to the contract between the City and Warner Construction, and determine whether to execute it.

Attachments

- Gant Brunnett Architects Review Letter
- Proposed Change Order No. 10
- Staff Report regarding RFP 4 from July 27, 2020

August 20, 2020

City of Westminster
56 West Main Street
Westminster, MD 21157

Attn: Barbara B. Matthews, City Administrator

Re: City of Westminster Administrative Office Building Renovations & Alterations
Project No. 20-02

Change Order #10 – Stair No. 2 Conditioning (RFP-4r1)

Dear Ms. Matthews;

I have reviewed the change order proposal submitted by Warner Construction in connection with the above reference project and offer the following opinion regarding the associated costs in the amount of $45,726.68.

The scope of work involved in this modification is necessary to provide cooling for stairwell #2, located within the glass curtain wall at the rear of the building. Although the stair is not required to be fire-rated for egress, the permit reviewer did insist that this stair be smoke-rated. This requires the unit to be isolated from the remainder of the building, warranting its own supply and return system fitted with controlled smoke-dampers and sensors.

I have worked with Warner Construction and their subcontractor to reduce the costs as much as possible, but the total price does not represent a good cost-benefit in my opinion. As this work is not essential, I recommend that the change order be rejected.

If, in the future, the conditions within this stairwell are such that the City decides they would like conditioning introduced, the system that has been designed can be installed without extensive alteration to the systems that will already be in place.

I hope you find this recommendation acceptable, if you have any questions, please do not hesitate to contact me at any time.

Sincerely,

Jim McArthur

CHANGE ORDER #10

Date: August 20, 2020

PROJECT:		ARCHITECT:
Name	Westminster Administration Building	Gant Brunnett Architects
Address	45 W Main Street, Westminster, MD 21157	15 W. Mulberry Street
Date of Contract:	11/25/2019	Baltimore, Maryland 21201

OWNER		CONTRACTOR:
Name	Mayor & Common Council of Westminster	Warner Construction
Address	56 W Main Street	1530 Tilco Drive, Suite A
Address	Westminster, MD 21157	Frederick, MD 21704

THE AGREEMENT BETWEEN OWNER AND CONTRACTOR IS AMENDED AS FOLLOWS:

Provide all materials, labor, equipment and services necessary and incidental to RFP 4r1 (Stair #2 Conditioning), all as further described in the Contractor's proposed change order and RFP documents attached herewith. The Contractor's compensation for this Change Order includes the costs for all collateral expenses that are the result of implementing this change in the scope of contract work. These collateral expenses include, but are not limited to, supervision, additional time to complete the entire project, temporary facilities and utilities, and adjustments to the timing or sequencing of other work impacted this change.

The original Contract Sum was	$4,435,000.00
The net change by previously authorized Change Orders	$173,431.10
The Contract Sum including prior change orders is	$4,608,431.10
The Contract Sum will be increased by this Change Order in the amount of	$45,726.68
The new Contract Sum, including this Change Order, will be	$4,654,157.78

The Contract Time for completion is increased by 11 calendar days by this change order.

The Date for Completion of all contract work is therefore changed to December 12, 2020.

OWNER	SIGNATURE	Mayor Joe Dominick	DATE
CONTRACTOR	SIGNATURE	Matt Louden - President	DATE
			8/20/2020
ARCHITECT	SIGNATURE	John Brunnett - President	DATE

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request

To: City Of Westminster
56 West Main Street
Westminster, MD 21157

Number: 23
Date: 6/25/20
Job: 19-10-0230 Westminster Admin. Building
Phone: 301-696-0525

Description: RFP#4R1-Stair #2 Conditioning

We are pleased to offer the following pricing to make the following changes:

All worked described in RFP#4R1
Provide Condtioning to Stair #2

The total amount to provide this work is $45,726.68
(Please refer to attached sheet for details.)

Please note that Warner Construction will require an extra 11 days.

This proposal is valid if accepted within 30 days.

If you have any questions, please contact me at (301)696-0525.

Submitted by: Jake Fields
Warner Construction

Approved by: _____

Date: _____

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request 23 Price Breakdown
Continuation Sheet

Description: RFP#4R1-Stair #2 Conditioning

Description	Hours	Rate	Labor	Material	Equipment	Subcontract	Other	Price
HVAC						$31,732.46		$31,732.46
Electrical						$6,512.00		$6,512.00
Roofing Sub						$500.00		$500.00

		Subtotal:	**$38,744.46**
Warner Fee	$38,744.46	5.00%	$1,937.22
General Condtions			$5,045.00
		Total:	**$45,726.68**

May 22, 2020

Warner Construction
1530 Tilco Drive, Suite A
Frederick, MD 21704

Attn: Mr. Jake Fields

Re: City of Westminster Administrative Offices
Request for Proposal – 4r1 – Stair No. 2 Conditioning

Dear Mr. Fields;

I request herein a change order proposal from your firm to provide the following modifications to the referenced contract:

Architectural:

1. Drawing A107:
   a. Revised plan to show (1) additional prefabricated steel equipment curb; see detail 2 on sheet A302.

Mechanical:

1. Drawing M203:
   a. Revised plan to show added ACU-6 and associated ductwork to condition Stair #2. Route DX piping to ACCU-6 shown on M204. Route condensate full size to floor sink in Janitor 212; terminate 6" above sink. ACU-6 and associated ductwork to be installed at underside of steel roof structure.
2. Drawing M204:
   a. Revised plan to show added ACCU-6; to be located as shown on A107.
3. Drawing M601:
   a. Revise sheet to add ACU-6/ACCU-6 to split system schedules. Acceptable ducted horizontal split system manufactures are Mitsubishi, Trane, and Daikin.
   b. Revised sheet to add supply air device 105 and return air device 202 to air device schedule.

Electrical:

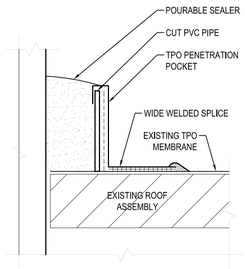
1. Drawing E001:
   a. Added symbol to legend list for "Duct Smoke Detector".
2. Drawing E103:
   a. Added electrical connection to ACU-6.
3. Drawing E104:
   a. Added electrical connection to ACCU-6.
   b. Added note 9.
4. Drawing E604:
   a. Added circuit for ACCU-6
5. Drawing E605:
   a. Added "SMOKE DAMPER SECOND FLOOR" to panel EDP-LS at space #22.
6. Drawing FA103:
   a. Added junction box for HVAC damper, remote fire alarm light, duct smoke detector, and fire alarm relay shown on floor plan adjacent to Stair #2.
   b. Added drawing notes 6, 7, 8, 9 to drawing notes list.

See revised sheets A107, M203, M204, M601, E001, E103, E104, E604, E605, FA103 dated 5/22/2020. Note that all changes marked with the 6 symbol are to be included in this change order proposal.

If you have any questions don't hesitate to call on me.

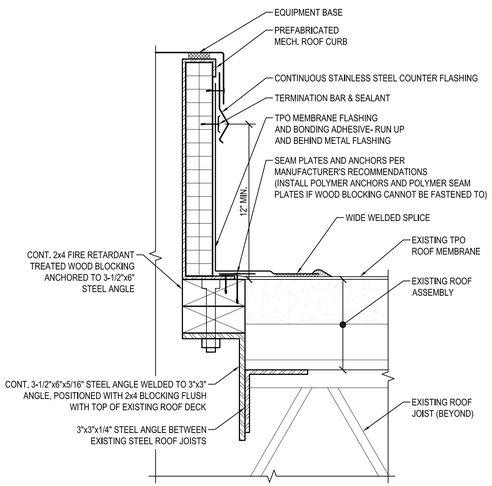
Sincerely,

James McArthur Cc: Barbara Matthews 20564 RFP



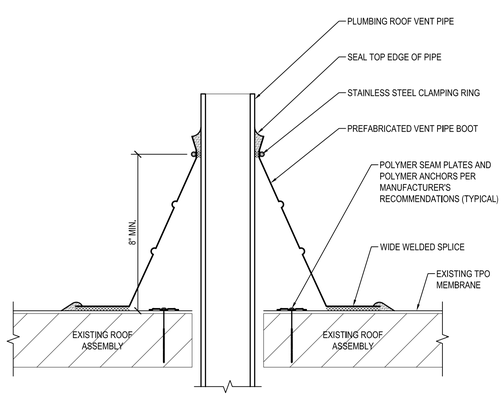
PITCH POCKET (1)

SCALE: 3"=1'-0"



MECHANICAL EQUIPMENT CURB - TYPICAL ALL SIDES OF ROOF OPENING (2)

SCALE: 3"=1'-0"



PLUMBING VENT PIPE (3)

SCALE: 3"=1'-0"

ROOF PLAN KEYED NOTES:

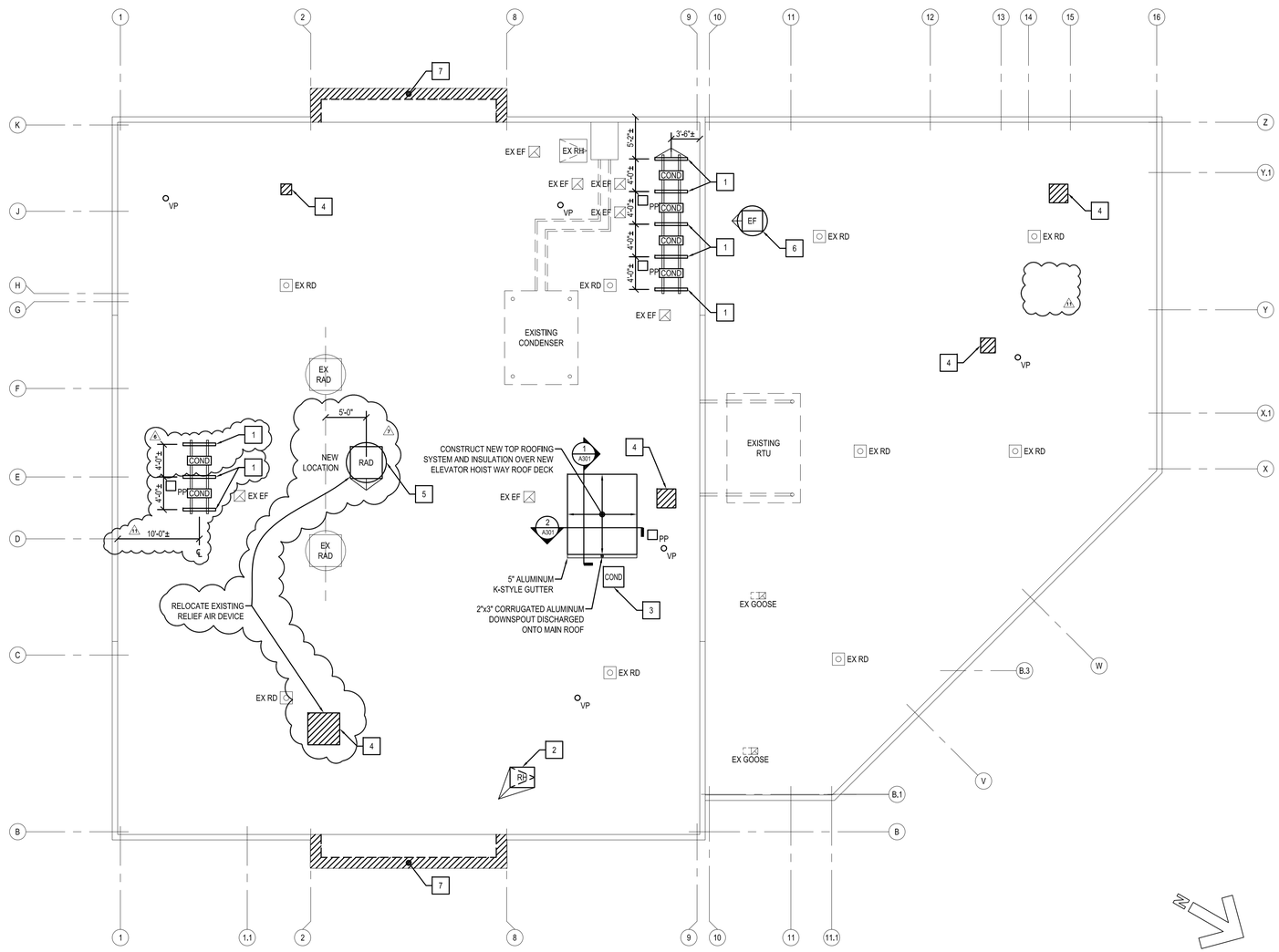
1. CONSTRUCT NEW ROOF CURB CONDENSER DETAIL #2 ON DRAWING A302 AND INSTALL THE CONDENSING UNIT ON THE NEW CURB AT THE PROPER LOCATION. PROVIDE NEW ROOF PITCH POCKET (SEE DETAIL #1 ON A107) FOR THE ELECTRICAL WIRING, REFRIGERANT LINES, AND CONTROL WIRING RACEWAY. CURBS TO BE LOCATED DIRECTLY ABOVE EXISTING STEEL ROOF JOISTS.
2. INSTALL NEW BILCO THERMALLY BROKEN ROOF HATCH TYPE S-50-TB WITH CURB AND BILCO 2.0 SAFETY RAILING SYSTEM RL-2.
3. PROVIDE NEW PREFABRICATED EQUIPMENT CURB AND RELOCATE EXISTING ROOFTOP EQUIPMENT PER MECHANICAL PLANS. (SEE DETAIL #2 ON A302 FOR CURB CONCEPT)
4. PATCH EXISTING ROOF DECK WHERE MECHANICAL EQUIPMENT WAS REMOVED. PATCH ROOF TO MATCH ADJACENT CONSTRUCTION. PATCH ROOF MEMBRANE AS PER MANUFACTURER'S RECOMMENDATIONS.
5. PROVIDE PREFABRICATED STEEL EQUIPMENT CURB AND REINSTALL EXISTING RELIEF AIR DEVICE AS PER MECHANICAL PLANS.
6. INSTALL NEW EXHAUST FAN PER MECHANICAL PLANS AT LOCATION OF PREVIOUSLY DEMOLISHED EXHAUST FAN. PROVIDE NEW CURB WITH TOP OF CURB 12" ABOVE ROOF MEMBRANE.
7. PATCH NEW ROOF EDGE INTO EXISTING TPO ROOF MEMBRANE.

GENERAL ROOFING NOTES:

1. COMPLY WITH EXISTING ROOF MANUFACTURER WARRANTY.
2. PROTECT EXISTING ROOFING.
3. EXTEND EXISTING ROOF TOP VENT PIPES TO MINIMUM 16" ABOVE ROOF MEMBRANE (TO TOP OF PIPE).

LEGEND:

EF	EXHAUST FAN - SEE TYPICAL ROOF CURB DETAIL #2 ON A107
RAD	RELOCATED RELIEF AIR DEVICE - SEE TYPICAL ROOF CURB DETAIL #2 ON A107
RH	ROOF HATCH - SEE TYPICAL ROOF HATCH DETAIL #1 ON A302
COND	CONDENSER UNIT - SEE TYPICAL ROOF CURB CONDENSER DETAIL #2 ON A302
PP	PITCH POCKET - SEE TYPICAL ROOF PITCH POCKET DETAIL #1 ON A107
VP	PLUMBING VENT PIPE - SEE TYPICAL VENT PIPE DETAIL #3 ON A107
EX RD	EXISTING ROOF DRAIN
EX EF	EXISTING EXHAUST FAN
RAD	EXISTING RELIEF AIR DEVICE
EX GOOSE	EXISTING GOOSE NECK VENT



ROOF PLAN

SCALE: 1/8"=1'-0"

gba
gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

"PROFESSIONAL CERTIFICATION.
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 6581, EXPIRATION DATE 05/23/2021."

(C) GANT BRUNNETT ARCHITECTS
ALL REPRODUCTION IS PROHIBITED

CONSULTANTS:

PROJECT:

CITY OF WESTMINSTER
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

PROJ. NO:	20-02
DATE:	6/21/2019
SCALE:	AS NOTED
REV: 1	7/19/19
2	8/23/2019
3	4/27/2020
4	5/22/2020
5	5/22/2020

ROOF PLAN

SHEET NO. 22 OF 116

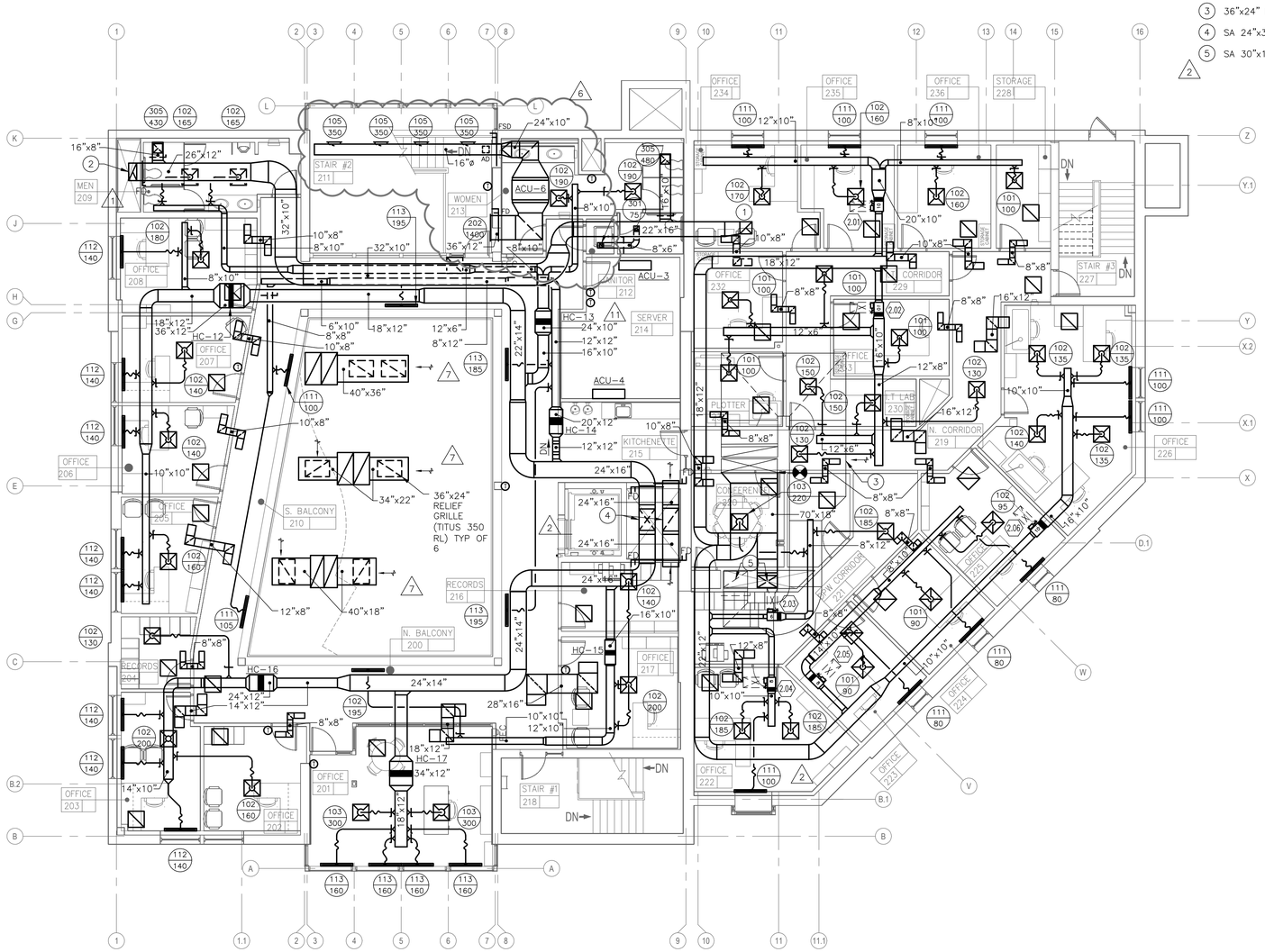
A107

GENERAL NOTES

1. CONTRACTOR MUST VERIFY ALL EXISTING CONDITIONS IN RELATION TO PROPOSED DESIGN PRIOR TO FABRICATION AND INSTALLATION OF ANY MATERIAL. ANY ISSUES MUST BE BROUGHT TO THE ATTENTION OF THE A/E IN A TIMELY MANNER.

DRAWING NOTES:

1. 20"x18" EA UP TO EF-1.
2. 26"x12" EA DN.
3. 36"x24" RA OPENING WITH MESH SCREEN.
4. SA 24"x32" DN. RA 24"x32" DN.
5. SA 30"x18" DN. EX RA 36"x24" DN.



GRAPHIC SCALE

8 4 0 8 16

SCALE: 1/8"=1'-0"
UNIT OF MEASURE: FEET

gba
gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 32486, EXPIRATION DATE 01-06-2020.

CONSULTANTS:

rmf
RMF ENGINEERING, INC.
5520 RESEARCH PARK DR, 3RD FLR
BALTIMORE, MD 21228
P: 410.576-0505 F: 410.385-0327
RMF JOB # 118056.A0

PROJECT: 118056.A0

CITY OF WESTMINSTER ADMINISTRATIVE OFFICES

45 WEST MAIN STREET
WESTMINSTER, MD 21157

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	4 1/29/2020
	5 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

SECOND FLOOR HVAC WORK - NEW

SHEET NO. 57 OF 116

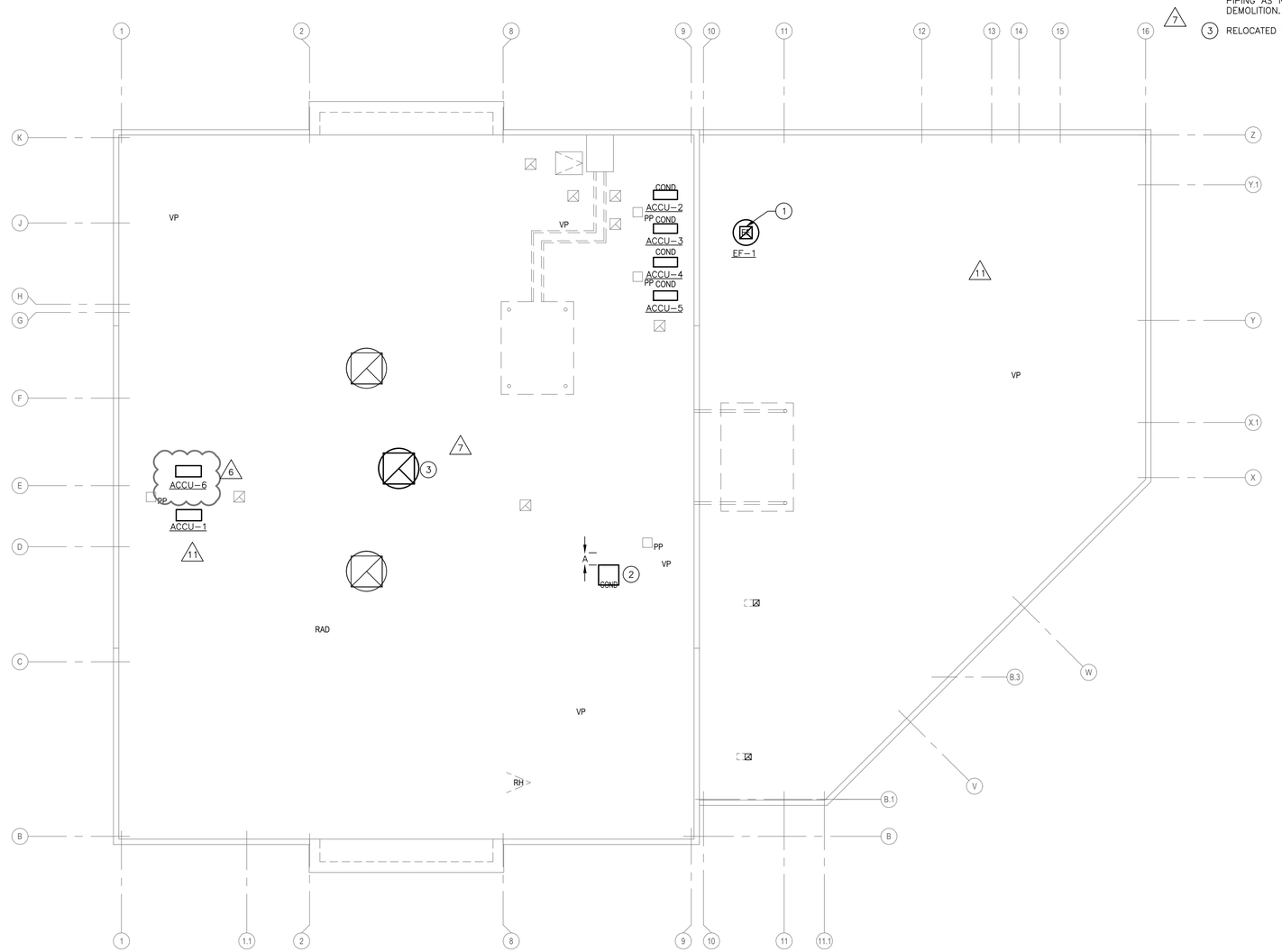
M203

GENERAL NOTES

1. CONTRACTOR MUST VERIFY ALL EXISTING CONDITIONS IN RELATION TO PROPOSED DESIGN PRIOR TO FABRICATION AND INSTALLATION OF ANY MATERIAL. ANY ISSUES MUST BE BROUGHT TO THE ATTENTION OF THE A/E IN A TIMELY MANNER.

DRAWING NOTES:

1. 20"x18" EXHAUST DUCT DN.
2. RELOCATED CONDENSING UNIT (INDOOR EX FCU). INSTALL THE REFRIGERANT PIPING AS NEEDED. MAINTAIN THE SAME DISTANCE A AS MEASURED PRIOR DEMOLITION.
3. RELOCATED RELIEF FAN WITH ROOF CURB, SUPPORTS AND ETC.



GRAPHIC SCALE

8 4 0 8 16

SCALE: 1/8"=1'-0"
UNIT OF MEASURE: FEET

gba
gant·brunnett
ARCHITECTS
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Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

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RMF JOB # 118056.A0

PROJECT: 118056.A0

CITY OF WESTMINSTER ADMINISTRATIVE OFFICES

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	5 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

ROOF HVAC WORK - NEW

SHEET NO. 58 OF 116

M204

SPLIT SYSTEM INDOOR UNIT SCHEDULE

DESIG ACU	SERVICE	FAN DATA CFM HIGH/LOW	UNIT TYPE	COOLING EAT °F DB	COOLING EAT °F WB	COOLING TOTAL MBH	COOLING SENS MBH	HEATING EAT °F DB	HEATING TOTAL MBH	ELECTRICAL V/PH/HZ	ELECTRICAL INDOOR FAN MOTOR W	BASIS OF DESIGN	ASSOCIATED HEAT PUMP	REMARKS
ACU-1	007B TELECOM	593/367	WALL MOUNTED	77	64	15	12.5	64	18.3	230/1/60	33	DAIKIN FTX15	ACCU-1	THE UNIT IS POWERED BY ITS ASSOCIATED OUTDOOR UNIT.
ACU-2	108 IT SERVER	593/367	WALL MOUNTED	77	64	15	12.5	64	18.3	230/1/60	33	DAIKIN FTX15	ACCU-2	THE UNIT IS POWERED BY ITS ASSOCIATED OUTDOOR UNIT.
ACU-3	214 SERVER	890/512	WALL MOUNTED	77	64	31	21	64	34.8	230/1/60	64	DAIKIN FTX30	ACCU-3	THE UNIT IS POWERED BY ITS ASSOCIATED OUTDOOR UNIT.
ACU-4	214 SERVER	890/512	WALL MOUNTED	77	64	31	21	64	34.8	230/1/60	64	DAIKIN FTX30	ACCU-4	THE UNIT IS POWERED BY ITS ASSOCIATED OUTDOOR UNIT.
ACU-5	ELEVATOR RM	890/512	WALL MOUNTED	77	64	31	21	64	34.8	230/1/60	64	DAIKIN FTX30	ACCU-5	THE UNIT IS POWERED BY ITS ASSOCIATED OUTDOOR UNIT.
ACU-6	211 STAIR #2	1000/1400	HORIZONTAL	77	64	41	33	–	–	230/1/60	244	MITSUBISHI PEAD	ACCU-6	THE UNIT IS POWERED BY ITS ASSOCIATED OUTDOOR UNIT.

SPLIT SYSTEM AIR COOLED HEAT PUMP SCHEDULE

DESIG	SERVICE	NOMINAL COOLING MBH	NOMINAL HEATING MBH	COOLING OPERATION RANGE °F DB	HEATING OPERATION RANGE °F WB	OUTDOOR FAN CFM	OUTDOOR FAN No MOTOR	OUTDOOR COIL REFRIG. TYPE	OUTDOOR COIL EFFICIENCY RATING	ELECTRICAL V/PH/HZ	ELECTRICAL MCA	ELECTRICAL RLA	ELECTRICAL MFA	WEIGHT LBS	BASIS OF DESIGN	REMARKS
ACCU-1	ACU-1	15	18	-4-115*	-13-60	2,044	1	R410A	20 SEER	230/1/60	13	11.8	15	108	DAIKIN RXL15	–
ACCU-2	ACU-2	15	18	-4-115*	-13-60	2,044	1	R410A	20 SEER	230/1/60	13	11.8	15	108	DAIKIN RXL15	–
ACCU-3	ACU-3	31.4	34.8	-4-115*	5-65	2,528	1	R410A	17.5 SEER	230/1/60	19.8	18.25	20	133	DAIKIN RX30	–
ACCU-4	ACU-4	31.4	34.8	-4-115*	5-65	2,528	1	R410A	17.5 SEER	230/1/60	19.8	18.25	20	133	DAIKIN RX30	–
ACCU-5	ACU-5	31.4	34.8	-4-115*	5-65	2,528	1	R410A	17.5 SEER	230/1/60	19.8	18.25	20	133	DAIKIN RX30	–
ACCU-6	ACU-6	41	–	-4-115*	–	3,880	1	R410A	16.1 SEER	230/1/60	25	8	30	211	MITSUBISHI PUY	–

NOTES:
1. WITH FIELD SETTINGS AND WIND BAFFLE.

FINNED TUBE RADIATION SCHEDULE

DESIGNATION	SERVICE	CAPACITY BTUH/FT @ EWT (°F)	LENGTH	TOTAL CAPACITY MBH	EWT (°F)	LWT (°F)	GPM @20°F WATER ΔT	MAXIMUM WATER PD FT WG	BASIS OF DESIGN RUNTAL	REMARKS
FT-1	REFER TO FLOOR PLAN	699	4' 0"	2,796	180	160	0.5	0.03	RF-3	B TYPE
FT-2	REFER TO FLOOR PLAN	699	8' 0"	5,592	180	160	0.6	0.03	RF-3	B TYPE
FT-3	REFER TO FLOOR PLAN	699	20' 0"	13,980	180	160	1.4	0.21	RF-3	B TYPE
FT-4	001 STORAGE	699	10' 0"	6,990	180	160	0.7	0.05	RF-3	B TYPE
FT-5	001 STORAGE	699	10' 0"	11,184	180	160	1.1	0.21	RF-3	B TYPE

UNIT HEATER SCHEDULE

DESIGNATION	SERVICE	NOMINAL CFM	CAPACITY MBH @140°F EWT	GPM @20°F WATER ΔT	MAXIMUM WATER PD FT WG	MOTOR HP	RPM	ELECTRICAL V/ø/HZ	BASIS OF DESIGN VULCAN	REMARKS
UH-1	012 SPRINKLER	225	8.0	0.8	0.8	1/10	1050	120/1/60	HV	1

NOTES:
1. UNIT HEATER SHALL HAVE MANUFACTURER SUPPLIED DISCONNECT SWITCH.

VARIABLE VOLUME TERMINAL REHEAT UNIT SCHEDULE

No	SERVING	MAX CFM	MIN CFM	INLET SIZE	OUTLET SIZE	MIN INLET SP INCH WG	MAX NC VALVE @1.0 INCH H_2O INLET SP	HEATING COIL PERFORMANCE EAT °F	LAT °F	BTUH @180°F EWT	MAX H_2O PD FT H_2O	ROWS	GPM @20°F ΔT	REMARKS
B.01	017 BREAK AREA	500	500	8"ø	12x10	0.5	30	65	80	8,100	2.0	2	0.8	
B.02	018 SEMINAR ROOM	1,060	1,060	12"ø	16x15	0.5	30	65	80	17,180	2.0	2	1.8	
B.03	015 N CORR	500	500	8"ø	12x10	0.5	30	65	80	8,100	2.0	2	0.8	
1.01	007 CORR	930	930	10"ø	14x12	0.5	30	65	80	15,070	2.0	2	1.5	
1.02	123, 124, 128 & 129 OFFICE	500	500	8"ø	12x10	0.5	30	65	80	8,100	2.0	2	0.9	
1.03	122 & 131	525	525	8"ø	12x10	0.5	30	65	80	8,510	2.0	2	0.9	
1.04	125 & 118 OFFICE	310	310	6"ø	12x8	0.5	30	65	80	5,030	2.0	2	0.5	
1.05	120, 121 OFFICE & 117	540	540	8"ø	12x10	0.5	30	65	80	8,750	2.0	2	0.9	
1.06	116 & 119 OFFICE	600	600	8"ø	12x10	0.5	30	65	80	9,720	2.0	2	1.0	
2.01	228, 234, 235 & 236 OFFICE	890	890	10"ø	14x12	0.5	30	65	80	14,420	2.0	2	1.5	2
2.02	219, 231, 232, 233 & 230	960	960	10"ø	14x12	0.5	30	65	80	15,560	2.0	2	1.6	
2.03	220 CONFERENCE & 221	405	405	6"ø	12x8	0.5	30	65	80	6,570	2.0	2	0.7	
2.04	222 OFFICE	470	470	8"ø	12x10	0.5	30	65	80	7,620	2.0	2	0.8	
2.05	222 OFFICE	515	515	8"ø	12x10	0.5	30	65	80	8,350	2.0	2	0.9	
2.06	226 OFFICE	745	745	10"ø	14x12	0.5	30	65	80	12,070	2.0	2	1.2	

NOTE:
1. ALL TERMINAL UNIT REHEAT COILS SHALL BE 3-WAY VALVES UNLESS OTHERWISE NOTED.
2. ALL TERMINAL UNIT SHALL BE VAV BOX FOR FUTURE RETROFIT.

DUCT HEATING COIL SCHEDULE

DESIGNATION	SERVICE 2	CFM	APPROXIMATE SIZE LxH (INCH)	MAXIMUM AIR PD INCH WG	EAT °F	LAT °F 2	BTUH @180°F EWT	MAXIMUM WATER PD FT WG	NUMBER OF ROWS	GPM @20°F ΔT	REMARKS 2
HC-1	004, 005 & 002 CORR	705	24x10	0.1	65	80	11430	2.0	2	1.1	
HC-2	006 MULTI PURPOSE	1,110	36x10	0.1	65	80	17,990	2.0	2	1.8	
HC-3	006 MULTI PURPOSE	1,150	34x10	0.1	65	80	18,630	2.0	2	1.9	
HC-4	006B, 011 & 012	890	30x10	0.1	65	80	14,420	2.0	2	1.5	
HC-5	007 CORR	790	20x12	0.1	65	80	12,800	2.0	2	1.3	
HC-6	110 MEN	685	16x12	0.1	65	80	11,100	2.0	2	1.1	
HC-7	102 LOBBY, 103, 104 & 105	1,715	30x20	0.1	65	80	27,790	2.0	2	2.8	
HC-8	112 OFFICE	900	20x16	0.1	65	80	14,580	2.0	2	1.5	
HC-9	102 LOBBY & 113 RECORDS	1,025	30x12	0.1	65	80	16,610	2.0	2	1.7	
HC-10	115 OFFICE	420	14x10	0.1	65	80	6,810	2.0	2	0.7	
HC-11	100 VEST	1,050	24x14	0.1	65	80	17,010	2.0	2	1.7	
HC-12	205, 206, 207, 208 & 209	1,320	36x12	0.1	65	80	21,390	2.0	2	2.2	
HC-13	209 MEN & 213 WOMEN	710	24x10	0.1	65	80	11,510	2.0	2	1.2	
HC-14	210 BALCONY	780	20x12	0.1	65	80	12,640	2.0	2	1.3	2
HC-15	217 OFFICE	535	16x10	0.1	65	80	8,670	2.0	2	0.9	
HC-16	203 & 204 RECORDS	910	24x12	0.1	65	80	14,750	2.0	2	1.5	
HC-17	201 OFFICE	1,240	34x12	0.1	65	80	20,090	2.0	2	2.0	

EXHAUST FAN SCHEDULE

DESIG.	SERVICE	CFM	SP INCH WG	APPROXIMATE RPM	MOTOR HP	DRIVE	ELECTRICAL V/ø/HZ	APPROXIMATE WEIGHT LBS	BASIS OF DESIGN	REMARKS
EF-1	GENERAL EXHAUST	2,500	0.75	1,725	0.75	BELT	230/1/60	124	LOREN COOK 180C6B	–

AIR DEVICE SCHEDULE

No	DUTY	TYPE	CFM	SIZE	BLOW	BASIS OF DESIGN	REMARKS
101	SUPPLY	A	0-100	24"x24"	4-WAY	TITUS TDCA	6"ø NECK
102	SUPPLY	A	105-210	24"x24"	4-WAY	TITUS TDCA	8"ø NECK
103	SUPPLY	A	215-310	24"x24"	4-WAY	TITUS TDCA	10"ø NECK
104	SUPPLY	A	315-435	24"x24"	4-WAY	TITUS TDCA	12"ø NECK
105	SUPPLY	A	0-375	18"x6"	–	TITUS S300FS	W/ ADS AIR EXTRACTOR
111	SUPPLY	B	0-105	48", 3/4"SW, 2 SLOT	–	TITUS ML	8"ø NECK
112	SUPPLY	B	110-140	48", 3/4"SW, 3 SLOT	–	TITUS ML	8"ø NECK
113	SUPPLY	B	145-195	48", 3/4"SW, 4 SLOT	–	TITUS ML	10"ø NECK
201	RETURN	C	1260-1500	24"x24"	–	TITUS 350RL	24"X24"
202	RETURN	C	1400	36"x12"	–	TITUS 350RL	36"x12"
301	EXHAUST	D	0-79	6"X6"	–	TITUS 350RL	6"X6" NECK
302	EXHAUST	D	80-150	8"X8"	–	TITUS 350RL	8"X8" NECK
303	EXHAUST	D	155-235	10"X10"	–	TITUS 350RL	10"X10" NECK
304	EXHAUST	D	240-350	12"X12"	–	TITUS 350RL	12"X12" NECK
305	EXHAUST	D	355-485	14"x14"	–	TITUS 350RL	14"X14" NECK

CABINET UNIT HEATER SCHEDULE

DESIGNATION	SERVICE	NOMINAL CFM	CAPACITY MBH @180°F EWT	GPM @20°F WATER ΔT	MAXIMUM WATER PD FT WG	MOTOR HP	RPM	ELECTRICAL V/ø/HZ	BASIS OF DESIGN VULCAN	REMARKS
CUH-1	001 STAIR #2	720	39.0	4.0	0.27	1/10	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-2	020 STAIR #3	720	39.0	4.0	0.27	1/10	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-3	014 STAIR #1	720	39.0	4.0	0.27	1/10	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-4A	109 STAIR #2	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-4B	109 STAIR #2	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-4C	109 STAIR #2	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-5	004 MEN	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2 3
CUH-6	005 WOMEN	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2 3
CUH-7	005 WOMEN	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2 3
CUH-8	017 BREAK ROOM	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2
CUH-9	015 N CORRIDOR	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2
CUH-10	015 N CORRIDOR	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2
CUH-11	117 WAITING	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 2
CUH-12	101 STAIR #1	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 1 2
CUH-13	21B STAIR #1	230	25.8	2.6	0.5	1/15	1050	115/1/60	TYPE RW	2 ROW COIL 1 2

NOTES:
1. CABINET UNIT HEATER TO FIT THE EXISTING MASONRY OPENINGS.
2. ALL CABINET UNIT HEATERS SHALL HAVE INTEGRAL DISCONNECT SWITCH.
3. CABINET UNIT HEATER SHALL FLUSH WITH THE WALL.

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I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 32488, EXPIRATION DATE 01-06-2020.

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PROJECT: 118056.A0

CITY OF WESTMINSTER
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

PROJ. NO:	20-02
DATE:	6/21/2019
SCALE:	AS NOTED
REVISION:	1 7/19/2019
	2 8/23/2019
	4 1/29/2020
	5 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

MECHANICAL SCHEDULE

SHEET NO. 63 OF 116

M601

ELECTRICAL NOTES

1. SCOPE: FURNISH ALL LABOR, EQUIPMENT AND MATERIALS NECESSARY FOR THE INSTALLATION OF THE COMPLETE ELECTRICAL SYSTEM AS SPECIFIED HEREIN AND SHOWN ON THE CONTRACT DRAWINGS. OUTLINE DESCRIPTION AND DIAGRAMMATIC REPRESENTATION OF SYSTEM OPERATION AND EQUIPMENT DOES NOT LIMIT CONTRACTOR LIABILITY FOR FURNISHING AND INSTALLING COMPLETE AND OPERABLE SYSTEMS.

2. APPLICABLE CODES: THE INSTALLATION SHALL COMPLY WITH THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE AND CODE OF THE LOCAL AUTHORITY HAVING JURISDICTION.

3. PERMITS: THE CONTRACTOR SHALL INCLUDE IN THE BID PRICE THE PAYMENT OF ALL NECESSARY PERMITS. FURNISH THE OWNER PRIOR TO THE FINAL PAYMENT A CERTIFICATE FROM THE ELECTRICAL INSPECTION DEPARTMENT HAVING JURISDICTION CERTIFYING THAT THE ELECTRICAL WORK MEETS ALL REQUIREMENTS OF THE LOCAL INSPECTION AUTHORITIES AND/OR THE NATIONAL BOARD OF FIRE UNDERWRITERS.

4. MATERIALS AND SUBSTITUTIONS: THE CONTRACTOR SHALL SUBMIT A LIST OF ELECTRICAL MATERIAL MANUFACTURERS TO THE OWNER FOR APPROVAL. NO SUBSTITUTIONS WILL BE ALLOWED WITHOUT PERMISSION OF THE OWNER IN WRITING.

5. SCHEDULING: THE CONTRACTOR SHALL COORDINATE WITH THE OWNER FOR ALL SCHEDULING OF WORK.

6. ALL WORK SHALL BE INSTALLED IN A NEAT AND WORKMANLIKE MANNER.

7. THE CONTRACTOR SHALL KEEP THE WORK SITE AND SURROUNDING AREA FREE FROM ACCUMULATION OF WASTE MATERIALS OR RUBBISH GENERATED BY WORK FROM THIS CONTRACT. CONTRACTOR SHALL PROPERLY AND LEGALLY DISPOSE OF ALL MATERIALS.

8. SAFETY: ALL JOB SITE SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN STRICT ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL REQUIREMENTS.

9. GROUNDING: ALL SYSTEMS SHALL BE BONDED AND GROUNDED IN ACCORDANCE WITH THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE, ANY AND ALL LOCAL CODES, THE UTILITY, AND SPECIAL SYSTEMS AND EQUIPMENT AS REQUIRED.

10. THE CONTRACTOR SHALL VISIT THE SITE AND CAREFULLY EXAMINE ALL EXISTING CONDITIONS THAT MAY AFFECT THE BID.

11. EXISTING ELECTRICAL INSTALLATION: ALL EXISTING ELECTRICAL WORK WHICH WILL NOT BE RENDERED OBSOLETE AND WHICH MAY BE DISTURBED DUE TO ANY CHANGES REQUIRED UNDER THIS CONTRACT SHALL BE RESTORED TO ITS ORIGINAL OPERATING CONDITION. OTHER ELECTRICAL MATERIAL OR MATERIAL RENDERED OBSOLETE SHALL BE ABANDONED WHERE CONCEALED AND REMOVED WHERE EXPOSED. OLD UNUSED WIRING AND DEVICES SHALL BE REMOVED FROM ABANDONED (CONCEALED) CONDUITS AND OUTLETS SHALL BE PROVIDED WITH BLANK COVERS. EXCEPT AS OTHERWISE SPECIFIED, ALL DISCONNECTED MATERIAL THAT IS NOT TO BE REUSED SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER.

12. WHERE EXISTING ELECTRICAL WORK INTERFERES WITH NEW WORK AND WHERE SUCH INSTALLATIONS ARE TO REMAIN IN USE, THE INSTALLATIONS SHALL BE DISCONNECTED AND RELOCATED AND/OR RECONNECTED TO COORDINATE WITH NEW WORK AS INDICATED ON THE CONTRACT DRAWINGS AND AS SPECIFIED.

13. THE CONTRACTOR SHALL NOT DISCONTINUE ANY ELECTRICAL SERVICE WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM THE USER AGENCY. THE ELECTRICAL SERVICE OUTAGES SHALL BE KEPT TO A MINIMUM. WRITTEN APPROVAL FOR DISCONNECTING THE SERVICES MAY BE OBTAINED ONLY BY APPLYING IN ADVANCE OF TEN WORKING DAYS. OUTAGES SHALL BE LIMITED TO WEEKEND OR HOLIDAY PERIODS.

14. PROVIDE SUBMITTALS (SHOP DRAWINGS) FOR REVIEW FOR ALL NEW MATERIALS AND EQUIPMENT. PRIOR TO SUBMITTING, CONTRACTOR SHALL REVIEW ALL SUBMITTALS FOR COMPLIANCE WITH CONTRACT DOCUMENTS, CONFLICTS WITH OTHER TRADES, AND CONSTRUCTABILITY. CONTRACTOR SHALL IDENTIFY ANY DEVIATIONS IN SUBMITTALS FROM CONTRACT DOCUMENTS. ENGINEER'S REVIEW OF SUBMITTALS DOES NOT INCLUDE REVIEW OF DIMENSIONS, DETAILS, OR QUANTITIES. REVIEW DOES NOT WAIVE ANY REQUIREMENTS OF CONTRACT DOCUMENTS, INCLUDING REQUIREMENT TO PROVIDE A COMPLETE AND FUNCTIONAL SYSTEM.

15. WHEN MOUNTING ELECTRICAL WORK IN AREAS SUBJECT TO PEDESTRIAN TRAFFIC, CONTRACTOR SHALL MAINTAIN EXISTING HEADROOM CLEARANCES.

16. ALL ELECTRICAL MATERIALS AND EQUIPMENT SHALL BE UL LISTED AND SHALL CONFORM TO FACTORY MUTUAL STANDARDS AS APPLICABLE.

17. UNLESS OTHERWISE INDICATED, ALL HVAC STARTERS, CONTROL DEVICES, CONTROL WIRING AND CONTROL CONDUIT SHALL BE PROVIDED AS REQUIRED UNDER DIVISION 15, ALTHOUGH THEY MAY NOT BE SHOWN ON THE MECHANICAL OR ELECTRICAL DRAWINGS. BRANCH CIRCUIT BREAKERS, POWER WIRING, POWER CONDUIT AND THE LOCAL DISCONNECTING MEANS SHALL BE PROVIDED UNDER DIVISION 26. CIRCUIT BREAKER, WIRING AND CONDUIT SIZES INDICATED ON THE ELECTRICAL DRAWINGS ARE BASED ON SPECIFIC MECHANICAL EQUIPMENT DESIGN SELECTIONS. WHEN THE ACTUAL MECHANICAL EQUIPMENT SUPPLIED HAS DIFFERENT ELECTRICAL REQUIREMENTS, THE DIVISION 15 AND DIVISION 26 INSTALLERS MUST COORDINATE ANY REQUIRED CHANGES. ALL CIRCUIT BREAKERS SERVING HVAC EQUIPMENT SHALL BE HACR RATED. WHEN THE MECHANICAL EQUIPMENT MANUFACTURER REQUIRES FUSE-ONLY PROTECTION, THE LOCAL DISCONNECTING MEANS SHALL BE A FUSED DISCONNECT, FUSED AS PER THE RECOMMENDATION OF THE MANUFACTURER. WHEN DISCONNECTS ARE SHIPPED LOOSE WITH THE MECHANICAL EQUIPMENT, THEY SHALL BE INSTALLED BY THE ELECTRICAL CONTRACTOR. ALL COORDINATION BETWEEN THE DIVISION 15 AND DIVISION 26 INSTALLERS SHALL BE FINALIZED PRIOR TO BID – ALL REQUIRED CHANGES SHALL BE AT NO ADDITIONAL COST TO THE OWNER.

18. ALL ELECTRICAL WORK SHALL BE CONCEALED IN ALL FINISHED AREAS SHOWN ON THE ARCHITECTURAL DRAWINGS.

19. EQUIPMENT LOCATIONS: THE CONTRACTOR SHALL REFER TO THE ARCHITECTURAL DRAWINGS FOR EXACT LIGHT FIXTURE LOCATIONS AND THE MECHANICAL DRAWINGS FOR EXACT MECHANICAL EQUIPMENT LOCATIONS. LOCATIONS OF ALL ELECTRICAL EQUIPMENT & CONDUIT ARE SHOWN DIAGRAMMATICALLY. EXACT LOCATIONS TO BE DETERMINED IN FIELD BY CONTRACTOR.

20. WHERE NEW RECEPTACLES AND SWITCHES ARE SHOWN ON EXISTING WALLS THE CONTRACTOR SHALL CUT THAT WALL, INSTALL DEVICE AND CONDUIT AND REPAIR THE WALL PROPERLY TO ITS ORIGINAL CONDITION.

21. GUARANTEE: THE ENTIRE ELECTRICAL INSTALLATION, MATERIAL AND WORKMANSHIP SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION.

22. SEALING FITTINGS AND APPROVED SEALING COMPOUND SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE. SEAL AROUND ALL CONDUIT PENETRATIONS OF FIRE-RATED WALLS WITH AN APPROVED SEALANT.

23. CONDUIT, FITTINGS, AND JUNCTION BOXES SHALL BE SUITABLE FOR THE AREA CLASSIFICATION IN WHICH THEY ARE TO BE INSTALLED.

24. FIRE ALARM SYSTEM: CONTRACTOR SHALL FURNISH AND INSTALL A COMPLETE AND OPERABLE FIRE ALARM SYSTEM, INCLUDING ALL REQUIRED FIRE ALARM EQUIPMENT, DEVICES, WIRING AND CONDUIT. DEVICES INDICATED ON THE PLAN ARE INTENDED ONLY AS A GUIDE. PROVIDE ALL EQUIPMENT, DEVICES AND WIRING AS REQUIRED FOR A COMPLETE AND FUNCTIONAL SYSTEM WHICH MEETS THE REQUIREMENTS OF THE FIRE PROTECTION CODE OF THE LOCAL AUTHORITY HAVING JURISDICTION. PROVIDE A TEMPORARY FIRE ALARM SYSTEM DURING CONSTRUCTION IF REQUIRED BY LOCAL AUTHORITY HAVING JURISDICTION. COORDINATE WITH CERTIFIED FIRE ALARM CONTRACTOR FOR TYPE AND LOCATION OF DEVICES. CONNECT FIRE ALARM SYSTEM TO ALL NECESSARY BUILDING FIRE SAFETY FUNCTIONS. SUBMIT SIGNED AND SEALED FIRE ALARM SYSTEM DESIGN DOCUMENTS AND SHOP DRAWINGS FOR APPROVAL AS REQUIRED BY SPECIFICATION. ALL COSTS ASSOCIATED WITH THE FIRE ALARM SYSTEM MODIFICATIONS AND ADDITIONS ARE TO BE INCLUDED IN THE CONTRACTOR'S BID PRICE.

POWER SYMBOLS

SYMBOL	DESCRIPTIONS	MH (UON)
	COMBINATION SWITCH AND SIMPLEX RECEPTACLE	48" TOD
	COMBINATION SWITCH AND DUPLEX RECEPTACLE	48" TOD
	SIMPLEX RECEPTACLE	18" CTR
E	DUPLEX RECEPTACLE. 'E' (IF SHOWN) INDICATES CONNECTED TO EMERGENCY CIRCUIT.	18" CTR
	DUPLEX RECEPTACLE, FLOOR MOUNTED	
	SURFACE MOUNTED, DUPLEX RECEPTACLE	18" CTR
	SURFACE MOUNTED, DOUBLE DUPLEX RECEPTACLE	18" CTR
	DUPLEX RECEPTACLE, CEILING MOUNTED	
	SPECIAL RECEPTACLE: L14-30R	18" CTR
	DOUBLE DUPLEX RECEPTACLE	18" CTR
	RECEPTACLE MOUNTED 6" ABOVE BACK SPLASH OR COUNTER	
GFI	GROUND FAULT INTERRUPTER TYPE RECEPTACLE	18" BOD
J	JUNCTION BOX	
E	EQUIPMENT CONNECTION AS NOTED	
H 3	HEATER CONNECTION – NUMBER INDICATES KILOWATTS (3KW)	
	HEATER FAN – CEILING MOUNTED	
CB	ENCLOSED CIRCUIT BREAKER	
	NON-FUSED DISCONNECT SWITCH, 30A, 3P (UNLESS OTHERWISE NOTED)	
(40A)	FUSED DISCONNECT SWITCH – FUSE SIZE AS INDICATED (40A)	
VFC	VARIABLE FREQUENCY CONTROLLER W/FUSED DISCONNECT SWITCH	
5	MOTOR – NUMERALS (IF SHOWN) INDICATE HP	
G 5	GENERATOR – NUMERALS (IF SHOWN) INDICATE KW	
$M	MANUAL MOTOR STARTER WITH THERMAL OVERLOADS	
	PANELBOARD	
	DISTRIBUTION PANELBOARD	
T	TRANSFORMER	
	BUS DUCT OR CABLE TRAY UP OR TOWARDS	
	BUS DUCT OR CABLE TRAY DOWN OR AWAY	
	BUS DUCT, TYPE & SIZE AS INDICATED	
	CONCRETE ENCASED DUCTBANK BELOW GRADE	
	FLEXIBLE CONDUIT	
S	COMBINATION MOTOR STARTER	
4	GROUND ROD	

ELECTRICAL DIAGRAMS

SYMBOL	DESCRIPTIONS
	AUTOMATIC TRANSFER DEVICE
A	METERING DEVICES: A-AMMETER, V-VOLTMETER, PF-POWER FACTOR, HZ-FREQUENCY METER
DM	DIGITAL METER
(50)	FUSE, FUSE SIZE AS INDICATED (50A)
	GROUND CONNECTION
	TRANSFORMER (DELTA – RESISTANCE GROUNDED WYE SHOWN)
K	KIRK KEY INTERLOCK SYSTEM
TRIP FRAME	MOLDED CASE CIRCUIT BREAKER WITH RATINGS AS INDICATED
	SWITCH
	DRAW OUT DEVICE
52	DRAW OUT POWER CIRCUIT BREAKER
CB	ENCLOSED CIRCUIT BREAKER
VFC	VARIABLE FREQUENCY CONTROLLER W/FUSED DISCONNECT SWITCH
2S2W	MOTOR – SINGLE WINDING UNLESS OTHERWISE NOTED: 2S2W = 2 SPEED 2 WINDING 2S1W = 2 SPEED 1 WINDING NUMERALS (IF SHOWN) INDICATE HP
	CONDUCTORS NOT CONNECTED
	CONDUCTORS CONNECTED

ELECTRICAL DRAWING PRESENTATION

SYMBOL	DESCRIPTIONS
2	REVISION NUMBER 2
2	DRAWING NOTE NUMBER 2
22A	EQUIPMENT TAG NUMBER – REFER TO EQUIPMENT SCHEDULE
X XX XX	SECTION/ELEVATION IDENTIFICATION
X XX	PART PLAN AND DETAIL IDENTIFICATION
	EXISTING LINE TYPE
	NEW ELECTRICAL WORK LINE TYPE
	FUTURE ELECTRICAL WORK LINE TYPE
	DEMOLITION LINE TYPE ON DEMOLITION DRAWINGS

LIGHTING SYMBOLS

SYMBOL	DESCRIPTIONS	MH (UON)
$	SINGLE POLE TOGGLE SWITCH	48" TOD
$a	SWITCH – SUBLETTER INDICATES FIXTURES CONTROLLED	48" TOD
$2	DOUBLE POLE TOGGLE SWITCH	48" TOD
$3	THREE-WAY TOGGLE SWITCH (SPDT)	48" TOD
$4	FOUR-WAY TOGGLE SWITCH (DPDT)	48" TOD
$K	KEY OPERATED SWITCH	48" TOD
$3aD	THREE WAY DIMMER SWITCH CONTROLLING FIXTURES INDICATED WITH LOWERCASE a.	48" TOD
$M	MANUAL STARTER WITH OVERLOADS	48" TOD
$V	VACANCY SENSOR SWITCH	48" TOD
$LD	LOW VOLTAGE DIMMER SWITCH	48" TOD
$LV	LOW VOLTAGE CONTROL SWITCH	48" TOD
$T	MANUAL TIME SWITCH	48" TOD
$C	MOMENTARY CONTACT SWITCH	48" TOD
OS	OCCUPANCY SENSOR	
VS	VACANCY SENSOR	
	LIGHTING FIXTURE – RECESSED, SURFACE, OR PENDANT MOUNTED, TYPE AS SPECIFIED	
	FLUORESCENT LIGHTING FIXTURE – 2 BALLAST	
	INDUSTRIAL LIGHTING FIXTURE	
	LIGHTING FIXTURE – WALL MOUNTED, TYPE AS SPECIFIED	
	LIGHTING FIXTURE – RECESSED, SURFACE, OR PENDANT MOUNTED	
	LIGHTING FIXTURE – WALL MOUNTED TYPE AS SPECIFIED	
	LIGHTING FIXTURE ON EMERGENCY OR NIGHT LIGHT CIRCUIT	
	EMERGENCY BATTERY PACK WITH NUMBER OF HEADS INDICATED	
	EXIT SIGN – CEILING OR PENDANT MOUNTED (SHADED PORTION INDICATES FACE)	
	EXIT SIGN – WALL MOUNTED – END, BACK	
	EXIT SIGN WITH DIRECTIONAL ARROWS	
	RACEWAY "UP" OR "TOWARDS"	
	RACEWAY "DOWN" OR "AWAY"	
	CIRCUIT CONCEALED IN WALLS OR CEILING SPACE. CONDUCTORS SHALL BE MINIMUM 2#12 AWG AND 1#12 AWG GROUND IN 3/4" CONDUIT, (UNLESS OTHERWISE NOTED)	
	RACEWAY CONCEALED IN SLAB OR BELOW GRADE.	
	BRANCH CIRCUIT HOMERUN TO PANELBOARD. QUANTITY OF CIRCUITS INDICATED BY ARROWS ( ). NUMBER OF CONDUCTORS SHALL BE MINIMUM 4#12 AWG AND 1#12 AWG GROUND IN 3/4" CONDUIT, (UNLESS OTHERWISE NOTED)	
	RACEWAY RUN EXPOSED. CONDUCTORS SHALL BE MINIMUM 2#12 AWG AND 1#12 AWG IN 3/4" CONDUIT, (UNLESS OTHERWISE NOTED)	
	POLE MOUNTED LIGHT FIXTURE	

SPECIAL SYSTEMS SYMBOLS

SYMBOL	DESCRIPTIONS	MH (UON)
H	HORN TYPE SPEAKER	GENERAL NOTE 5
H	FIRE ALARM FLASHING STROBE LIGHT – WALL MOUNTED	GENERAL NOTE 5
F	FIRE ALARM HORN	GENERAL NOTE 5
F	COMBINATION FIRE ALARM HORN AND FLASHING STROBE LIGHT	GENERAL NOTE 5
FAAP	FIRE ALARM ANNUNCIATOR PANEL	
FACP	FIRE ALARM CONTROL PANEL	
DACT	DIGITAL ALARM COMMUNICATOR TRANSMITTER	
F	FIRE ALARM PULL STATION	48" TOD
	HEAT DETECTOR	
AB	SMOKE DETECTOR (PHOTOELECTRIC), AB INDICATES AUDIBLE BASE, E INDICATES ELEVATOR CONTROLS	
6	DUCT SMOKE DETECTOR	
	FIREMAN'S TELEPHONE JACK	48" TOD
	TELEPHONE OUTLET	18" CTR
	TELEPHONE OUTLET, FLOOR MOUNTED	
	DATA/TELEPHONE OUTLET, UNSHADED AREA = DATA, SHADED AREA = VOICE, NUMERALS INDICATE QUANTITY OF WIRED JACKS	18" CTR
	DATA/TELEPHONE OUTLET, FLOOR MOUNTED, UNSHADED AREA = DATA, SHADED AREA = VOICE, NUMERALS INDICATE QUANTITY OF WIRED JACKS	
	DATA OUTLET, FLOOR MOUNTED	
	DATA OUTLET	
T	DATA/TELEPHONE OUTLET, CEILING MOUNTED	
FS	FLOW SWITCH	
TS	TAMPER SWITCH	

2

GENERAL NOTES:

1. THIS IS A STANDARD SYMBOL LIST, SOME SYMBOLS MAY NOT APPEAR ON THE ACCOMPANYING DRAWINGS.
2. REFER TO SPECIFICATIONS FOR DETAILED REQUIREMENTS.
3. PLAN & SECTION SYMBOLS MAY ALSO BE USED ON RISER DIAGRAMS.
4. ON SINGLE LINE DIAGRAMS FOR 3 PHASE SYSTEMS, DEVICE QUANTITY = 3 UNLESS OTHERWISE NOTED.
5. DEVICE SHALL BE MOUNTED A MINIMUM OF 80" AFF TO BOTTOM OF DEVICE LENS AND BELOW THE FINISHED CEILING OF NOT LESS THAN 6".
6. UNLESS OTHERWISE NOTED ALL INTERIOR CONDUITS AND BOXES SHALL BE CONCEALED.

VOLTAGE DROP

Conductor Length (ft) for 12A Load at 3% voltage drop	
	120V
#12	80
#10	130
#8	200
#6	315

ELECTRICAL ABBREVIATIONS

A, AMP	– AMPERE	KVAR	– KILOVOLT AMPERES REACTIVE
AC	– ALTERNATING CURRENT	KW	– KILOWATTS
A/C	– AIR CONDITIONING	KWH	– KILOWATT HOUR
AFF	– ABOVE FINISHED FLOOR	LA	– LIGHTNING ARRESTOR
AFG	– ABOVE FINAL GRADE	LC	– LIGHTING CONTACTOR
AHU	– AIR HANDLING UNIT	LTG	– LIGHTING
AIC	– AMPS INTERRUPTING CAPACITY	LTNG	– LIGHTNING
ALT	– ALTERNATE	LP	– LIGHTING PANEL
ANN	– ANNUNCIATOR	LRA	– LOCKED ROTOR AMPERES
APPROX	– APPROXIMATELY	MATV	– MASTER ANTENNA TELEVISION
ARCH	– ARCHITECT	MCB	– MAIN CIRCUIT BREAKER
ATC	– AUTOMATIC TEMPERATURE CONTROL	MCC	– MOTOR CONTROL CENTER
		MEH	– METAL HALIDE
ATS	– AUTOMATIC TRANSFER SWITCH	MH	– MANHOLE, MOUNTING HEIGHT
AWG	– AMERICAN WIRE GAUGE	MLO	– MAIN LUGS ONLY
BAS	– BUILDING AUTOMATION SYSTEM	MSP	– MOTOR STARTER PANEL
BFC	– BELOW FINISHED CEILING	MTD	– MOUNTED
BFG	– BELOW FINISHED GRADE	MV	– MERCURY VAPOR
BLDG	– BUILDING	NC	– NORMALLY CLOSED
BOD	– BOTTOM OF DEVICE	NEC	– NATIONAL ELECTRICAL CODE
C, CND	– CONDUIT	NFSS	– NON-FUSED SAFETY SWITCH
CATV	– CABLE TELEVISION	NO	– NUMBER, NORMALLY OPEN
CB	– CIRCUIT BREAKER	OC	– ON CENTER
CCTV	– CLOSED CIRCUIT TELEVISION	OFCI	– OWNER FURNISHED CONTRACTOR INSTALLED
CKT	– CIRCUIT		
CL	– CURRENT LIMITING	OFOI	– OWNER FURNISHED OWNER INSTALLED
CLG	– CEILING		
CONN	– CONNECT	OH	– OVERHEAD
CPT	– CONTROL POWER TRANSFORMER	Ø, PH	– PHASE
CT	– CURRENT TRANSFORMER	P	– POLE
CTR	– CENTER	PB	– PUSHBUTTON
CU,CO	– COPPER	PF	– POWER FACTOR
CX	– CONNECT TO EXISTING	PFCC	– POWER FACTOR CORRECTION CAPACITOR
DC	– DIRECT CURRENT		
DISC	– DISCONNECT	PL	– PILOT LIGHT
DN	– DOWN	PLC	– PROGRAMMABLE LIGHTING CONTROL
DP	– DISTRIBUTION PANEL	PNL	– PANEL
DPST	– DOUBLE POLE SINGLE THROW	PP	– POWER PANEL
DPDT	– DOUBLE POLE DOUBLE THROW	PR	– PAIR
DT	– DOUBLE THROW	PT	– POTENTIAL TRANSFORMER
DWG	– DRAWING	PVC	– POLYVINYL CHLORIDE
E, EMERG	– EMERGENCY	Pp	– PUMP
EA	– EACH	QTY	– QUANTITY
EC	– EMPTY CONDUIT	RCS	– REMOTE CONTROL SWITCH
EF	– EXHAUST FAN	REC, RECPT	– RECEPTACLE
EH	– ELECTRIC HEATER	REQ'D	– REQUIRED
ELEC	– ELECTRIC	RFI	– RADIO FREQUENCY INTERFERENCE
ELEV	– ELEVATION	RGS	– RIGID GALVANIZED STEEL
ETR	– EXISTING TO REMAIN	RLA	– RUNNING LOAD AMPERES
EX	– EXISTING	RM	– ROOM
EXP	– EXPOSED	RVAT	– REDUCED VOLTAGE AUTO TRANSFORMER
EWC	– ELECTRIC WATER COOLER	RX	– REMOVE EXISTING
FR	– FRAME	SC	– SURGE CAPACITOR
FA	– FIRE ALARM	SEC	– SECONDARY
FAAP	– FIRE ALARM ANNUNCIATOR PANEL	SN, S/N	– SOLID NEUTRAL
FACP	– FIRE ALARM CONTROL PANEL	SP	– SURGE PROTECTION
FBO	– FURNISHED BY OTHERS	SPDT	– SINGLE POLE DOUBLE THROW
FC	– FAN COIL	SS	– SAFETY SWITCH
FDR	– FEEDER	SST	– SOLID STATE
FLA	– FULL LOAD AMPERES	ST	– SINGLE THROW
FLR	– FLOOR	SW	– SWITCH
FU	– FUSED AND FUSIBLE	SWBD	– SWITCHBOARD
FUSS	– FUSED SAFETY SWITCH	TBR	– TO BE REMOVED
FVR	– FULL VOLTAGE REVERSING	TC	– TIME CLOCK
FVNR	– FULL VOLTAGE NON-REVERSING	TEL, TELE	– TELEPHONE
GEN	– GENERATOR, GENERAL	TOD	– TOP OF DEVICE
GFI	– GROUND FAULT INTERRUPTER	TRANS/XFMR	– TRANSFORMER
GFR	– GROUND FAULT RELAY	TH	– TUNGSTEN HALOGEN
GRD	– GROUND	TTB	– TELEPHONE TERMINAL BOARD
GRS	– GALVANIZED RIGID STEEL	TW	– TWISTED
HID	– HIGH INTENSITY DISCHARGE	TYP	– TYPICAL
HOA	– HAND-OFF-AUTOMATIC	UG	– UNDERGROUND
HP	– HORSEPOWER	UH	– UNIT HEATER
HPS	– HIGH PRESSURE SODIUM	UON	– UNLESS OTHERWISE NOTED
HTR	– HEATER	V	– VOLTS
HV	– HIGH VOLTAGE	VFC	– VARIABLE FREQUENCY CONTROLLER
HZ	– HERTZ	W	– WATTS, WIRE
IG	– ISOLATED GROUND	W/	– WITH
JB	– JUNCTION BOX	WP	– WEATHER-PROOF
KCMIL	– THOUSAND CIRCULAR MILS	XP	– EXPLOSION PROOF
KV	– KILOVOLTS	2S1W	– 2 SPEED SINGLE WINDING
KVA	– KILOVOLT AMPERES	2S2W	– 2 SPEED DOUBLE WINDING

EQUIPMENT DESIGNATIONS

DESIGNATION	DESCRIPTIONS
SWGR	SWITCHGEAR
SWBD	SWITCHBOARD
PNL	PANELBOARD
MCC	MOTOR CONTROL CENTER
XFMR	TRANSFORMER

CIRCUIT DESIGNATIONS

LIGHTING — A # a

FIXTURE TYPE
*CIRCUIT DESIGNATION
SWITCH DESIGNATION

POWER — #

*CIRCUIT DESIGNATION

* SEE NOTES FOR PANEL DESIGNATIONS FOR EACH AREA.

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I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 48196, EXPIRATION DATE 01-07-2022.

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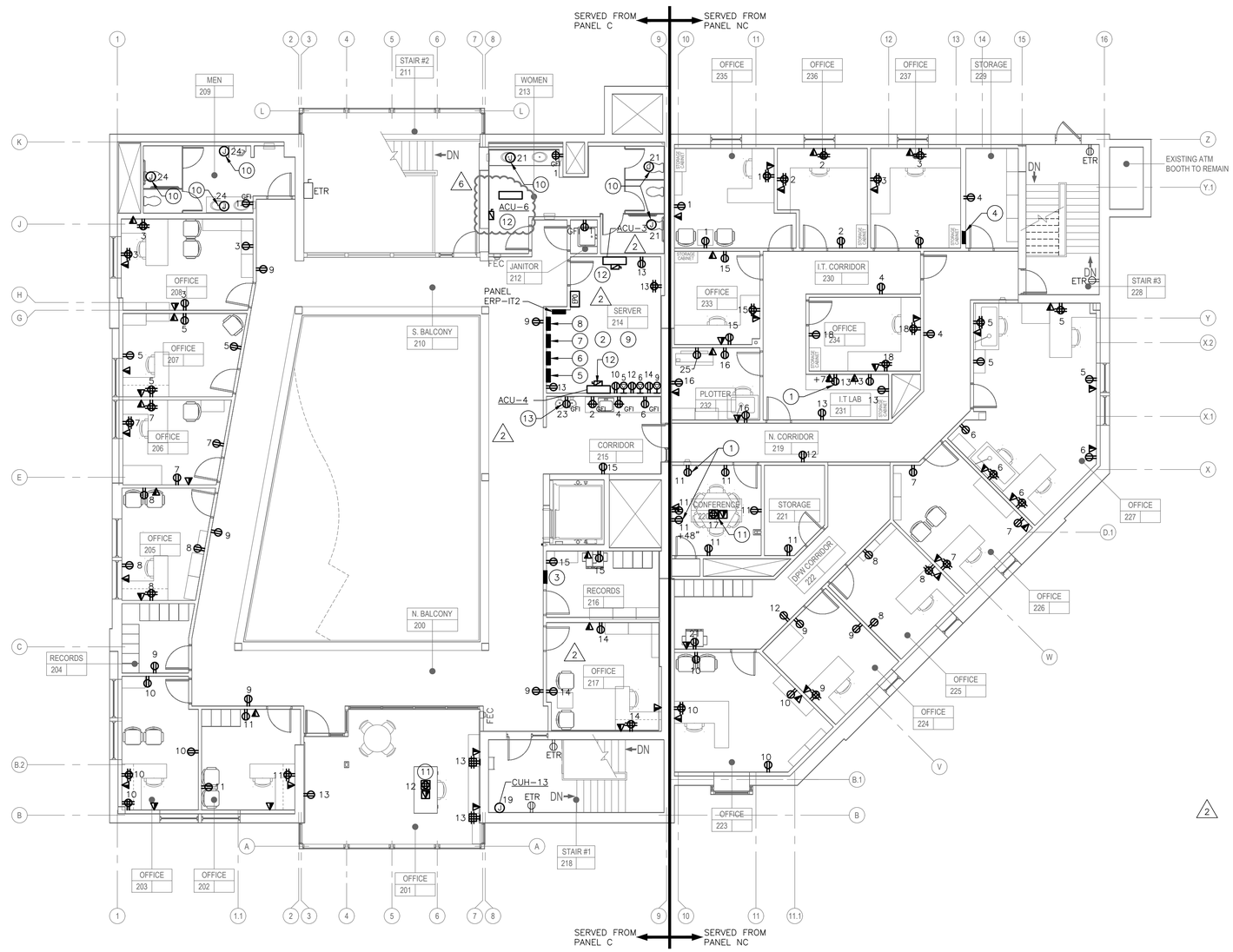
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

PROJ. NO:	20-02
DATE:	6/21/2019
SCALE:	AS NOTED
REVISION:	1 7/19/2019
	2 8/23/2019
	4 1/29/2020
	5 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

ELECTRICAL LEGEND AND ABBREVIATIONS

SHEET NO. 86 OF 116

E001



SECOND FLOOR PLAN – POWER – NEW WORK

SCALE: 1/8"=1'-0"

GENERAL NOTES:

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO PERFORMING ANY WORK.
2. COORDINATE EXACT RECEPTACLE MOUNTING HEIGHTS AND LOCATIONS FOR ALL EQUIPMENT WITH TENANT AND ARCHITECT PRIOR TO ROUGH-IN.
3. CIRCUIT NUMBERS INDICATED ARE PROVIDED FOR REFERENCE AND TO INDICATE GROUPINGS ONLY. CONTRACTOR SHALL FIELD VERIFY WHICH CIRCUIT BREAKERS ARE EXISTING SPARE OR MADE AVAILABLE THROUGH DEMOLITION.
4. ALL WIRING LOCATED IN OPEN CEILING SPACES SHALL BE RUN IN CONDUIT.
5. FOR ALL EMPTY CONDUIT, PROVIDE PULL STRING WITH MINIMUM 200LB. TENSILE STRENGTH.
6. LABEL ALL EMPTY CONDUITS AT BOTH ENDS, DENOTING LOCATION OF OPPOSITE END.

DRAWING NOTES:

1. COORDINATE EXACT LOCATION OF RECEPTACLE SERVING TV IN ROOM WITH OWNER AND IT CONTRACTOR PRIOR TO INSTALLATION.
2. COORDINATE EXACT PANEL AND ALL RECEPTACLES SERVING IT EQUIPMENT WITHIN THIS ROOM WITH IT CONTRACTOR PRIOR TO INSTALLATION AND TO MAINTAIN NEC CLEARANCES.
3. EXTEND EXISTING BRANCH CIRCUITING ASSOCIATED WITH EXISTING TO REMAIN CIRCUITS FROM DEMOLISHED PANEL "C" AND "L2".
4. EXTEND EXISTING FEEDER AS NECESSARY FROM DEMOLISHED PANEL "NC". EXTEND AND RECONNECT EXISTING TO REMAIN BRANCH CIRCUITING ASSOCIATED WITH WITH DEMOLISHED PANEL "NC" INDICATED ON DRAWING ED103.
5. EMERGENCY CONNECTION FOR ACCESS SYSTEM CONTROL PANEL. CONNECT TO PANEL "ERP-IT2" CIRCUIT #15.
6. CONNECTION FOR INTRUSION DETECTION SYSTEM CONTROL PANEL. CONNECT TO PANEL "ERP-IT2" CIRCUIT #16.
7. CONNECTION FOR PUBLIC SAFETY DISTRIBUTIVE ANTENNA SYSTEM BOOSTER PANEL. CONNECT TO PANEL "EDP-LS" CIRCUIT #9.
8. CONNECTION FOR CELLULAR DISTRIBUTIVE ANTENNA SYSTEM BOOSTER PANEL. CONNECT TO PANEL "ERP-IT2" CIRCUIT #18.
9. CIRCUIT RECEPTACLES IN THIS ROOM TO PANEL "ERP-IT2".
10. PROVIDE ELECTRICAL CONNECTION TO LAVATORY AND SINK CONTROLLERS PER MANUFACTURER REQUIREMENTS. COORDINATE EXACT LOCATION WITH MANUFACTURER AND PLUMBING CONTRACTOR PRIOR TO INSTALLATION.
11. PROVIDE FLOOR MOUNTED FIRE-RATED POKE-THRU DEVICE FOR POWER AND IT. COORDINATE EXACT REQUIREMENTS WITH IT CONTRACTOR.
12. PROVIDE 2P, 240V, 30A FUSED DISCONNECT WITH 15A FUSES IN NEMA 1 ENCLOSURE. ACU SHALL BE FED FROM RESPECTIVE ACCU. REFER TO DRAWING E104 FOR ADDITIONAL INFORMATION.
13. PROVIDE CONNECTION TO WATER FOUNTAIN AND COORDINATE EXACT LOCATION AND REQUIREMENTS WITH MANUFACTURER PRIOR TO INSTALLATION.

GRAPHIC SCALE
8 4 0 8 16
SCALE: 1/8"=1'-0"
UNIT OF MEASURE: FEET

gba
gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 46196, EXPIRATION DATE 01-07-2022.

CONSULTANTS:

rmf
RMF ENGINEERING, INC.
5520 RESEARCH PARK DR, 3RD FLR
BALTIMORE, MD 21228
P: 410.576-0505 F: 410.385-0327
RMF JOB # 118056.A0

PROJECT: 118056.A0

CITY OF WESTMINSTER
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

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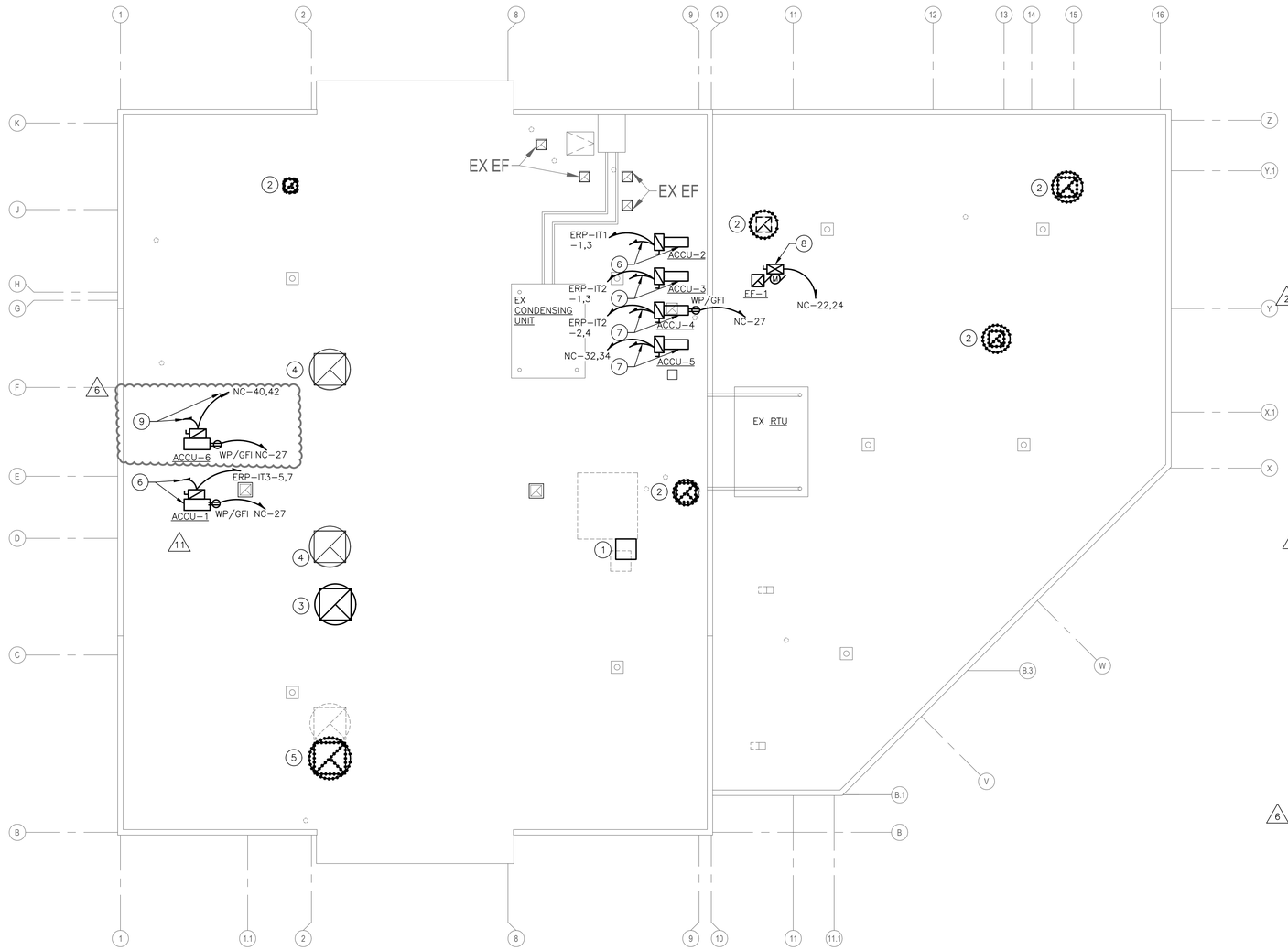
SECOND FLOOR PLAN
POWER
NEW WORK

SHEET NO. 94 OF 116

E103



ROOF PLAN – POWER

SCALE: 1/8"=1'-0"

GENERAL NOTES

1. COORDINATE ALL ELECTRICAL OUTAGES WITH THE OWNER AT LEAST FOURTEEN (14) WORKING DAYS IN ADVANCE OF THE REQUIRED OUTAGE. PERFORM ALL OUTAGES IN ACCORDANCE WITH THE OWNERS SCHEDULE.
2. PRIOR TO THE COMMENCEMENT OF DEMOLITION, COORDINATE ALL ITEMS TO BE DEMOLISHED WITH THE OWNER. ALL ELECTRICAL EQUIPMENT REQUESTED TO BE RETAINED BY THE OWNER SHALL BE REMOVED IN ITS ENTIRETY AND PLACED IN OWNERS ON-SITE STORAGE WHERE DIRECTED BY THE OWNER. ALL OTHER ELECTRICAL EQUIPMENT SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE EXPEDITIOUSLY REMOVED FROM THE PROJECT SITE.
3. REMOVE ALL ASSOCIATED ELECTRICAL EQUIPMENT IN ITS ENTIRETY; OUTLET BOXES, JUNCTION BOXES, HANGERS, SUPPORTS, STRAPS, ETC, ASSOCIATED WITH EACH PIECE OF ELECTRICAL EQUIPMENT DEMOLISHED.
4. RECONNECT CIRCUITS AS REQUIRED TO MAINTAIN CONTINUITY TO EXISTING DEVICES AND EQUIPMENT NOTED TO REMAIN.
5. MAINTAIN AND RESTORE, IF INTERRUPTED, ALL CONDUITS AND FEEDERS PASSING THROUGH RENOVATED AREAS AND SERVING UNDISTURBED AREAS.

DEMOLITION NOTES:

1. EXISTING CONDITIONS SUCH AS LIGHTING, RECEPTACLES, ETC. WERE OBTAINED FROM AVAILABLE RECORD DRAWINGS AND FIELD SURVEYS AND ARE NOT WARRANTED TO BE COMPLETE OR CORRECT. CONTRACTOR SHALL VERIFY EXACT LOCATION OF ALL ELECTRICAL ITEMS IN THE FIELD PRIOR TO THE START OF ANY WORK.
2. SHOULD THE CONTRACTOR ENCOUNTER ANY MAJOR ELECTRICAL ITEMS, I.E. PANELS, FEEDERS, JUNCTION BOXES ETC. WHICH ARE NOT ADDRESSED ON THE DRAWINGS, HE SHALL BRING THEM TO THE ATTENTION OF THE ENGINEER. THE ENGINEER WILL REVIEW THE ITEM IN QUESTION AND GIVE THE NECESSARY DIRECTION.
3. THE OWNER SHALL BE GIVEN A FIRST RIGHT OF REFUSAL FOR ALL ELECTRICAL EQUIPMENT WHICH IS TO BE REMOVED. ALL ELECTRICAL EQUIPMENT WHICH IS DESIRED BY THE OWNER SHALL BE STORED ON THE SITE WHERE DIRECTED BY THE OWNER. THE CONTRACTOR SHALL PROMPTLY DISPOSE OF ALL ELECTRICAL ITEMS WHICH ARE REMOVED AND THE OWNER DOES NOT WANT TO KEEP.

DRAWING NOTES

2 (1) EXISTING CONDENSING UNIT (INDOOR UNIT EX FCU) TO BE RELOCATED BY MECHANICAL CONTRACTOR PER SHEETS MD204 AND M204. EXTEND EXISTING ELECTRICAL CONNECTION AS NECESSARY.

(2) RX EXHAUST FAN AND ALL ELECTRICAL EQUIPMENT AND CONNECTIONS BACK TO SOURCE. NOTE RESPECTIVE BREAKER AS SPARE.

(3) RELOCATED EXISTING RELIEF FAN. REINSTALL EXISTING ELECTRICAL CONNECTION, EXTEND CONDUIT AND WIRING FROM DEMOLITION PHASE AS NECESSARY.

(4) EXISTING TO REMAIN RELIEF FAN.

(5) EXISTING LOCATION OF RELIEF FAN TO BE RELOCATED.

(6) PROVIDE 2P, 240V, 30A FUSED DISCONNECT WITH 15A FUSES IN NEMA 3R ENCLOSURE. PROVIDE (2) #12 AND #12 GND IN 3/4" C. BETWEEN ACCU AND RESPECTIVE ACU.

(7) PROVIDE 2P, 240V, 30A FUSED DISCONNECT WITH 20A FUSES IN NEMA 3R ENCLOSURE. PROVIDE (2) #12 AND #12 GND IN 3/4" C. BETWEEN ACCU AND RESPECTIVE ACU.

(8) PROVIDE 2P, 30A, 240V, COMBINATION MOTOR STARTER FUSED DISCONNECT FOR NEMA 1 MOTOR STARTER AND 15A FUSES IN NEMA 3R ENCLOSURE FOR EF-1.

6 (9) PROVIDE 2P, 240V, 60A FUSED DISCONNECT WITH 35A FUSES IN NEMA 3 ENCLOSURE. PROVIDE (2)#12 AND #12 GROUND IN 3/4" CONDUIT BETWEEN ACCU AND RESPECTIVE ACU.

GRAPHIC SCALE

8 4 0 8 16

SCALE: 1/8"=1'-0"
UNIT OF MEASURE: FEET

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ROOF PLAN - POWER

SHEET NO. 95 OF 116

E104

PANEL NO.: EX. PANEL "NB"
USAGE: DISTRIBUTION
LOCATION: 1ST FLOOR CORRIDOR
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 225A
MAIN CB AMPS: MLO
AIC RATING: 12,382 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "MDP"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #		CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	6.0	REC. RM 127		1	20	1	A	2	20	1		REC. RM 129	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 131, CORR. 133		1	20	3	B	4	20	1		REC. RM 132	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	7.5	REC. RM 130		1	20	5	A	6	20	1		REC. RM 128	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	7.5	REC. RM 126		1	20	7	B	8	20	1		REC. RM 125	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 123		1	20	9	A	10	20	1		REC. RM 122	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 121		1	20	11	B	12	20	1		REC. RM 120	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	4.5	REC. CORRIDOR 118		1	20	13	A	14	20	1		REC. RM 117	4.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	3.0	REC/HEATER - STACK A		1	20	15	B	16	20	1		REC. CONF. RM 119	6.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	3.0	REC. RM 126		1	20	17	A	18	20	1		CORRIDOR LIGHTING	1.3	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	LIGHTING		1	20	19	B	20	20	1		CORRIDOR PRINTER	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	2.0	CUH-11		1	15	21	A	22	20	1		EXTERIOR GFI REC.	3.0	1	#12	#12	#12	3/4"
					0.0	SPARE		1	20	23	B	24	20	1		SPARE	0.0					
					0.0	SPARE		1	20	25	A	26	20	1		SPARE	0.0					
					0.0	SPARE		1	20	27	B	28	20	1		SPARE	0.0					
					0.0	SPARE		1	20	29	A	30	20	1		SPARE	0.0					
					0.0	SPARE		1	20	31	B	32	20	1		SPARE	0.0					
					0.0	SPARE		1	20	33	A	34	20	1		SPARE	0.0					
					0.0	SPARE		1	20	35	B	36	20	1		SPARE	0.0					
1	#12	#12	#12	3/4"	5.0	VAULT VENTILATOR		1	20	37	A	38	20	1		AUTOMATIC TELLER MACHINE	8.3	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	7.5	RADIANT HEATING		2	20	39	B	40	20	1		SPARE	0.0					
					7.5					41	A	42	20	1		SPARE	0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	14.94	code	12.47
MOTORS	0.336	100%	0.336
LIGHTS (INT.)	1.134	125%	1.417
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	2.6	100%	2.6
HVAC (COOL)	0	100%	0
VENTILATION	0.6	100%	0.6
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	1	100%	1
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	21 KVA		19 KVA
TOTAL AMPS	87 AMPS		78 AMPS

PANEL NOTES:
1 . PROVIDE GROUND BUS
2 . PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3 . ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE
4 . ALL BOLD TYPE TEXT INDICATES NEW TO BE PROVIDED

PANEL NO.: PANEL "NC"
USAGE: DISTRIBUTION
LOCATION: ELECTRICAL ROOM
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 225A
MAIN CB AMPS: MLO
AIC RATING: 12,382 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: RECESSED
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "MDP"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #		CKT #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	6.0	REC. RM 235		-	20	1	A	2	20	1		REC. RM 236	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	7.5	REC. RM 237		-	20	3	B	4	20	1		REC. RM 229,230	4.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 227		-	20	5	A	6	20	1		REC. RM 227	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	10.0	REC. RM 226		-	20	7	B	8	20	1		REC. RM. 225	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 224		-	20	9	A	10	20	1		REC. RM 223	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 220		-	20	11	B	12	20	1		REC. RM 222,219	6.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 233		-	20	13	A	14	20	1		REC. RM 232	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	7.5	REC. RM 233		-	20	15	B	16	20	1		REC. RM 232 PLOTTER	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	3.0	FLOOR REC. ROOM 220		-	20	17	A	18	20	1		REC. RM 234	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	1.1	CORRIDOR LIGHTING		-	20	19	B	20	20	1		LIGHTING	8.8	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	3.0	CORRIDOR PRINTER		-	20	21	A	22	15	2		EF-1	6.9	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	1.0	EXTERIOR LIGHTING		-	20	23	B	24					6.9					
1	#12	#12	#12	3/4"	4.2	PLOTTER 232		-	20	25	A	26	20	1		SPARE	0.0					
1	#12	#12	#12	3/4"	7.9	ROOF RECEPTACLES		-	20	27	B	28	20	1		SPARE	0.0					
					0.0	SPARE		-	20	29	A	30	20	1		SPARE	0.0					
					0.0	SPARE		-	20	31	B	32	20	2		ACU-3/ACCU-3	19.8	1	#12	#12	#12	3/4"
					0.0	SPARE		-	20	33	A	34					19.8					
1	#12	#12	#12	3/4"	4.2	ATM ROOM		-	20	35	B	36	20	2		SPACE HEATER	5.4	1	#12	#12	#12	3/4"
					4.2			-	20	37	A	38					5.4					
					0.0	SPARE		-	20	39	B	40	35	2		ACCU/ACU-6	3.1	1	#8		#10	3/4"
					0.0	SPARE		-	20	41	A	42					3.1		#8			
					0.0	SPARE		-	20	43	B	44	20	1		SPARE	0.0					
					0.0	SPARE		-	20	45	A	46	20	1		SPARE	0.0					
					0.0	SPARE		-	20	47	B	48	20	1		SPARE	0.0					
					0.0	SPARE		-	20	49	A	50	20	1		SPARE	0.0					
					0.0	SPARE		-	20	51	B	52	20	1		SPARE	0.0					
					0.0	SPARE		-	20	53	A	54	20	1		SPARE	0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	15.108	code	12.554
MOTORS	0	100%	0
LIGHTS (INT.)	1.2	125%	1.5
LIGHTS (EXT.)	0.12	125%	0.15
HVAC (HEAT)	1.295	100%	1.295
HVAC (COOL)	0	100%	0
VENTILATION	1.66	100%	1.66
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	6.982	100%	6.982
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	26 KVA		24 KVA
TOTAL AMPS	110 AMPS		101 AMPS

PANEL NOTES:
1 . PROVIDE GROUND BUS
2 . PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3 . ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL NO.: PANEL "C"
USAGE: DISTRIBUTION
LOCATION: JANITOR CLOSET 2ND FLOOR
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 225A
MAIN CB AMPS: MLO
AIC RATING: 12,382 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: RECESSED
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "MDP"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #		CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	4.5	GFI REC. RM 209,213,212	4	1	20	1	A	2	20	1		REC. RM 215 REFRIG.	1.8	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 208		1	20	3	B	4	20	1		REC. RM 215 MICROWAVE	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 207		1	20	5	A	6	20	1		REC. RM 215 COFFEE MAKER	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 206		1	20	7	B	8	20	1		REC RM 205	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 200,204,210		1	20	9	A	10	20	1		REC RM 203	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 202		1	20	11	B	12	20	1		FLOOR REC. RM 201	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	4.5	REC. RM 201		1	20	13	A	14	20	1		REC. RM 217	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 215,216		1	20	15	B	16	20	1		CORRIDOR LIGHTING	2.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	7.6	LIGHTING		1	20	17	A	18	20	1	4	GFI/WP REC. ON ROOF	1.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	2.8	CUH-13		1	15	19	B	20	20	1		EXTERIOR LIGHTING	0.3	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	2.1	LAVATORY/SINK CONNECTIONS		1	20	21	A	22	20	1		UNIT HEATERS SOUTH STAIRWAY	8.3	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	3.3	WATER FOUNTAINS KIT. 213		1	20	23	B	24	20	1		LAVATORY/SINK CONNECTIONS	2.1	1	#12	#12	#12	3/4"
					0.0	SPARE		1	20	25	A	26	20	1		SPARE	0.0					
					0.0	SPARE		1	20	27	B	28	20	1		SPARE	0.0					
					0.0	SPARE		1	20	29	A	30	20	1		SPARE	0.0					
					0.0	SPARE		1	20	31	B	32	20	1		SPARE	0.0					
					0.0	SPARE		1	20	33	A	34	20	1		SPARE	0.0					
					0.0	SPARE		1	20	35	B	36	20	1		SPARE	0.0					
					0.0	SPARE		1	20	37	A	38	20	1		SPARE	0.0					
					0.0	SPARE		1	20	39	B	40	20	1		SPARE	0.0					
					0.0	SPARE		1	20	41	A	42	20	1		SPARE	0.0					
					0.0	SPARE		1	20	43	B	44	20	1		SPARE	0.0					
					0.0	SPARE		1	20	45	A	46	20	1		SPARE	0.0					
					0.0	SPARE		1	20	47	B	48	20	1		SPARE	0.0					
					0.0	SPARE		1	20	49	A	50	20	1		SPARE	0.0					
					0.0	SPARE		1	20	51	B	52	20	1		SPARE	0.0					
					0.0	SPARE		1	20	53	A	54	20	1		SPARE	0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	12.28	code	11.14
MOTORS	0.336	100%	0.336
LIGHTS (INT.)	1.131	125%	1.4375
LIGHTS (EXT.)	0.036	125%	0.045
HVAC (HEAT)	1	100%	1
HVAC (COOL)	0	100%	0
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	0.5	100%	0.5
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	15 KVA		14 KVA
TOTAL AMPS	64 AMPS		60 AMPS

PANEL NOTES:
1 . PROVIDE GROUND BUS
2 . PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3 . ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL NO.: PANEL "B"
USAGE: DISTRIBUTION
LOCATION: OUTSIDE MEN'S BATHROOM 1ST FLOOR
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 225A
MAIN CB AMPS: MLO
AIC RATING: 12,382 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: RECESSED
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "MDP"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #		CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	4.5	CFI REC RM 106, 110, 111	4	1	20	1	A	2	20	1	4	GFI REC. 105	3.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	1.5	REFRIGERATOR 112		1	20	3	B	4	20	1		REC. RM 104	6.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.7	UNIT HEATER SOUTH ENTRANCE		1	20	5	A	6	20	1		REC. CONF RM 107	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	5.0	1. EXC(FAN ABOVE VAULT)		1	20	7	B	8	20	1		FLOOR REC. RM 107, 103	9.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. RM 114,102		1	20	9	A	10	20	1		REC. CONF RM 103	10.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 115		1	20	11	B	12	20	1		REC. RM 102,100	7.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	9.0	REC. 102		1	20	13	A	14	20	1		UNKNOWN	4.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	5.8	VAULT VENTILATION		1	20	15	B	16	20	1		CORRIDOR LIGHTING	5.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM 102		1	20	17	A	18	20	1		LIGHTING	9.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	8.0	REC. RM 116		1	20	19	B	20	20	1		SPARE	3.0					
1	#12	#12	#12	3/4"	4.2	UNKNOWN		1	20	21	A	22	20	1		FRONT WEATHERPROOF REC	4.5	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	8.0	REC. RM 102		1	20	23	B	24	20	1		LAVATORY/SINK CONNECTIONS	3.8	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	8.4	CUH-12, CUH-4A, CUH-4B		1	15	25	A	26	20	1		UNIT HEATER NORTH ENTRANCE	6.7	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	1.5	REC. RM 112		1	20	27	B	28	30	2		SPARE	0.0					
1	#12	#12	#12	3/4"	3.8	LAVATORY/SINK CONNECTIONS		1	20	29	A	30					0.0					
1	#12	#12	#12	3/4"	8.0	REC. RM 107		1	20	31	B	32	20	1		PRINTER RM 114	3.0	1	#12	#12	#12	3/4"
					0.0	SPARE		1	20	33	A	34	20	1		SPARE	0.0					
					0.0	SPARE		1	20	35	B	36	20	1		SPARE	0.0					
					0.0	SPARE		1	20	37	A	38	20	1		SPARE	0.0					
					0.0	SPARE		1	20	39	B	40	20	1		SPARE	0.0					
					0.0	SPARE		1	20	41	A	42	20	1		SPARE	0.0					
					0.0	SPARE		1	20	43	B	44	20	1		SPARE	0.0					
					0.0	SPARE		1	20	45	A	46	20	1		SPARE	0.0					
					0.0	SPARE		1	20	47	B	48	20	1		SPARE	0.0					
					0.0	SPARE		1	20	49	A	50	20	1		SPARE	0.0					
					0.0	SPARE		1	20	51	B	52	20	1		SPARE	0.0					
					0.0	SPARE		1	20	53	A	54	20	1		SPARE	0.0					
					0.0	SPARE		1	20	55	B	56	20	1		SPARE	0.0					
					0.0	SPARE		1	20	57	A	58	20	1		SPARE	0.0					
					0.0	SPARE		1	20	59	B	60	20	1		SPARE	0.0					
					0.0	SPARE		1	20	61	A	62	20	1		SPARE	0.0					
					0.0	SPARE		1	20	63	B	64	20	1		SPARE	0.0					
					0.0	SPARE		1	20	65	A	66	20	1		SPARE	0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	13.26	code	11.63
MOTORS	1.008	100%	1.008
LIGHTS (INT.)	1.7	125%	2.125
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	1.6	100%	1.6
HVAC (COOL)	0	100%	0
VENTILATION	1.3	100%	1.3
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	2.08	100%	2.08
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	21 KVA		20 KVA
TOTAL AMPS	87 AMPS		82 AMPS

PANEL NOTES:
1 . PROVIDE GROUND BUS
2 . PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3 . ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL "NB"	PANEL "NC"
PANEL "C"	PANEL "B"

gba
gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 48196, EXPIRATION DATE 01-07-2022.

CONSULTANTS:

rmf
RMF ENGINEERING, INC.
5520 RESEARCH PARK DR, 3RD FLR
BALTIMORE, MD 21228
P: 410.576-0505 F: 410.385-0327
RMF JOB # 118056.A0

PROJECT: 118056.A0

CITY OF WESTMINSTER
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

PROJ. NO:	20-02
DATE:	6/21/2019
SCALE:	AS NOTED
REVISION:	1 7/19/2019
	2 8/23/2019
	4 1/29/2020
	6 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

ELECTRICAL PANEL SCHEDULES

SHEET NO 105 OF 116

E604

PANEL NO.: PANEL "EDP-LS"
USAGE: DISTRIBUTION
LOCATION: ELECTRICAL ROOM
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 225A
MAIN CB AMPS: 125A
AIC RATING: 42,000 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "MDP"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #	CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	1.7	STAIR #1 LIGHTING		1	20	1	A	2	20	1	STAIR #2 LIGHTING	1.7	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	1.7	STAIR #3 LIGHTING		1	20	3	B	4	20	1	1ST FLOOR ENTR LIGHTING	4.7	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	5.6	2ND FLOOR ENTR LIGHTING		1	20	5	A	6	20	1	3RD FLOOR ENTR LIGHTING	3.3	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	2.5	EX. + NEW LTG RM. 009		1	20	7	B	8	20	1	FIRE ALARM CONTROL PANEL	4.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	12.5	PUBLIC SAFETY ANT. BOOSTER		1	20	9	A	10	20	1	FACP RM. 009	4.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	4.2	LIGHTING CONTACTOR		1	20	11	B	12	20	1	FATC RM. 009	4.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	1.0	ELEVATOR CAB		1	20	13	A	14	20	1	FATC RM. 108	4.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	8.0	FIRE SUPPRESSION SYSTEM RM 019		1	20	15	B	16	20	1	FATC RM. 214	4.2	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	8.0	FIRE SUPPRESSION SYSTEM RM 108		1	20	17	A	18	20	1	LIGHTING - ELEVATOR SHAFT	4.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	8.0	FIRE SUPPRESSION SYSTEM RM 214		1	20	19	B	20	20	1	SPARE	0.0	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	FAAP		1	20	21	A	22	20	1	SMOKE DAMPER SECOND FLOOR	1.0	1	#12	#12	#12	3/4"
					0.0	SPARE		1	20	23	B	24	20	1	SPARE	0.0					
					0.0	SPARE		1	20	25	A	26	20	1	SPARE	0.0					
					0.0	SPARE		1	20	27	B	28	20	1	SPARE	0.0					
					0.0	SPARE		1	20	29	A	30	20	1	SPARE	0.0					
					0.0	SPARE		1	20	31	B	32	20	1	SPARE	0.0					
					0.0	SPARE		1	20	33	A	34	20	1	SPARE	0.0					
					0.0	SPARE		1	20	35	B	36	20	1	SPARE	0.0					
					0.0	SPARE		1	20	37	A	38	20	1	SPARE	0.0					
					8.3	ERP-G		2	100	39	B	40	20	2	SPD	0.0	1	#10	#10	#10	3/4"
					8.3					41	A	42				0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	0.36	code	0.36
MOTORS	0	100%	0
LIGHTS (INT.)	3.2	125%	4.0125
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	0	100%	0
HVAC (COOL)	0	100%	0
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	2.5	100%	2.5
MISC.	7.34	100%	7.34
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	13 KVA		14 KVA
TOTAL AMPS	56 AMPS		59 AMPS

PANEL NOTES:
1. PROVIDE GROUND BUS
2. PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3. ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL NO.: PANEL "ERP-IT1"
USAGE: DISTRIBUTION
LOCATION: ELECTRICAL ROOM
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 100A
MAIN CB AMPS: 100A ST
AIC RATING: 42,000 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "EDP-IT"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #	CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
-	#12	#12	#12	3/4"	12.0	ACU-2/ACCU-2		2	15	1	A	2	30	2	REC. L14-30R RM. 108	22.0	-	#10	#10	#10	3/4"
					12.0					3	B	4				22.0					
					0.0	SPARE		1	20	5	A	6	20	1	REC. RM. 108	3.0	-	#12	#12	#12	3/4"
					0.0	SPARE		1	20	7	B	8	20	1	SPARE	0.0					
					0.0	SPARE		1	20	9	A	10	20	1	SPARE	0.0					
					0.0	SPARE		1	20	11	B	12	20	1	SPARE	0.0					
					0.0	SPARE		1	20	13	A	14	20	1	SPARE	0.0					
					0.0	SPARE		1	20	15	B	16	20	1	SPARE	0.0					
					0.0	SPARE		1	20	17	A	18	20	1	SPARE	0.0					
					0.0	SPARE		1	20	19	B	20	20	1	SPARE	0.0					
					0.0	SPARE		1	20	21	A	22	20	2	SPD	0.0	-	#10	#10	#10	3/4"
					0.0	SPARE		1	20	23	B	24				0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	5.76	code	5.76
MOTORS	0	100%	0
LIGHTS (INT.)	0	125%	0
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	0	100%	0
HVAC (COOL)	2.88	100%	2.88
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	0	100%	0
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	8 KVA		8 KVA
TOTAL AMPS	36 AMPS		35 AMPS

PANEL NOTES:
1. PROVIDE GROUND BUS
2. PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3. ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL NO.: PANEL "ERP-G"
USAGE: DISTRIBUTION
LOCATION: GENERATOR ENCLOSURE
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 100A
MAIN CB AMPS: 80A
AIC RATING: 42,000 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "EDP-LS"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #	CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	11.5	GENERATOR BATTERY TENDER		1	20	1	A	2	20	1	GENERATOR LIGHTING	1.7	1	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	3.0	GENERATOR RECEPTACLES		1	20	3	B	4	20	1	SPARE	0.0					
					0.0	SPARE		1	20	5	A	6	20	1	SPARE	0.0					
					0.0	SPARE		1	20	7	B	8	20	1	SPARE	0.0					
					0.0	SPARE		1	20	9	A	10	20	1	SPARE	0.0					
					0.0	SPARE		1	20	11	B	12	20	1	SPARE	0.0					
					0.0	SPARE		1	20	13	A	14	20	1	SPARE	0.0					
					0.0	SPARE		1	20	15	B	16	30	1	SPARE	0.0					
					0.0	SPARE		1	20	17	A	18	20	1	SPARE	0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	0.36	code	0.36
MOTORS	0	100%	0
LIGHTS (INT.)	0.2	125%	0.25
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	0	100%	0
HVAC (COOL)	0	100%	0
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	1.38	100%	1.38
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	2 KVA		2 KVA
TOTAL AMPS	8 AMPS		8 AMPS

PANEL NOTES:
1. PROVIDE GROUND BUS
2. PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3. ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE
4. ALL BOLD TYPE TEXT INDICATES NEW TO BE PROVIDED

PANEL NO.: PANEL "EDP-IT"
USAGE: DISTRIBUTION
LOCATION: ELECTRICAL ROOM
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 400A
MAIN CB AMPS: 350A
AIC RATING: 42,000 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "MDP"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #	CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
					38.0	PANEL "ERP-IT1"		2	100	1	A	2	225	2	PANEL "ERP-IT2"	118.6					
					38.0					3	B	4				118.6					
					38.6	PANEL "ERP-IT3"		3	100	5	A	6	30	1	SPARE	22.5					
					33.1					7	B	8	30	1	SPARE	22.5					
					0.2	SPARE		1	20	9	A	10	20	1	SPARE	3.0					
					0.2	SPARE		1	20	11	B	12	20	1	SPARE	0.2					
					0.0	SPARE		1	20	13	A	14	20	1	SPARE	1.5					
					0.0	SPARE		1	20	15	B	16	30	1	SPARE	0.0					
					0.0	SPARE		1	20	17	A	18	20	1	SPARE	0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	36.26	code	23.13
MOTORS	0	100%	0
LIGHTS (INT.)	0.46	125%	0.575
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	0	100%	0
HVAC (COOL)	15.24	100%	15.24
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	4.5	100%	4.5
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	56 KVA		43 KVA
TOTAL AMPS	235 AMPS		181 AMPS

PANEL NOTES:
1. PROVIDE GROUND BUS
2. PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3. ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL NO.: PANEL "ERP-IT2"
USAGE: DISTRIBUTION
LOCATION: ELECTRICAL ROOM
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 225A
MAIN CB AMPS: 225A ST
AIC RATING: 42,000 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "EDP-IT"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #	CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	9.8	ACU-3/ACCU-3		2	20	1	A	2	20	2	ACU-4/ACCU-4	19.5	-	#12	#12	#12	3/4"
					9.8					3	B	4				19.5					
1	#10	#10	#10	3/4"	22.5	REC. L14-30R RM. 214		2	30	5	A	6	30	2	REC. L14-30R RM. 214	22.5	-	#10	#10	#10	3/4"
					22.5					7	B	8				22.5					
1	#10	#10	#10	3/4"	22.5	REC. L14-30R RM. 214		2	30	9	A	10	20	1	REC. RM. 214	3.0	-	#12	#12	#12	3/4"
					22.5					11	B	12	20	1	REC. RM. 214	3.0	-	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	6.0	REC. RM. 214		-	20	13	A	14	20	1	REC. RM. 214	3.0	-	#12	#12	#12	3/4"
1	#12	#12	#12	3/4"	12.5	ACCESS SYSTEM CONTROL PNL.		-	20	15	B	16	20	1	INTRUSION DET. SYS. PANEL	12.5	-	#12	#12	#12	3/4"
					0.0	SPARE		-	20	17	A	18	20	1	CELL. DIST. ANT. BOOSTER	12.5	-	#12	#12	#12	3/4"
					0.0	SPARE		-	20	19	B	20	20	1	SPARE	0.0					
					0.0	SPARE		-	20	21	A	22	20	1	SPARE	0.0					
					0.0	SPARE		-	20	23	B	24	20	1	SPARE	0.0					
					0.0	SPARE		-	20	25	A	26	20	1	SPARE	0.0					
					0.0	SPARE		-	20	27	B	28	30	2	SPD	0.0	-	#10	#10	#10	3/4"
					0.0	SPARE		-	20	29	A	30				0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	18	code	14
MOTORS	0	100%	0
LIGHTS (INT.)	0	125%	0
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	0	100%	0
HVAC (COOL)	9.48	100%	9.48
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	4.5	100%	4.5
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	32 KVA		28 KVA
TOTAL AMPS	133 AMPS		117 AMPS

PANEL NOTES:
1. PROVIDE GROUND BUS
2. PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3. ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL NO.: PANEL "ERP-IT3"
USAGE: DISTRIBUTION
LOCATION: ELECTRICAL ROOM
PHASES: 1
L-L VOLTS 240V
L-G VOLTS 120V
BUS AMPS: 100A
MAIN CB AMPS: 100A ST
AIC RATING: 42,000 MINIMUM

PROJECT: City Of Westminster Admin. Offices
CLIENT: CITY OF WESTMINSTER
MOUNTING: SURFACE
PANEL TYPE:
ENGINEER: AS
RMF PROJECT NO.: 118056.A0
FED FROM: PANEL "EDP-IT"

CIRCUIT SETS	WIRE	NEUT.	GND.	COND.	LOAD AMPS.	DESCRIPTION	NOTES	BREAKER POLE	AMP.	CKT. #	CKT. #	BREAKER AMP.	POLE	NOTES	DESCRIPTION	LOAD AMPS.	CIRCUIT SETS	WIRE	NEUT.	GND.	COND.
1	#12	#12	#12	3/4"	3.3	REC: RM 007B		1	20	1	A	2	20	-	SPARE	0.0					
1	#12	#12	#12	3/4"	3.3	REC: RM 007B		1	20	3	B	4	20	-	SPARE	0.0					
1	#12	#12	#12	3/4"	12.0	ACU-1/ACCU-1		2	15	5	A	6	30	2	REC. L14-30R RM. 019	22.5	1	#10	#10	#10	3/4"
					12.0					7	B	8				22.5					
1	#12	#12	#12	3/4"	3.3	LTG: RMS 019 + 007B		1	20	9	A	10	20	-	REC. RM.019	3.0	1	#12	#12	#12	3/4"
					0.0	SPARE		1	20	11	B	12	20	-	SPARE	0.0					
					0.0	SPARE		1	20	13	A	14	20	-	SPARE	0.0					
					0.0	SPARE		1	20	15	B	16	20	-	SPARE	0.0					
					0.0	SPARE		1	20	17	A	18	20	-	SPARE	0.0					
					0.0	SPARE		1	20	19	B	20	20	-	SPARE	0.0					
					0.0	SPARE		1	20	21	A	22	20	-	SPARE	0.0					
					0.0	SPARE		1	20	23	B	24	20	-	SPARE	0.0					
					0.0	SPARE		1	20	25	A	26	20	-	SPARE	0.0					
					0.0	SPARE		1	20	27	B	28	30	2	SPD	0.0	1	#10	#10	#10	3/4"
					0.0	SPARE		1	20	29	A	30				0.0					

LOAD SUMMARY	CON. KVA	%	DEM. KVA
RECEPTACLES	6.56	code	5.56
MOTORS	0	100%	0
LIGHTS (INT.)	0.4	125%	0.5
LIGHTS (EXT.)	0	125%	0
HVAC (HEAT)	0	100%	0
HVAC (COOL)	2.88	100%	2.88
VENTILATION	0	100%	0
KITCHEN	0	65%	0
EMERGENCY	0	100%	0
MISC.	0	100%	0
FUTURE	0	100%	0
OTHER	0	100%	0
TRACK	0	100%	0
LARGEST MTR	0	25%	0
TOTAL KVA	10 KVA		10 KVA
TOTAL AMPS	43 AMPS		43 AMPS

PANEL NOTES:
1. PROVIDE GROUND BUS
2. PROVIDE FULL SIZE NEUTRAL BUS UNLESS NOTED OTHERWISE
3. ST- INDICATES C.B. EQUIPPED WITH SHUNT TRIP DEVICE

PANEL "EDP-LS"	PANEL "ERP-IT1"	PANEL "ERP-G"
PANEL "EDP-IT"	PANEL "ERP-IT2"	PANEL "ERP-IT3"

gba
gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 48196, EXPIRATION DATE 01-07-2022.

CONSULTANTS:

rmf
RMF ENGINEERING, INC.
5520 RESEARCH PARK DR, 3RD FLR
BALTIMORE, MD 21228
P: 410.576-0505 F: 410.385-0327
RMF JOB # 118056.A0

PROJECT: 118056.A0

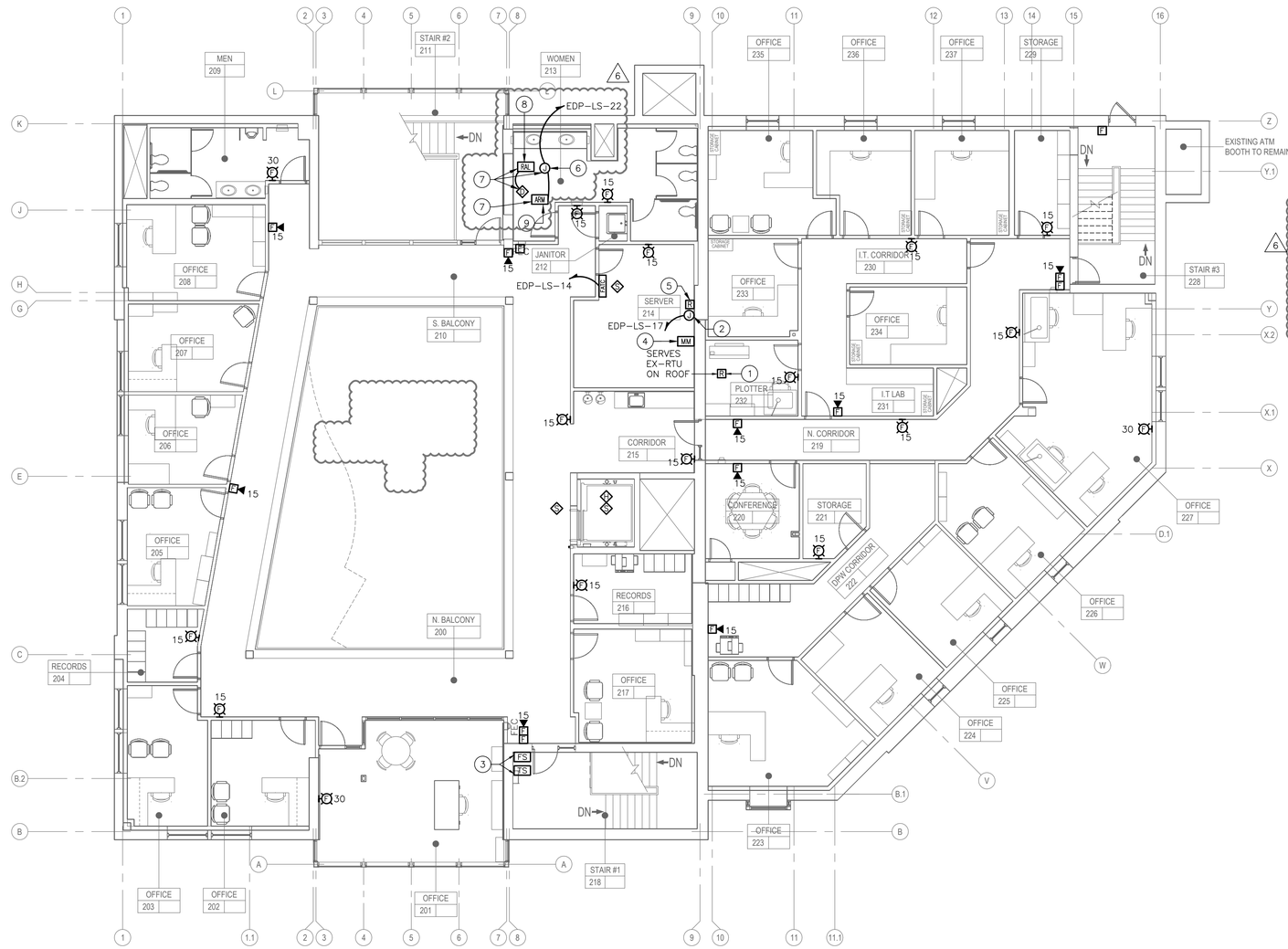
CITY OF WESTMINSTER
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

PROJ. NO:	20-02
DATE:	6/21/2019
SCALE:	AS NOTED
REVISION:	1 7/19/2019
	2 8/23/2019
	4 1/29/2020
	5 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

ELECTRICAL PANEL SCHEDULES

SHEET NO 106 OF 116

E605



SECOND FLOOR FIRE ALARM – NEW WORK

SCALE: 1/8"=1'-0"

GENERAL NOTES

1. ALL WIRING LOCATED IN OPEN CEILING SPACES SHALL BE RUN IN CONDUIT.
2. COORDINATE ALL CEILING MOUNTED DEVICES WITH ALL OTHER TRADES AND CEILING MOUNTED DEVICES. ADDITIONAL DEVICES SHALL BE PROVIDED AS NECESSARY TO ACCOMMODATE OTHER DEVICES AND MAINTAIN NECESSARY COVERAGE.

DRAWING NOTES:

1. PROVIDE FIRE ALARM RELAY MODULE FOR REMOTE SHUT DOWN OF HVAC EQUIPMENT FROM FAAP. COORDINATE EXACT INTERFACE WITH CONTROLS CONTRACTOR AND PROVIDE ALL NECESSARY WIRING RELAYS, MODULES, ETC FOR A COMPLETE AND FUNCTIONAL SYSTEM.
2. PROVIDE DEDICATED CONNECTION FM200 FIRE SUPPRESSSION SYSTEM CONTROL PANEL. COORDINATE EXACT ELECTRICAL CONNECTION REQUIREMENTS AND LOCATION WITH MANUFACTURER PRIOR TO INSTALLATION.
3. COORDINATE EXACT LOCATION OF FLOW AND TAMPER SWITCHES WITH SPRINKLER CONTRACTOR PRIOR TO INSTALLATION.
4. PROVIDE FIRE ALARM MONITORING MODULE AND CONNECT TO FM200 CONTROL PANEL COORDINATE EXACT FIRE ALARM INTERFACE WITH FM200 MANUFACTURER TO OBTAIN A COMPLETE AND FUNCTIONAL SYSTEM.
5. PROVIDE FIRE ALARM RELAY MODULE AS NECESSARY TO INTERFACE FM200 CONTROL PANEL AND PANEL ERP-IT2 SHUNT TRIP CIRCUIT BREAKER. SHUNT TRIP CIRCUIT BREAKER SHALL OPEN UPON SIGNAL FROM FM200 CONTROL PANEL.
6. ELECTRICAL CONNECTION FOR HVAC DAMPER.
7. COORDINATE EXACT ELECTRICAL CONNECTION LOCATIONS WITH HVAC DAMPER PRIOR TO INSTALLATION.
8. REMOTE ALARM LIGHT SHALL BE CEILING OR WALL MOUNTED IN A VISIBLE LOCATION.
9. PROVIDE FIRE ALARM CONTROL RELAY TO CONTROL DAMPER AND INTERFACE WITH FIRE ALARM SYSTEM. PROVIDE ALL NECESSARY RELAYS, MONITOR MODULES, WIRING, ETC. AS NECESSARY FOR A COMPLETE AND FUNCTIONAL SYSTEM.

GRAPHIC SCALE
8 4 0 8 16
SCALE: 1/8"=1'-0"
UNIT OF MEASURE: FEET

gba
gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NUMBER 48196, EXPIRATION DATE 01-07-2022.

CONSULTANTS:

rmf
RMF ENGINEERING, INC.
5520 RESEARCH PARK DR, 3RD FLR
BALTIMORE, MD 21228
P: 410.576-0505 F: 410.385-0327
RMF JOB # 118056.A0

PROJECT: 118056.A0

CITY OF WESTMINSTER
ADMINISTRATIVE OFFICES
45 WEST MAIN STREET
WESTMINSTER, MD 21157

PROJ. NO:	20-02
DATE:	6/21/2019
SCALE:	AS NOTED
REVISION:	1 7/19/2019
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	4 1/29/2020
	5 3/04/2020
	7 4/13/2020
	10 4/27/2020
RFI-49	11 5/22/2020
RFP-4r1	6 5/22/2020

SECOND FLOOR PLAN
FIRE ALARM
NEW WORK

SHEET NO. 109 OF 116

FA103

217 Monroe Avenue
Frederick, MD 21701
Ph (301)662-5387 Fax (301)698-0451

Change Request

To: Jake Fields
Warner Construction
1530 Tilco Dr
Suite A
Frederick, MD 21704
Ph: (301)696-0525 Fax: (301)696-0530

Number: 6
Date: 6/24/20
Job: 19-01-0230 Westminster City Admin
Phone:

Description: Stair #2 conditioning 4R1 Change Request

We are pleased to offer the following pricing to make the following changes:

HVAC scope of work provided to condition Stair #2 per the attached documents from RFP-4R1

All other scopes of work are exclude from this proposal

This change order proposal covers only the direct costs associated with the change order work described above. We reserve the right to assess the impact of this change order and to submit these costs as they become known. It is anticipated that all work required by this change will be done on a straight time basis. Premium time work, if required, must be directed in writing and all costs shall be billed as an additional item. The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract.

The total amount to provide this work is $31,732.46
(Please refer to attached sheet for details.)

Please note that Warner Mechanical will require an extra 7 days.

This proposal is valid if accepted within 30 days.

If you have any questions, please contact me at (301)662-5387.

Submitted by: Scott Scherer
Warner Mechanical

Approved by: _____

Date: _____

217 Monroe Avenue
Frederick, MD 21701
Ph (301)662-5387 Fax (301)698-0451

Change Request 6 Price Breakdown
Continuation Sheet

Description: Stair #2 conditioning 4R1 Change Request

Description	Hours	Rate	Labor	Material	Equipment	Subcontract	Other	Price
Aboveground Plumbing condensate piping and hole cutting	24.00	$55.00	$1,320.00	$114.06				$1,434.06
Refrigerant Piping for split system	24.00	$65.00	$1,560.00	$328.12				$1,888.12
Internal Sheetmetal Sub Ductwork						$10,381.00		$10,381.00
Equip Split System VAV				$6,636.00				$6,636.00
Air/Water Test & Bal						$2,100.00		$2,100.00
Insulation Sub						$1,213.00		$1,213.00
Equipment rails for roof manufacture and install	2.00	$65.00	$130.00	$750.00				$880.00
Controls						$4,657.00		$4,657.00

		Subtotal:	**$29,189.18**
OH&P subs	$18,351.00	5.00%	$917.55
OH&P Direct	$10,838.18	15.00%	$1,625.73
		Total:	**$31,732.46**

FERGUSON

CART | **WEB ORDER #: W629227352**

SELECTED JOB

R W WARNER INC
ROCK CREEK SCHOOL
FREDERICK, MD 21702

SELECTED STORE

Frederick, MD
FREDERICK, MD 21704-0000
295 INTERSTATE CIRCLE

ITEMS IN YOUR CART

HVAC

#	Image	Product Code	Description	QTY	Net Price	Total Price
1		M61020500	Mueller Industries 3/8 x 5/8 in. x 50 ft. Standard Line Set	2	$164.061	$328.12
2		LHARDG20	1 in. x 20 ft. Hard Type L Copper Tube	40	$2.26096	$90.44
3		C9G	1 in. 90 Degree Straight Elbow 1-1/8 OD	10	$2.362	$23.62

SUBTOTAL Plumbing **$442.18**

Shipping and Tax may be updated later.

Feedback

For help or to place your order, please call us at

1 (888) 222-1785

www.ferguson.com

LEAD LAW WARNING: In accordance with the US Federal or other States laws it is illegal to install products that are not "lead free" certified in potable water systems anticipated for human consumption. Refer to your local plumbing inspector or manufacturer for more details.

delco insulation

M & P Insulation Contractor

6-9-2020

Westminster
ACU -6

RFI- 4rl

Scope of Work:

Plumbing Piping

1. *The following systems will be insulated with rigid fiberglass pipe insulation.*
   A. *Condensate drain – all pipe sizes – 1" thick*

HVAC Duct Concealed

1. *The following will be insulated with flexible fiberglass duct wrap.*
   a. *Supply air concealed – 2" thick – ¾ lbs.*

The following item listed below will be included in this proposal.

1. *Standard Insurance*
2. *Taxes*
3. *Materials and Equipment*

The following will be excluded form the proposal.

1. *Overtime, weekends, and holidays*
2. *Existing piping and duct*
3. *Supply air exposed*
4. *Return air duct exposed*
5. *Roof curb assemblies*
6. *Lifts and scaffolding*
7. *Demolition*
8. *Heat trace*

Notes and other exclusions.

1. *All trash and debris will be put into Mechanical's or General Contractors dumpster.*
2. *If delco insulation needs to remove trash from the site a charge will be added to the cost of the contract as a change order for $1,500.00*
3. *No work will start without a Purchase Order or Contract.*
4. *Any Additional Special Insurance requirements will be added to the contract value $600.00*
5. *A written and signed change order will be needed for any additional work.*
6. *Repairs to insulation damaged or removed by others will be additional work and a daily labor and material tickets must be signed or emailed to be signed off. A pre-approval will also be needed. Labor rates for this project is $68.00 per hour on straight time, $102.00 an hour on overtime and Holiday and Sunday136.00 per hour. Truck Rental is $75.00 per hour.*
7. *Payment is net 30 days.*
8. *Any change orders or additional work must be put on contract before any additional work is completed.*

delco insulation

M & P Insulation Contractor

9. *By agreeing to the price, or any part of this proposal. This proposal becomes part of the contract.*

Supply concealed $481.00
Condensate drain $532.00
Refrigeration tie in after line sets are installed $200.00

$1,213.00

Thank you,

Frank Collins
delco insulation
fcollins@delcoinsulation.com
Cell: 443-554-6669

7400 Coca Cola Dr
Hanover, MD 21076
Phone: 4435611600 Fax: 4435611601
Web Address: www.chesapeakeepg.com

VIA FAX
Offer of Sale
Reference No. 20-00000760

To: R.W. Warner, Inc.
Attn: Scott Scherer
217 Monroe Ave.
Frederick, MD 21701

Date: 05/27/2020

Proposal Based on Drawings Dated: 08/23/2019

Job Name: City of Westminster Administrative Offices
Job Engineer: RMF Engineering

Thank you for requesting a quotation on the following equipment:

Mitsubishi P-Series Heat Pump Split System

We are pleased to submit our offer on the conditions indicated.

[ACU-6/ACCU-6] Quantity (1) Mitsubishi P-Series Heat Pump Split System, Model PUZ/PEAD

Ducted Style Split Systems – 3.5 ton(s) (nominal)

- QTY (1) Heat Pump Outdoor Unit, Model PUZ-A42NKA7 - 208-230/1/60
- QTY (1) Ducted Indoor Unit, Model PEAD-A42AA7 - 208-230/1/60
- QTY (1) Wired Remote Controller, Model PAC-YT53CRAU-J
- QTY (1) BACnet and Modbus Interface, PAC-UKPRC001-CN-1
- QTY (1) Combination MERV 13 Filter and Filter Box, FBM2-4
- QTY (2) Wind baffle for ODU for low ambient operation to 0 deg F, Model WB-PA3

BASE PRICE with included above listed options **$6,636**

The following items are not included in this proposal, and are to be provided by others:
NOT INCLUDED & BY OTHERS UNLESS NOTED ABOVE: Refrigerant, line sets & piping, insulation, fittings, joints, electrical wiring, control wiring, disconnects, condensate pumps, drain pans, pads, stands, mounting brackets, roof curbs, vibration isolation, mechanical equipment supports, installation, start-up, testing, owner training and commissioning, are by others, if required.

The above quotation price does not include taxes, wiring, starters, power factor capacitors, temperature sensing bulbs, proportional signal temperature controls, structural steel, inertia bases, vibration isolation, pump grout, startup, rigging, installation, or other material or labor unless specifically noted as included.

The above equipment includes a manufacturer's standard one year parts only warranty unless otherwise noted. Extended parts and labor warranties are available for an additional charge. Any manufacturer start-up or warranty labor included in the proposal excludes warranty removal and is during normal business hours unless specifically outlined. We reserve the right to require pre-payment (or partial) for any projects above $50,000 or based on customer credit approval.

F.O.B.: Factory, Full Freight Allowed
Quotation valid: 30 Days

Delivery: TBD
Terms: Net 30 days based on credit approval

Estimated By:

Chesapeake Systems EPG - MD
Kevin Lindemann

Salesman:

Chesapeake Systems EPG - MD
Kevin Lindemann

SENECA BALANCE OF MARYLAND, INC.

TESTING AND BALANCING CONTRACTORS

2301 Willoughby Beach Road, Edgewood, Maryland 21040
Telephone: (410) 665-1281 Fax: (410) 665-2985

PROPOSAL NAME: Westminster City Admin Bldg.
JOB LOCATION: Westminster, MD
BID DRAWINGS DATED:

PROPOSAL DATE: 06/24/20
THROUGH AMENDMENT: --

EWO #1

R.W. Warner

We welcome this opportunity to submit our proposal to provide Testing, Adjusting and Balancing Services on the above project. Specifically, the work included in this proposal is in response to the above dated bid documents and herein provides that our company will perform all work in strict accordance with the contract plans and specifications for the following ***SCOPE OF WORK****:*

AIR BALANCE ✓	*WATER BALANCE* ☐	*PRE-TESTING* ☐	*SOUND TESTING* ☐	*VIBRATION TESTING* ☐
PARTICIPATE IN CX ☐	*SPACE PRESSURES* ☐	*T&M WORK* ☐	*DUCT LEAK TESTING* ☐	*WITNESS DUCT TESTS* ☐
☐	_____ ☐	_____ ☐	_____ ☐	_____ ☐

QUOTATION FOR THIS PROJECT IS: $ 2,100

Should you require additional information concerning our proposal and the aforesaid scope of work, please contact Stanley Fleischer.

Sincerely,

Stanley Fleischer
Stanley Fleischer
President
(410)665-1281 (Office)
stanf@senecabalance.com

Acknowledgment:
Contractor:
Authorized by:

NOTE:
** Price quoted is firm for 120 days from date of this proposal.*
** Unless noted above, changes in pulleys and/or belts necessary for correct Air Balance are not included in price.*
** Addition of dampers necessary for correct Air Balance and/or balancing valves for correct Water Balance not included.*
** Any enlargement of the scope of work must specifically allow for an appropriate price increase.*
** Price quoted includes plastic snap plugs only for test ports.*
Areas above 14' will require a lift/scaffolding. Above price quoted* ***DOES NOT* *include providing this type of equipment.*
**Reports will be reviewed and certified by a NEBB certified supervisor.*
**Payment terms for all projects and change orders are net 30 days.*
**Quote is based on regular work week (M-F 6:30AM to 4PM), unless otherwise noted.*
**TAB reports will be submitted electronically.*
**Quoted as an Independent NEBB Certified TAB Agency.*
**Duct Leak Testing (DALT) excludes capping, blanking off and prepping duct for testing.*

CHANGE ORDER PROPOSAL

217 - A Monroe Avenue
Frederick, Maryland 21701
(301) 663-6670

June 24, 2020		Job # :	19-50-0230
To:	Warner Mechanical 217 Monroe Ave Frederick, MD		
Attn:	Scott Scherer		
Project :	Westminster Admin		
Reference:	RFP 4 R 1		
MC #		KH CO #	3

Gentlemen:

We enclose a breakdown of costs associated with the above referenced contract documents.

The total net change to our contract is $ 10,381.00

Exclusions: All exclusions per base contract agreement, special color or finishes.

This change order proposal covers only the direct costs associated with change order work described above. We reserve the right to assess the impact of this change order at a later date and to submit these costs as they become known. It is anticipated that all work required by this change will be done on a straight time basis. Premium time work, if required, must be directed in writing and all costs shall be billed as an additional item. The work covered by this change order shall be performed under the same Terms and Conditions as that included in the original contract.

An extension of 2 calendar days is required.

This proposal is for acceptance within thirty (30) days and is subject to escalation thereafter.

☐ We are proceeding with the changes per your written directive and request that a change order meeting be scheduled as soon as possible to settle all costs accordingly.

☑ Please advise in writing if we are to proceed with this change order. Upon issuance of the Notice to Proceed we also request that a change order meeting be scheduled as soon as possible to settle all costs accordingly.

Respectfully,
Kaempf & Harris Sheet Metal

Bryan McDermott

Bryan McDermott

217 - A Monroe Avenue
Frederick, Maryland 21701
(301) 663-6670

June 24, 2020		Job # :	19-50-0230
To:	Warner Mechanical 217 Monroe Ave Frederick, MD		
Attn:	Scott Scherer		
Project :	Westminster Admin		
Reference:	RFP 4 R 1		
MC #	0	KH CO #	3

Description of Work:

Complete work shown in RFP R1 drawings.

Shop Material			**Cost**	
337	Lbs. galvanized metal	$	369.02	
0	Lbs. galvanized/black iron welded	$	-	
0	Lbs. aluminum	$	-	
0	Lbs. stainless steel	$	-	
0	Square Feet Acoustical Liner	$	-	
0	Lbs. Perforated Metal	$	-	
	Flexible Connector Material	$	-	
	Vane and Vane Rail Material	$	-	
	Ductmate and Angle Iron	$	-	
	Wire Mesh Screen	$	-	
	Volume Damper Material and Hardware			
	Associated sealants, small tools, equipment			
		$	369.02	(A)

Purchased Materials/Equipment			
	Registers, Grilles, Diffusers	$	230.00
	Volume Dampers	$	650.00
	Fire, Fire/Smoke Dampers, Smoke Dampers		
	Access Doors	$	-
	Takeoffs, Flexible Ductwork and Drawbands		
	Sound Attenuators		
	Louvers		
	Curbs and Roof Supports		
	Round Ductwork and Fittings		
	Welding Machine and Accessories		
	Boiler / Hot Water Flue		
	Specialty Duct System:		
	Lintels		
	1 1/2" Nipple		
	Backdraft Dampers		
	Rental Equipment		

	Fans				$ 880.00	(B)
Labor						
32	Hrs. Shop Fabrication @	$ 59.67			$ 1,909.44	
	Hrs. Shop Fabrication @	$ 89.50	***(Premium Time)***		$ -	
69	Hrs. Field Installation @	$ 59.67			$ 4,117.23	
	Hrs. Field Installation @	$ 89.50	***(Premium Time)***		$ -	
	Hrs. Foreman @	$ 64.94			$ -	
7	Hrs. Foreman @	$ 94.50	***(Premium Time)***		$ 661.50	
	Hrs. Coordination @	$ 64.94			$ -	
	Hrs. Coordination @	$ 94.50	***(Premium Time)***		$ -	
	Shop Burden (30% of shop labor and material costs)				$ 683.54	
3	Trucking				$ 135.00	
	Safety & Cleanup				$ 206.29	
					$ 7,713.00	(C)
				Subtotal (A+B+C)	$ 8,962.01	
			15%	Overhead	$ 1,344.30	
				Subtotal	$ 10,306.31	
				Taxes	$ 74.94	
				Grand Total	**$ 10,381.26**	

City of Westminster Admin Offices

RFP-4R1-JCI CO1

Johnson Controls

Attn: Scott Scherer

Date: **6/3/2020**

Description of change:
1)- Provide mounting and wiring of manufacturer provided stat.
2)- Provide interlock wiring between indoor/outdoor units.
3)- Provide BACnet integration to manufacturer provided controller.

Exclusions:
Exclude any fire damper work or any work not specifically mentioned above.

		Discounts, Overhead & Profit	Cost	Subtotal	Total
Material					
JCI Catalog Products					
Johnson Material List Price			$0		
		40.00%	$0		
Net Adjusted Price			$0		
Taxes	6%		$0		
Shipping	5%		$0		
Warranty	5.00%		$0		
Johnson Material Total			***$0***	***$0***	
Non-JCI Catalog Products					
Vendor Material Cost			$0		
Taxes	6%		$0		
Shipping	5%		$0		
Warranty	5.00%		$0		
Non-Johnson Controls Material Subtotal			***$0***	***$0***	
Overhead		10.00%	***$0***	***$0***	
Subtotal				***$0***	
Profit		10.00%	***$0***	***$0***	
Non-Johnson Controls Material Total				***$0***	
Total Material					***$0***
Labor	**Hours**	**Cost/hr**		**Total**	
JCI Non-Trade Labor					
Project Manager	2	$172.24		$344	
Lead System Specialist	0	$143.60		$0	
System Rep (Tech)	4	$87.40		$350	
Systems Designer	0	$108.24		$0	
Systems Engineer	4	$157.10		$628	
Administration	2	$79.60		$159	
Graphics		$150.00		$150	
Johnson Controls Technical Labor Total				***$1,632***	
Field Trade Labor					
JCI Mechanical(F) Labor		$0.00		$0	
Expenses		$0.00		$0	
Subcontractor - Electrical Installation		$2,500.00		$2,500	
Miscellaneous		$0.00		$0	
Field Trade Labor Subtotal			***$2,500***	***$2,500***	
Overhead		10.00%	***$250***	***$250***	
Subtotal				***$2,750***	
Profit		10.00%	***$275***	***$275***	
Field Trade Labor Total				***$3,025***	
Total Labor					***$4,657***
Total Amount					***$ 4,657***

This proposal is hereby accepted in accordance with the Base project Terms & Conditions, and JCI may proceed with the work; subject, however,to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.

This Proposal is valid until

06/03/20

_____
Purchaser - Company Name

_____
Signature

Name: _____
Title: _____
Date: _____

_____
Signature

Name: Abbad Malik
Title: Sales Engineer

POWER LIGHTING

The Crown Electric Company

ELECTRICAL CONTRACTORS

2027 GREENSPRING DRIVE

TIMONIUM, MD 21093-4156

ESTABLISHED 1905

PHONE: 410 252-2585 FAX: 410 561-9619

June 5, 2020

Warner Construction
1530 Tilco Drive, Suite A
Frederick, MD 21704

Attention: Mr. Jacob Fields

Reference: Westminster Administrative Offices
RFP-4R1 Stair #2 Conditioning

Gentlemen:
We are pleased to submit our electrical quotation for the above referenced project. Our scope of work and pricing for this installation is based on providing electrical and fire alarm installations as detailed on attached RFP-4R1 dated 5/22/2020.

Our price for this installation is:
Six Thousand Five Hundred Twelve Dollars $ 6,512.00

Please be advised our price does not include furnishing or installing any damper or damper smoke detector. Damper provided by others with integral, factory installed and wired smoke detector.

Attached for your review is a copy of our cost breakdown. We hope this meets with your approval. If you have any further questions, please do not hesitate to contact me.

Very truly yours,
The Crown Electric Company

Tom Burns

Project Manager | Estimator

Westminster Admin Changes

Totals (Summary) - Bid Summary: Default

Material	
Non-Quoted	$851.68
Quotes	1,048.32
Sales Tax (6.00%)	114.00
Total Material	$2,014.00
Labor	
Direct (66.49 hours @ $54.50)	$3,623.70
Non-Productive Labor	0.00
Total Labor	$3,623.70
Direct Job Expenses	$0.00
Tools and MIscellaneous Materials	0.00
Subcontracts	0.00
Job Subtotal (Prime Cost)	$5,637.70
Overhead (10.00%)	563.77
Profit (5.00%)	310.07
Job Total	$6,511.54
Actual Bid Price	$6,511.54

Westminster Admin Changes
Job Number: 20140756
Extension By Breakdown

Item #	Description	Quantity	Price	U	Ext Price	Labor Hr	U	Ext Lab Hr
			--- RFP-4R1 ---					
1001	3/4" EMT	450.00	74.80	C	336.60	4.50	C	20.25
1144	3/4" Liquidtight (metallic)	5.00	153.28	C	7.66	2.00	C	0.10
1497	3/4" Comp Steel Insul Throat Conn	16.00	49.84	C	7.97	0.13	E	2.08
1931	3/4" Seal-tite Conn (Str)	2.00	329.37	C	6.59	0.09	E	0.18
2279	3/4" 1-Hole Strap	44.38	12.71	C	5.64	2.29	C	1.02
2336	3/4" Unistrut Strap	6.00	45.75	C	2.75	5.00	C	0.30
2571	4" Square Box (1/2 & 3/4 KO's) 2 1/8"D	6.00	132.21	C	7.93	0.18	E	1.08
2579	1G WP Bell Box-(3)1/2" Hubs	1.00	420.10	C	4.20	0.30	E	0.30
2786	#14 THHN CU Solid Wire	90.00	75.12	M	6.76	4.50	M	0.41
2787	#12 THHN CU Solid Wire	705.00	103.95	M	73.28	5.50	M	3.88
2791	#10 THHN CU Stranded Wire	204.75	165.66	M	33.92	6.00	M	1.23
2792	#8 THHN CU Stranded Wire	408.00	272.70	M	111.26	6.25	M	2.55
3143	30A/2P 3WSN 240V GD Fus Safety Sw-	1.00	35.82	E	35.82	2.00	E	2.00
3156	60A/2P 3WSN 240V GD Fus Safety Sw-	1.00	75.20	E	75.20	4.00	E	4.00
4790	4" Square Flat Blank Cover	6.00	49.16	C	2.95	0.07	E	0.42
24375	3/4" Compression Steel Coupling	42.00	118.28	C	49.68	0.14	E	5.88
24391	1G WP In Use GFI Cover (Vertical)	1.00	8.20	E	8.20	0.12	E	0.12
123456	20A/125V WP GFI Dup Rcpt (5-20R)	1.00	13.66	E	13.66	0.19	E	0.19
T0024	Drill 1" Hole Through Concrete Wall	2.00	0.00	E	0.00	2.00	E	4.00
T0029	Tool/Material	1.00	37.03	E	37.03	0.00	E	0.00
T0035	Fire Caulk	2.00	12.80	E	25.60	1.00	E	2.00
T0042	Damper Connection	1.00	0.00	E	0.00	2.00	E	2.00
T0043	Remote Alarm Light	1.00	QUOTE	6	0.00	1.00	E	1.00
T0044	FA Control Module	1.00	QUOTE	6	0.00	1.50	E	1.50
T0045	QHB 1-20 Circuit Breaker	1.00	110.00	E	110.00	2.00	E	2.00
T0046	ACU-6 Conn	1.00	0.00	E	0.00	2.00	E	2.00
T0047	ACCU-6 Conn	1.00	0.00	E	0.00	4.00	E	4.00
T0048	QOB 2-35 Circuit Breaker	1.00	QUOTE	1	0.00	2.00	E	2.00
	--- RFP-4R1 Total ---				962.70			66.49
	Job Total				962.70			66.49

* Target, Labor column 2

QUOTE 6

April 24, 2020

BFPE INTERNATIONAL
FIRE, SAFETY & SECURITY
7512 Connelley Drive
Hanover, MD 21076
410-768-2200
FAX 410-766-7954

Tom Burns
Crown Electric
2027 Greenspring Drive
Timonium, MD 21093

Re: City of Westminster

Dear Tom:

Pursuant to your request, I am pleased to offer the following proposal for the referenced project.

To furnish the following items, our quoted price is $810.00

- One (1) Relay Module
- One (1) Remote Indicator
- Programing
- Freight

In addition, the following is agreed:

- All work shall be performed between 8:00 a.m. and 4:00 p.m. Monday through Friday.
- Power for the control panel (120vac) shall be supplied by others
- All wire and conduit provided by and installed by entity other than **BFPE International.**
- Quote does not include sales tax.
- Quote excludes any addition or modifications required by the fire marshal.

Thank you for allowing **BFPE INTERNATIONAL** the opportunity to provide your fire protection needs. If you have any questions or would like additional information, please do not hesitate to contact me at 410-768-2200.

Sincerely,

BFPE INTERNATIONAL

Jeff Jenkins

QUOTE 1

DOMINION
ELECTRIC SUPPLY COMPANY, INC.

Dominion Electric Supply Company

6 Nashua Ct Suite H-I Essex MD 21221 (410) 918-1800

Tim Augustine
Project Manager/ Switchgear

Tom Burns

Reference: City of Westminster
P.O. 120828

6/4/2020
Mr, Tom Burns

Per your request.

The change quote per your request

(1) 30A/240V/2P/FSS/N1 FUSED DISCONNECT
(1) 60A/240V/2P/FSS/N3R FUSED DISCONNECT
(3) 15A/240V FUSES
(3) 35A/240V FUSES
(1) QOB VH 2/40 CIRCUIT BREAKER Panel Designated NC

Change quote in the amount above $238.32

Sincerely,
Tim Augustine

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: July 23, 2020

Re: Consideration of RFP 4 for 45 West Main Project

Background

During the design phase of the 45 West Main Renovation Project, it was decided to omit cooling from the rear entrance stairwell, as it is not required by code to cool stairs. Introducing cooling warrants a specialized installation.

Although the stairwell is not required to be fire-rated for egress, the permit reviewer did insist that this stair be smoke-rated. This requires the cooling unit to be isolated from the remainder of the building, warranting its own supply and return system fitted with controlled smoke-dampers and sensors. RFP 4 provides for an additional roof top condenser, equipment, and associated ductwork to supply cooling to stairwell, if desired by the City.

The mechanical engineer, who is part of the project design team under Gant Brunnett Architects, raised this matter while reviewing the shop drawings from Warner Construction. Gant Brunnett Architects is requesting direction from the City as to whether to pursue RFP 4.

The Mayor and the members of the Finance Committee discussed this matter on July 16, 2020. The Committee deferred making a recommendation, pending receipt of further information in response to questions raised during the Committee meeting. Staff was directed to place this matter on the July 27, 2020 meeting agenda of the Mayor and Common Council so that the entire elected body could consider this matter.

Considerations

Gant Brunnett Architects notes that the new solar-control glazing will aid greatly in protecting the space from heat gain during the summer, with air exchange occurring regularly during ingress / egress through the building.

As noted above, the Finance Committee posed several questions at its meeting on July 16, 2020. Below are the Committee's questions and the responses provided by Gant Brunnett Architects.

Q: If we don't move forward with the work at this time, and subsequently find the conditions unbearable, what options would we have at that time to address the heating and cooling issues in the stairway?

A: Heating is provided via the cabinet unit heaters in the stairway, so that won't be an issue. As for cooling,

the system that is described in RFP-4 is about as 'module' as it can get for introducing cooled air to the space, and would be the best option if this feature was to be pursued in the future. Another option would be to have a small roof top unit (RTU) installed. This would be less obstructive than the ducted split system described in RFP-4, as all equipment would be mounted on the roof with just the ductwork going down into the space; however, RTU's are typically much more expensive and sized such that additional structural steel would likely need to be added. The ducted split system described in RFP-4 can be installed at a later time with some minor changes to limit the amount of disturbance to the finished building, but I believe this would still be the least invasive/most cost effective means of cooling the space. It is worth noting that if this is to be pursued in the future, the costs associated would likely be higher than the price Warner has provided due to the Contractor having to remove and reinstall any building finishes that conflict with the work; ceilings/light fixtures/ceiling clouds.

Q: Related to the bullet above, a Committee member asked if we could put one of those ductless cooling units in the space to address the issue as needed.

A: The code specifies that refrigerant lines cannot be installed/run within stairways. Although this stair is not fire rated, it still does function as an egress stair and must meet this requirement. With a ductless split system, the coils within the unit are classified as refrigerant lines, thus violating code. If that code did not exist, a ductless split system would be utilized.

Q: If the City abandons RFP 4 and the stairway is not climate controlled, do we risk damaging any equipment, etc. due to excessive heat, humidity, etc.?

A: The space will not get to the point where any equipment is at risk, it could just get a bit uncomfortable if left closed for prolonged periods of time during hot summer evenings. With regular use, the air will exchange a fair amount, easing any built-up humidity or warmth.

The Director of Public Works strongly recommends that the Mayor and Common Council consider acceptance of RFP 4. The City offices at 56 West Main initially did not have air conditioning in the foyer, and the City subsequently found conditions unacceptable. The building owner then moved forward with the installation of air conditioning. As noted by the project architect, a future installation of a cooling system in the rear stairwell would be more costly than doing the work as part of the current renovation project.

Pricing

If the City wishes to proceed with RFP 4, Gant Brunnett Architects will conduct an in-depth review of the RFP 4 pricing submitted by Warner Construction. At this juncture, the cost of the work addressed in RFP 4 is estimated to be in the range of $35,000 - $45,000.

Recommendation

Staff recommends that the Mayor and Common Council discuss the work encompassed by RFP 4, and provide direction to staff as to whether City should pursue this change, or if the proposal should be abandoned due to its projected cost.

To: Members of the Common Council

From: Mayor Joe Dominick

Date: August 21, 2020

Re: Confirmation – Director of Finance Appointment

In accordance with Section 29-3 of the City Code, I am seeking the Common Council's confirmation of my nomination of Lydia A. Colston as the City's next Director of Finance, as well as authorization to sign the associated employment agreement. My nomination of Ms. Colston follows an extensive interview process, and reference and background checks.

Ms. Colston, who is a Certified Public Accountant, currently works for a firm that provides tax preparation, accounting, and auditing services. Her prior work experience includes four years as a municipal finance director in the State of Maine, and employment with a firm that performs local government audits.

cc: Barbara B. Matthews, City Administrator

To: Members of the Common Council

From: Mayor Joe Dominick

Date: August 19, 2020

Re: Appointments – Recreation and Parks Advisory Board

The Recreation and Parks Advisory Board has been inactive for a number of years. Recently, interest has been expressed in reconstituting the Advisory Board.

I am asking for the Common Council to approve the following appointments to the Recreation and Parks Advisory Board.

- Joshua Ambrose – As an Associate Dean at McDaniel College, Mr. Ambrose oversees the Center for Experience and Opportunity and Office of Student Engagement offices, and coordinates the Encompass Distinction in entrepreneurship. He has led a number of initiatives in the last few years to connect College students with opportunities on Main Street. Mr. Ambrose volunteers with a number of nonprofits in town and is a strong believer in "living local."

- Aaron Burroughs – Mr. Burroughs has been at his current job with Department of Defense contractor Booz Allen Hamilton for 11 years, where he has served as a Network Engineer (cloud solution architect) for the past six year. He is also currently a Technical Sergeant with the Maryland Air National Guard located in Middle River, Maryland, with a total of 19 years of military service. Mr. Burroughs is an Eagle Scout with a love for the outdoors. He has been a valuable member of the Westminster Historic District Commission since November 2019.

- Jessica Laird – Ms. Laird worked in the creative/AEC sector before moving to development fundraising. She spent seven years as the Major Gift Officer in the Office of Institutional Advancement at McDaniel College. Ms. Laird is currently employed as the Director of Development for the Homewood Foundation at Homewood Retirement Centers.

- Kevin Wagman – Mr. Wagman is a member of the City's Ethics Commission and the Historic District Commission. He is also an enthusiastic user of the Westminster Family Fitness Center.

- Jennifer Yang – A graduate of the Massachusetts Institute of Technology and The Johns Hopkins University, Ms. Yang has over 23 years of strategic, management, and technology consulting experience working with commercial companies and government agencies. She also has over 20 years of event planning experience, and has organized events for several non-profit organizations in the Washington, D.C. area. Ms. Yang moved to Westminster in 2019. She is an entrepreneur with several business ventures, including Inflexion LLC (consulting), TasteBuds Events LLC (theme-based tasting events), and Covalent Spirits LLC (new distillery).

- Steve Zaluski -- Mr. Zaluski is an IT professional, and has been a resident of Westminster for four years. A resident of Willis Street, his home backs up to City Park. Mr. Zaluski coaches his son's rec sports team. He is interested to offer his knowledge in organizing events and activities to benefit the Westminster community.

I request that the Common Council confirm the following appointments to the Recreation and Parks Advisory Board:

- Appoint Joshua Ambrose, with a term expiration of March 1, 2022;
- Appoint Aaron Burroughs, with a term expiration of March 1, 2022;
- Appoint Jessica Laird, with a term expiration of March 1, 2022;
- Appoint Kevin Wagman, with a term expiration of March 1, 2022;
- Jennifer Yang, with a term expiration of March 1, 2022; and,
- Appoint Steve Zaluski, with a term expiration of March 1, 2022.

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: August 21, 2020

Re: Warner Construction Change Order No. 11—Main Street Road Repairs

Background

The contract between the City and Warner Construction (the general contractor for the 45 West Main Renovation Project) calls for road repairs to be extended 1'-0" past the excavation limits required for the underground utility work. The Department of Public Works requested that the road repairs be extended beyond this contractual limit, which would require a change order to the contract between the parties.

Change Order No. 11 would provide for the extended road repairs on Main Street requested by the Department of Public Works. It has an associated cost of $34,171.20.

Recommendation

Staff recommends that the Mayor and Common Council discuss proposed Change Order No. 11 to the contract between the City and Warner Construction, and determine whether to execute it.

Attachments

- Gant Brunnett Architects Review Letter
- Proposed Change Order No. 11

August 20, 2020

City of Westminster
56 West Main Street
Westminster, MD 21157

Attn: Barbara B. Matthews, City Administrator

Re: City of Westminster Administrative Office Building Renovations & Alterations
Project No. 20-02

Change Order #11 – Main Street Road Repairs (RFP-22)

Dear Ms. Matthews;

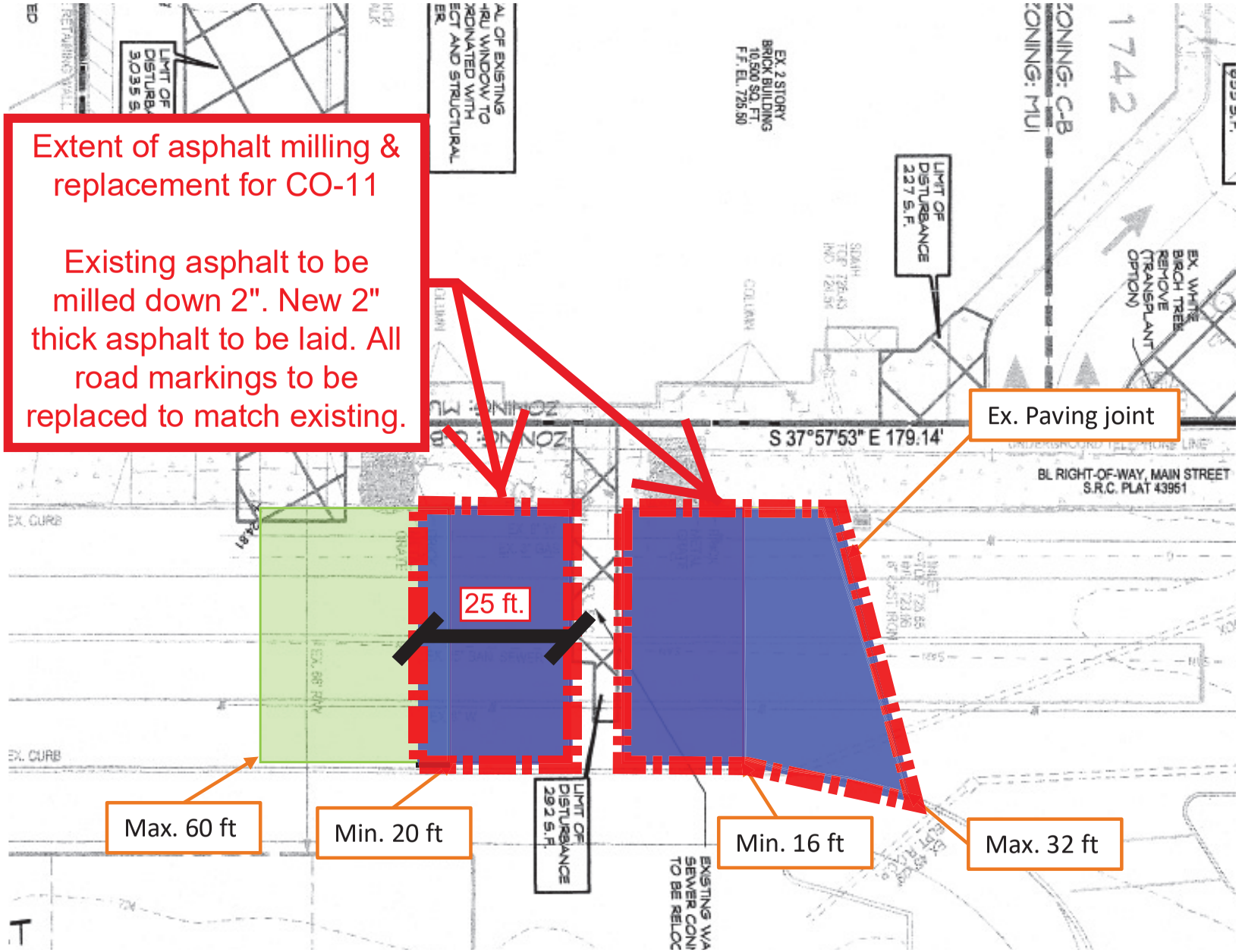
I have reviewed the change order proposal submitted by Warner Construction in connection with the above reference project and I recommend approval of this Change Order in the amount of $34,171.20.

The scope of work involved in this modification is necessary to provide roadway repairs along Main Street that are outside of the contract requirements. The contract base bid called for road repairs to be extended 1'-0" past the excavation limits required for the underground utility work. It was requested by the City that these repairs be extended to the limits shown on the attached illustration.

I hope you find this Change Order to be acceptable, and request that the form be signed by the Mayor and forwarded to Warner Construction for their signature. If you have any questions, please do not hesitate to contact me at any time.

Sincerely,

Jim McArthur


Extent of asphalt milling & replacement for CO-11
Existing asphalt to be milled down 2". New 2" thick asphalt to be laid. All road markings to be replaced to match existing.
Ex. Paving joint
25 ft.
Max. 60 ft
Min. 20 ft
Min. 16 ft
Max. 32 ft
S 37°57'53" E 179.14'
BL RIGHT-OF-WAY, MAIN STREET
S.R.C. PLAT 43951
LIMIT OF DISTURBANCE 227 S.F.
LIMIT OF DISTURBANCE 292 S.F.
EX. 2 STORY BRICK BUILDING 10,500 SQ. FT. F.F. EL. 725.50
EX. WHITE BIRCH TREE REMOVE (TRANSPLANT OPTION)
ZONING: C-B
ZONING: MU
EX. CURB
1742

CHANGE ORDER #11

Date: August 20, 2020

PROJECT:		ARCHITECT:
Name	Westminster Administration Building	Gant Brunnett Architects
Address	45 W Main Street, Westminster, MD 21157	15 W. Mulberry Street
Date of Contract:	11/25/2019	Baltimore, Maryland 21201

OWNER		CONTRACTOR:
Name	Mayor & Common Council of Westminster	Warner Construction
Address	56 W Main Street	1530 Tilco Drive, Suite A
Address	Westminster, MD 21157	Frederick, MD 21704

THE AGREEMENT BETWEEN OWNER AND CONTRACTOR IS AMENDED AS FOLLOWS:

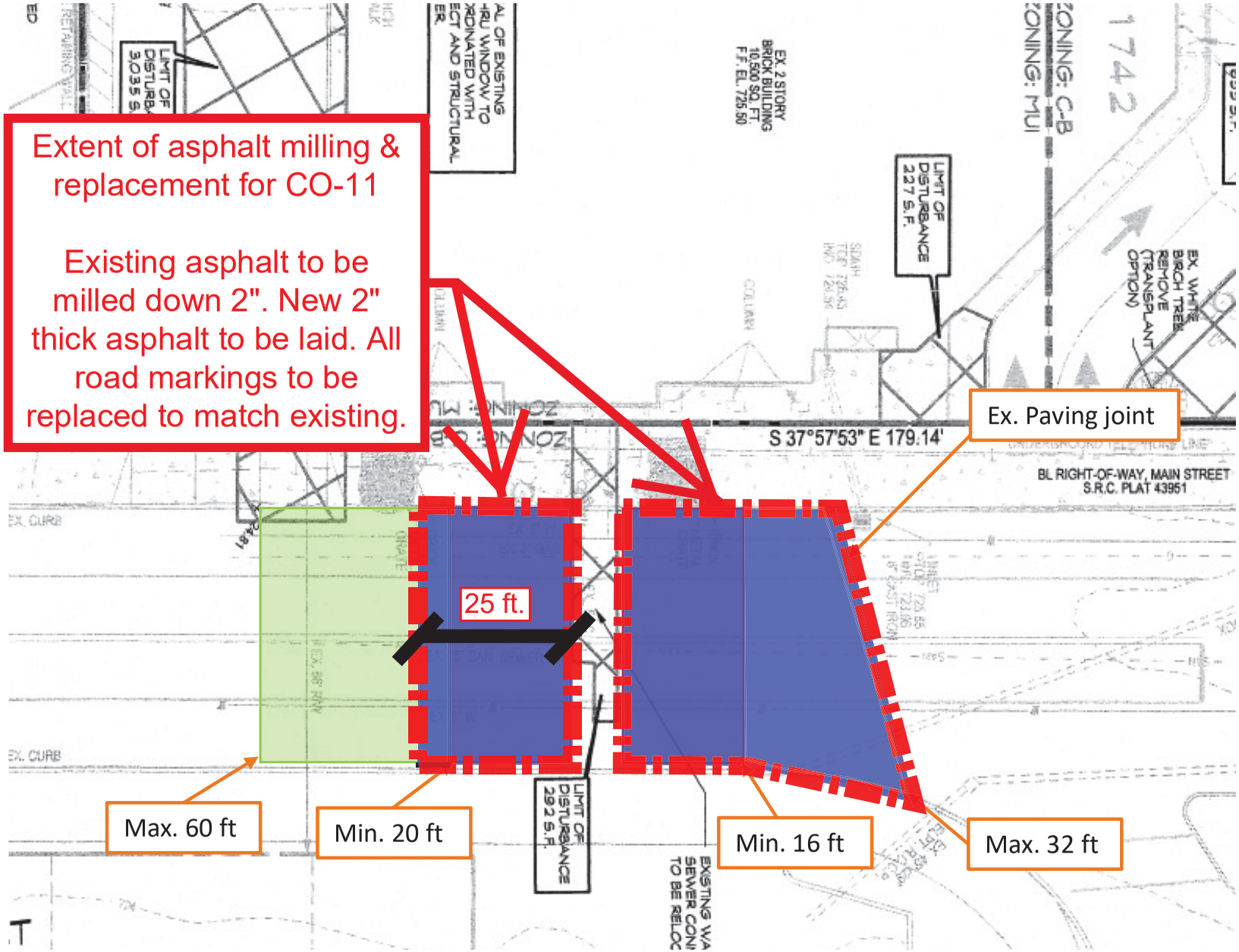
Provide all materials, labor, equipment and services necessary and incidental to RFP 22 (Main Street Road Repairs - COR 28), all as further described in the Contractor's proposed change order and RFP documents attached herewith. The Contractor's compensation for this Change Order includes the costs for all collateral expenses that are the result of implementing this change in the scope of contract work. These collateral expenses include, but are not limited to, supervision, additional time to complete the entire project, temporary facilities and utilities, and adjustments to the timing or sequencing of other work impacted this change.

The original Contract Sum was	$4,435,000.00
The net change by previously authorized Change Orders	$173,431.10
The Contract Sum including prior change orders is	$4,608,431.10
The Contract Sum will be increased by this Change Order in the amount of	$34,171.20
The new Contract Sum, including this Change Order, will be	$4,642,602.30

The Contract Time for completion is not effected by this change order.

The Date for Completion of all contract work remains December 8, 2020.

OWNER	SIGNATURE	Mayor Joe Dominick	DATE
CONTRACTOR	SIGNATURE	Matt Louden - President	DATE 8/20/2020
ARCHITECT	SIGNATURE	John Brunnett - President	DATE


Extent of asphalt milling & replacement for CO-11
Existing asphalt to be milled down 2". New 2" thick asphalt to be laid. All road markings to be replaced to match existing.
Ex. Paving joint
S 37°57'53" E 179.14'
BL RIGHT-OF-WAY, MAIN STREET
S.R.C. PLAT 43951
25 ft.
Max. 60 ft
Min. 20 ft
Min. 16 ft
Max. 32 ft
LIMIT OF DISTURBANCE 227 S.F.
LIMIT OF DISTURBANCE 292 S.F.
EX. 2 STORY BRICK BUILDING 10,500 SQ. FT. F.F. EL. 725.50
EX. WHITE BIRCH TREE REMOVE (TRANSPLANT OPTION)
ZONING: C-B
ZONING: MU
EX. CURB
EX. CURB

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request

To: City Of Westminster
56 West Main Street
Westminster, MD 21157

Number: 28
Date: 8/14/20
Job: 19-10-0230 Westminster Admin. Building
Phone: 301-696-0525

Description: Additional Paving Street Rapairs

We are pleased to offer the following pricing to make the following changes:

The total amount to provide this work is $34,171.20
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

This proposal is valid if accepted within 30 days.

If you have any questions, please contact me at .

Submitted by:

Approved by: _____

Date: _____

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request 28 Price Breakdown
Continuation Sheet

Description: Additional Paving Street Rapairs

Description	Hours	Rate	Labor	Material	Equipment	Subcontract	Other	Price
Additional Paving and Street Repairs						$32,544.00		$32,544.00

		Subtotal:	**$32,544.00**
Warner Construction Fee	$32,544.00	5.00%	$1,627.20
		Total:	**$34,171.20**

T & D Plumbing & Heating Co.,

1628 Sulphur Spring RD
Halethorpe, MD 21227

Propose Change Order

RFC Number: 2
Date: 08/04/2020

Regarding:
New Asphalt Work

To:
Warner Construction
1530 Tilco Dr
Suite A
Westminister, MD 21704

Job Site:
Westminister Admin Bldg
,

Requested By:	**Phone:**	**E-mail:**
Bruce Callahan	(410) 561-8111	bcallahan@tdplumbing.com

Recipients:	**Phone:**	**E-mail:**
JAke Fields	(301) 696-1525	Jfields@warner-construction.com

Requested Change:	**Change to Contract**
Street repairs with striping and traffic control	**$** 32544.00

RFC Total	**$ 32544.00**

Please respond by: 08/07/2020

Bruce Callahan
Bruce Callahan

JAke Fields
Warner Construction

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: August 24, 2020

Re: Warner Construction Change Order No. 12

Background

Warner Construction has provided pricing to remove all surface rust on the existing steel structures at the front and rear curtain walls that are currently exposed and accessible. The pricing for proposed Change Order No. 12 does not include removal and re-installation of already installed frames.

Installation of the curtain walls is a critical path item. Therefore, the glazing subcontractors have continued the installation of frames and the associated glazing process while Change Order No. 12 was being finalized. As a result, the amount of exposed surface rust that is still accessible has lessened as more and more frames have been installed, making the work encompassed by Change Order No. 12 less fruitful in the opinion of the Gant Brunnett Architects, the project architect.

In discussing this matter with Gant Brunnett Architects, the firm provided the following information:

> *"The rust that was at the base of the columns was the worst of it, with scaling that was about 1/4" deep, which is a fairly good build up and was cause for investigation. However, once removed it was realized that this rust was nothing more than a surface build-up that didn't go more than a few thousandths of an inch deep; barely noticeable once sanded and painted.*
>
> *With the column-base rust being the worst case of oxidation, which then turned out to be only surface rust, this led us to believe that the remainder of the surface rust was not cause for concern.*
>
> *As for the remaining rust, with the new curtain wall system, the frames are able to drain, and vent in a sense, that will allow for any condensation to exit the space easily, stopping the on-going oxidation of the frames."*

Recommendation

Staff recommends that the Mayor and Common Council discuss proposed Change Order No. 12 to the contract between the City and Warner Construction, and determine whether to execute it.

Attachments

- Gant Brunnett Architects Review Letter
- Proposed Change Order No. 12

August 20, 2020

City of Westminster
56 West Main Street
Westminster, MD 21157

Attn: Barbara B. Matthews, City Administrator

Re: City of Westminster Administrative Office Building Renovations & Alterations
Project No. 20-02

Change Order #12 – Rust Removal at Curtain Wall Steel (RFP-19)

Dear Ms. Matthews;

I have reviewed the change order proposal submitted by Warner Construction in connection with the above reference project and offer the following opinion regarding the associated costs in the amount of $9,800.49.

The scope of work involved in this modification is necessary to remove exposed surface rust on the existing steel structures at the front and rear curtain walls. This is not to remove *all* surface rust on these steel members, but only that which is currently exposed and accessible, as Warner stated that the removal and re-installation of already installed frames is not included in this price.

During the processing of this work, the glazing subcontractors have been continuing the installation of frames and glazing, as this is a critical path item for the project. As such, the amount of exposed surface rust that is still accessible has lessened as more and more frames have been installed, making this work less fruitful as time progressed.

Painting the columns will certainly aide in retarding the rust and represents a good investment. However, when considering that there is a sizable amount of surface rust that has already been covered, and the price provided does not account for any frame removal and re-installation to ensure full removal of any surface rust, we do not believe the pricing submitted to be reasonable for the work that can be completed.

I hope you find this recommendation acceptable, if you have any questions, please do not hesitate to contact me at any time.

Sincerely,

Jim McArthur

CHANGE ORDER #12

Date: August 20, 2020

PROJECT:		ARCHITECT:
Name	Westminster Administration Building	Gant Brunnett Architects
Address	45 W Main Street, Westminster, MD 21157	15 W. Mulberry Street
Date of Contract:	11/25/2019	Baltimore, Maryland 21201

OWNER		CONTRACTOR:
Name	Mayor & Common Council of Westminster	Warner Construction
Address	56 W Main Street	1530 Tilco Drive, Suite A
Address	Westminster, MD 21157	Frederick, MD 21704

THE AGREEMENT BETWEEN OWNER AND CONTRACTOR IS AMENDED AS FOLLOWS:

Provide all materials, labor, equipment and services necessary and incidental to RFP 19 (Rust Removal at Curtain Wall Steel), all as further described in the Contractor's proposed change order and RFP documents attached herewith. The Contractor's compensation for this Change Order includes the costs for all collateral expenses that are the result of implementing this change in the scope of contract work. These collateral expenses include, but are not limited to, supervision, additional time to complete the entire project, temporary facilities and utilities, and adjustments to the timing or sequencing of other work impacted this change.

The original Contract Sum was	$4,435,000.00
The net change by previously authorized Change Orders	$173,431.10
The Contract Sum including prior change orders is	$4,608,431.10
The Contract Sum will be increased by this Change Order in the amount of	$9,800.49
The new Contract Sum, including this Change Order, will be	$4,618,231.59

The Contract Time for completion is not effected by this change order.

The Date for Completion of all contract work remains December 1, 2020.

OWNER	SIGNATURE	Mayor Joe Dominick	DATE
CONTRACTOR	SIGNATURE	Matt Louden - President	DATE
			8/20/2020
ARCHITECT	SIGNATURE	John Brunnett - President	DATE

July 31, 2020

Warner Construction
1530 Tilco Drive, Suite A
Frederick, MD 21704

Attn: Mr. Jake Fields

Re: City of Westminster Administrative Offices
Request for Proposal – 19 – Rust Removal at Curtain Wall Steel

Dear Mr. Fields;

I request herein a change order proposal from your firm to provide the following modifications to the referenced contract:

While the curtain wall frames are removed to install separation sheets Contractor is to:

- Remove all surface rust from the steel structures at both front and rear curtain walls.
- Prime and paint all bare steel with rust inhibiting coating; (2) coats.

If you have any questions don't hesitate to call on me.

Sincerely,

James McArthur

Cc: Barbara Matthews
20564 RFP

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request

To: City Of Westminster
56 West Main Street
Westminster, MD 21157

Number: 27
Date: 8/11/20
Job: 19-10-0230 Westminster Admin. Building
Phone: 301-696-0525

Description: RFP#19-Rust Removal at Curtain Wall Steel

We are pleased to offer the following pricing to make the following changes:

Remove rust from the steel on curtain wall in front and rear of building
Prime and paint using rust inhibiting coating

This price does not inlcude removing sections of curtain wall that have been installed. This only inlcudes all steel that is exposed and accessible

The total amount to provide this work is $9,800.49
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

This proposal is valid if accepted within 30 days.

If you have any questions, please contact me at (301)696-0525.

Submitted by: Jake Fields
Warner Construction

Approved by: _____

Date: _____

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request 27 Price Breakdown
Continuation Sheet

Description: RFP#19-Rust Removal at Curtain Wall Steel

Description	Hours	Rate	Labor	Material	Equipment	Subcontract	Other	Price
Rust Removal and Painting						$9,800.49		$9,800.49

Subtotal: **$9,800.49**

Total: **$9,800.49**