



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, November 13, 2017

6:30 PM EXECUTIVE SESSION – Conference Room

Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 10/23/17
2. Tattoo Ordinance Committee Nominations Motion 2017-38 – Mayor Williams
3. Events:
 - a. Motion 2017-36: Motion approving an exception to Ordinance 2011-11, Chapter 30-1 to allow the consumption of alcohol in non-glass containers within the closed areas during six specified 2018 special events – Economic and Community Development Director Ivy Wells
 - b. Motion 2017-37: Motion approving park events and accepting the 2018 event schedule – Economic and Community Development Director Ivy Wells
4. Motion 2017-40: Motion awarding the Fire and EMS Study Contract to Matrix Consulting for an amount not to exceed \$26,000 – Town Administrator Laura Allen
5. Proclamation 2017-12: Proclaiming November to be Municipal Government Works Month.
6. Motion 2017-41: Motion approving Construction, Administration and Inspection proposal from EA Engineering, Science and Technology for Cedar, Maple, and Pine stormwater project – Town Administrator Laura Allen
7. Departmental Reports:
 - a. Finance Director – Natalie Saleh
 - b. Administrative Services Director – Mary Bohlen
 - c. Water Resources/Public Works – Jane Kreiter
 - d. Chief – Arnold Downing

- e. Planning – Dave Engelhart
- f. Economic and Community Development – Ivy Wells
- g. Managing Director – Jeff Fleetwood

- 8. Town Administrator's Report
Requisition 201800682 – Furniture for the New Police Facility – National Business Furniture
01-5200-5255 (Capital Outlay Equipment) \$46,523.50
- 9. Comments from the Mayor
- 10. Comments from the Council
- 11. Comments from the Public
- 12. Comments from the Press
- 13. Adjournment

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

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TTY users outside Maryland dial 1-800-735-2258*



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, October 23, 2017

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Gee Williams, Councilmembers Thom Gulyas, and Zackery Tyndall.

Absent: Vice-President Elroy Brittingham, Councilmembers Dean Burrell and Troy Purnell.

Staff Present: Managing Director Jeff Fleetwood, Finance Director Natalie Saleh, Water Resources/Public Works Director Jane Kreiter, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, Town Attorney David Gaskill, and Administrative Assistant Kelsey Jensen.

Vice-President Elroy Brittingham was not present, and Mayor Williams explained that we do not have a quorum and cannot officially start a meeting or act on any voting agenda items. Mayor Williams explained that he will move forward with agenda items seven and two since they don't require a vote.

Mayor Williams presented the Hard Hat Safety Award from American Municipal Power to Electric Utility Director Tim Lawrence. He then presented the Safety Award from American Municipal Power to The Berlin Electric Department, Barry Daniels, Alan Parkinson, August Wienhold, Claude Littleton, and Russell Goehring were present to receive the award.

Mayor Williams then introduced and welcomed the ICMA YSEALI Fellows Xyla Gualberto and Pradnya Rahmani to The Town of Berlin. Both Fellows spoke about their own community challenges and what they look to gain while in Berlin. Water Resources/Public Works Director Jane Kreiter explained some of the things they will be doing while they're in town.

Vice-President Brittingham now present at 7:18pm and Mayor Williams began the meeting and announced that we now have a quorum.

Following the Lord's Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:26 PM.

1. Approval of the Minutes for:

a. Regular Session of 10/10/17:

Councilmember Gulyas asked that on page two number three, we strike "On the Motion". Councilmember Tyndall asked that on page three in paragraph one we add quotations to No Trucks so it reads "No Trucks".

On the motion of Councilmember Gulyas, the Regular Session Minutes of October 10, 2017 with the changes mentioned were approved by the following vote:

| Name | Counted toward Quorum | | | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
| | Aye | No | Abstain | | |
| Elroy Brittingham, VP | X | | | | |
| Dean Burrell | | | | | X |
| Troy Purnell | | | | | X |
| Thom Gulyas | X | | | | |
| Zackery Tyndall | X | | | | |

| | | | | | |
|--------------|---|--|--|--|---|
| Voting Tally | 3 | | | | 2 |
|--------------|---|--|--|--|---|

2. Stormwater Projects Update – Presentation by Darl Kolar, EA Engineering Science and Technology, Inc., PBC

Darl Kolar with EA Engineering, Science and Technology, Inc., PBC presented a summary and photos of the stormwater management improvements completed, under construction, and scheduled for completion within the Town. Completed projects include the Hudson Branch and Flower Street Off-Line Wetlands and Hudson Branch and Flower Street Culvert Replacement Project. The Off-Line wetland project is closed out while the Culvert Replacement Project requires the contractor to present a Release of Liens from all subcontractors to approve the final pay application request consisting of the retainage amount. The Hudson Branch Improvements near Showell Street is near complete with bank stabilization remaining. This project is being completed by Town staff and scheduled to be completed by early spring when site conditions are more conducive for equipment to place bank stabilization stone. Vice-President Brittingham stated that as of this past Sunday, residents were inquiring on the status, and are worried about possible property erosion. Mayor Williams said we should do something to mitigate the erosion; Mr. Kolar said we will once the site is available to be worked on. Water Resources/Public Works Director Jane Kreiter stated that she would update the residents on the approach and schedule of the bank stabilization efforts, she stated that this was not part of the original contract, but the Town is going to complete it anyways.

The construction of the Berlin Electric Plant Culvert Replacement and Off-line Wetlands is near completion with an expected completion by the end of October. Mr. Kolar then presented the current project out to bid which is the Stormwater Management Upgrades – Phase I: Cedar Ave., Maple Dr., and Pine St. The schedule for this project is through the end of January 2018. EA is currently working with the Town to seek and apply for additional grant funding to complete the second phase of the stormwater management improvements. Vice-President Brittingham asked if the holding pond behind the multi-purpose building is doing what it’s supposed to; Mr. Kolar stated that it was. Councilmember Tyndall inquired on the status of the recommendations for the improvements of the stormwater conveyance system in the area of Henry’s Mill and Henry’s Green. EA stated that they had all the survey and field information and will finalize a recommendation letter to present to the Town Administrator and Director of Water Resources for review, comment, and consideration for the Town to budget. Councilmember Tyndall suggested making a priority list for all of the upgrades just like the Town did with the roads; Mayor Williams agreed, he said we need to know the plan, he understood timelines change, but a plan is best. Councilmember Tyndall would like to see a scheduled walk to see all the progress made thus far.

3. Motion 2017-35: Motion approving the Mayor and Council Meetings and Town Holidays for calendar year 2018 – Administrative Services Director Mary Bohlen

Jeffrey Fleetwood advised that Ms. Bohlen was not able to be in attendance tonight, but asked that the 2018 Holiday’s and Meeting schedule be approved. Mayor Williams explained that we do not usually have the last meeting of December due to the holidays, in 2018 that meeting would fall on December 26, 2018.

On the motion of Councilmember Tyndall, the Council Meetings and Town Holidays for calendar year 2018 with removing December 26, 2018 from the meeting schedule was approved by the following vote:

| Name | Counted toward Quorum | | | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
| | Aye | No | Abstain | | |
| Elroy Brittingham, VP | X | | | | |
| Dean Burrell | | | | | X |
| Troy Purnell | | | | | X |

| | | | | | |
|---------------------|---|--|--|--|---|
| Thom Gulyas | X | | | | |
| Zackery Tyndall | X | | | | |
| <i>Voting Tally</i> | 3 | | | | 2 |

4. Events:

Economic and Community Development Director Ivy Wells asked that we postpone this agenda item until we have the Musical on Main Event date. She was hoping they would have had it to her before tonight, but they will get her a date this week.

5. Motion 2017-39: Motion approving engineering proposal for the Gay Street Water Main Upgrade from Davis, Bowen & Friedel, Inc.

Josh Taylor with Davis, Bowen & Friedel, Inc. explained the issues they are having with the current water main. He stated that they intend to survey and get the design done as soon as possible. Councilmember Tyndall asked Mr. Taylor if, in addition to the \$36,000 that was budgeted, an additional \$250,000 was needed. He stated that the contingency fund only has \$265,000. Water Resources/Public Works Director Jane Kreiter stated that there is \$40,000 in the streets fund that can cover some of the costs. Councilmember Tyndall asked if something unexpected happened on Baker Street and we had to use the contingency funds, would we be able to postpone or phase the project if needed; Mr. Taylor said yes. Finance Director Natalie Saleh stated that the \$36,000 is included in the total contract price, so it will be a total of approximately \$210,000 out of the water contingency, they are two separate funds. Councilmember Tyndall stated that he is worried about the underground infrastructure on Baker Street. Jamey Latchum Wastewater Superintendent and Public Works Project Manager stated that all the piping/ service lines were replaced about three years ago, so it shouldn't be a problem. Councilmember Tyndall asked Electric Utility Director Tim Lawrence if we should underground the electric lines while the work is being done; Mr. Lawrence stated that they can lay the conduit for it so that when they decide to do it, it's there and will save money later. Mayor Williams asked if we can plan to move forward with laying the conduit now; Mr. Lawrence said it would be approximately \$2,000. Councilmember Tyndall asked if we can look into the traffic flow on Gay Street to possibly make it a one-way street going south. Mayor Williams stated that it was a good idea and asked if Police Chief Arnold Downing could look into it. Councilmember Gulyas asked when Mr. Vorsteg's apartments should be completed and if we have enough water flow there if there was an emergency like a fire. Planning and Zoning Director David Engelhart stated that they should be done in the spring and Mr. Latchum stated that there is not enough water there, but they can pull from other areas if needed.

On the motion of Vice-President Brittingham, Motion 2017—39 for Gay Street Water Main Upgrades was approved by the following vote:

| Name | Counted toward Quorum | | | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
| | Aye | No | Abstain | | |
| Elroy Brittingham, VP | X | | | | |
| Dean Burrell | | | | | X |
| Troy Purnell | | | | | X |
| Thom Gulyas | X | | | | |
| Zackery Tyndall | X | | | | |
| <i>Voting Tally</i> | 3 | | | | 2 |

6. Departmental Reports:

- a. Finance Director – Natalie Saleh

Ms. Saleh reported that they will be live with net metering at the end of December with Tyler. They will manually input the reads, and Tyler will track the Kilowatts produced. Customers will then have the choice of receiving a refund, or letting the credit be applied to the next month's bill. She stated that we are the pilot for this program, we are the first ones to do Kilowatt based instead of dollar amount. Councilmember Gulyas asked if we can get smart solar meters; Electric Utility Director Tim Lawrence stated that we have looked into it, but it's costly and they would have to do the whole town. Mayor Williams stated that in the past Mr. Lawrence has said that there haven't been any proven cost-effective meters on the market yet. Mr. Lawrence stated that he and Ms. Kreiter have looked into the census meters and those can do water and electric, but are expensive. Ms. Saleh stated that they haven't recently been looking into it, but if the Council wishes to have them do further research they can. Councilmember Tyndall asked if we can track the amount of time spent on doing meter reads to see if new meters would be cost effective. Mayor Williams asked that they look into further options. Ms. Kreiter stated that MDE does grants for new meters and they apply every year. Ms. Saleh added to her report that they now accept Discover along with Visa and Mastercard.

b. Water Resources/Public Works Director – Jane Kreiter
Ms. Kreiter had nothing to report.

c. Electric Utility Director – Tim Lawrence
Mr. Lawrence stated that they have meter reads tomorrow and will track the time it takes.

d. Police Chief – Arnold Downing
Chief Downing stated that they sent in 24 applications for the January Academy, there will be a testing date of November 11th. The new Police Department no longer has trailers outside. They have planted trees and are beginning the landscaping.

e. Planning and Zoning Director – David Engelhart
Mr. Engelhart stated that they sent out violation letters for maintenance codes, and the properties are cooperating.

f. Economic and Community Development Director – Ivy Wells
Ms. Wells reported that Main Street Nails had their ribbon cutting, DiFebo's is still working on opening, they are hoping to be open next week, and the Bayside Gazette is consolidating to their Ocean City location, so that property will be vacant.

g. Managing Director – Jeffrey Fleetwood
Mr. Fleetwood stated that he will be in Annapolis on Wednesday evening and Thursday for the LIGT conference.

7. Town Administrator's Report – Jeffrey Fleetwood on behalf of Laura Allen
Mr. Fleetwood had nothing to report.

8. Comments from the Mayor:
Mayor Williams had no comments.

9. Comments from the Council:
Councilmember Gulyas stated that the Burley Oak Tour was very informative and they are making big changes to reduce their water usage.

Councilmember Tyndall had no comments.

Vice-President Brittingham had no comments.

10. Comments from the Audience:

Ms. Marie Velong asked if we can remind residents to wear reflective clothing when they are out in the early mornings and evenings. She stated that people have been parking on the sidewalks on West Street. Mayor Williams asked her to report it to the police when she sees it. She stated that the Police Department handles complaints really well. Lastly, she asked if we have reviewed the Stormwater at Ocean's East; Ms. Kreiter stated that it does not come into town.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Councilmember Gulyas, the Mayor and Council meeting was adjourned at approximately 9:05PM.

| Name | Counted toward Quorum | | | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
| | Aye | No | Abstain | | |
| Elroy Brittingham, VP | X | | | | |
| Dean Burrell | | | | | X |
| Troy Purnell | | | | | X |
| Thom Gulyas | X | | | | |
| Zackery Tyndall | X | | | | |
| <i>Voting Tally</i> | 3 | | | | 2 |

Respectfully Submitted,



Kelsey Jensen
Administrative Assistant



MOTION OF THE MAYOR AND COUNCIL 2017-38

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE TATTOO ORDINANCE DEVELOPMENT COMMITTEE NOMINATIONS.

APPROVED THIS ____ DAY OF _____, 2017 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

ELROY BRITTINGHAM, SR. VICE PRESIDENT

APPROVED THIS ____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
LAURA ALLEN
TOWN ADMINISTRATOR



**MOTION OF MAYOR AND COUNCIL – 2017-36
2018 SPECIAL EVENT EXCEPTION FOR CONSUMPTION OF ALCOHOL**

A MOTION OF THE MAYOR AND COUNCIL APPROVING AN EXCEPTION TO ORDINANCE 2011-11, CHAPTER 30-1 TO ALLOW THE CONSUMPTION OF ALCOHOL IN NON-GLASS CONTAINERS WITHIN THE CLOSED AREAS OF MAIN STREET AND STEVENSON LANE TO 14 SOUTH MAIN STREET, 104 PITTS STREET TO THE INTERSECTION OF BROAD AND COMMERCE STREET, MAIN STREET TO THE INTERSECTION OF BROAD AND GAY STREET AND 4 BAY STREET TO THE BACK OF THE PARKING LOT AT THE ATLANTIC HOTEL FOR THE EVENTS LISTED BELOW.

Berlin Jazz and Blues – Saturday, May 5, 2018; 12pm to 6:00 pm

Reggae Play Day – Friday, May 11, 2018; 5:00pm to 9:00 pm

Small Town Throw Down – Saturday, September 8, 2018; 1 pm – 6 pm

**Fiddlers Convention – Friday, September 21, 2018; 7:00 pm to 10:00 pm
Saturday, September 22, 2018; 12 noon to 5:00 pm**

**Octoberfest and Fall Sidewalk Sale - Saturday, October 13, 2018;
12 noon to 5:00 pm**

New Year’s Eve Ball Drop – Sunday, December 31, 2018; 10 pm to 1 am

ADOPTED THIS _____ DAY OF _____, 2017 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED WITH _____ ABSTAINING AND _____ ABSENT.

ELROY BRITTINGHAM, SR., VICE PRESIDENT

APPROVED THIS _____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
LAURA ALLEN
TOWN ADMINISTRATOR



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316



November 13, 2017

Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

Troy Purnell

Thomas Gulyas

Zackery Tyndall

Town Attorney

David Gaskill

Town Administrator

Laura Allen

Ms. April R. Payne, Administrator
Board of License Commissioners of Worcester County
One West Market Street – Room 1201
Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 6 events during our 2018 event schedule.

- Berlin Jazz and Blues, Saturday, May 5; 12 noon to 6:00 p.m.
- Reggae Play Day, Friday, May 11; 5:00 p.m. to 9:00 p.m.
- Small Town Throw Down – September 8; 1 pm to 6 pm
- Fiddlers Convention, Friday, September 21; 7:00 p.m. to 10:00 p.m.
Saturday, September 22; 12 noon to 5:00 p.m.
- Octoberfest/Fall Sidewalk Sale, Saturday, October 13; 12:00 noon to 5:00 p.m.
- New Year's Eve Ball Drop – Saturday, December 31; 10 p.m. – 1 a.m.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past all licensees' approvals will prohibit off sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the on-going economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Wm. Gee Williams, III
Mayor



**MOTION OF MAYOR AND COUNCIL – 2017-37
2018 EVENT SCHEDULE**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE PARK EVENTS LISTED ON THE ATTACHED SCHEDULE AND ACCEPTING THE 2018 EVET SCHEDULE.

STATE HIGHWAY AND TOWN SERVICES PAPERWORK WILL BE SUBMITTED TO PARTICIPATING DEPARTMENTS AT LEAST SIX (6) WEEKS PRIOR TO THE EVENT. THE PURPOSE OF THIS MOTION IS TO APPROVE THE PROVISION OF TOWN SERVICES TO THESE EVENTS FOR THE CALENDAR YEAR.

ADOPTED THIS ____ DAY OF _____, 2017 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED WITH ____ ABSTAINING AND ____ ABSENT.

ELROY BRITTINGHAM, SR., VICE PRESIDENT


APPROVED THIS ____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
LAURA ALLEN
TOWN ADMINISTRATOR



Memorandum

To: Mayor and Members of the Town Council
From: Town Administrator Laura Allen 
Date: October 18, 2017
Subject: 2018 Event Schedule

Staff is requesting approval of the 2018 park events and acceptance of the 2018 event schedule at the October 23, 2017 Mayor and Council meeting.

The proposed schedule is attached for your review (Attachment A). The park events are highlighted in yellow. Mayor and Council approval is required for these events. Event organizers submitted their applications early to ensure they were on the Town's schedule and event promotion rack card.

The downtown events do not require the approval of the Mayor and Council. The Downtown Event Application Policy (Attachment B) grants the Town Administrator the authority to approve the downtown events that do not require an alcohol permit. The events that require an alcohol permit are listed under a separate agenda item for your consideration. The approved downtown events were included with the others to enable the Mayor, Council and public to have one list of all events to be held in Town during 2018.

A single list should make it easier to keep track of our events and enable business owners and residents to see our event commitment at a glance.

| Date | Event | Time |
|-----------------------|-------------------------------------|-----------------|
| January 8-12, 2018 | Restaurant Week | |
| March 31, 2018 | Spring Celebration | 10 AM - 5 PM |
| April 7, 2018 | Little League Parade | 8:00 AM |
| April 21, 2018 | Clean-Up Day | 9:00 AM |
| April 21-28, 2018 | Take Pride in Berlin Week | |
| May 5, 2018 | Jazz & Blues Bash | 10 AM - 5 PM |
| May 5, 2018 | Spring Just Walk | 9-11 AM |
| May 11, 2018 | Reggae Play Day | 5 PM - 9 PM |
| May 17, 2018 | 3rd Thursday Lunchtime Concert | 11:30 - 1:30 PM |
| May 19, 2018 | Spring Cruisers | 10 AM - 2 PM |
| May 27, 2018 | Memorial Day at Monument | 8:00 AM |
| May 28, 2018 | Memorial Day Parade | 11 AM - 5 PM |
| June 10, 2018 | Afternoon on the Lawn | 2 PM - 5 PM |
| June 10, 2018 | Concert on the Lawn | 6:00 PM |
| June 16, 2018 | Zennafest | 10 AM - 5 PM |
| June 16, 2018 | Movies on Main Street | 8:30 PM |
| June 21, 2018 | 3rd Thursday Lunchtime Concert | 11:30 - 1:30 PM |
| June 23, 2018 | Bathtub Races & Believe in Tomorrow | 10 - 8 PM |
| June 30, 2018 | Outdoor Movie - SD Park | 8:30 PM |
| July 3, 2018 | Historic July 4th Celebration | 1 PM - 5 PM |
| July 3, 2018 | Fireworks | 9 PM - 10 PM |
| July 8, 2018 | Concert on the Lawn | 6:00 PM |
| July 14, 2018 | Outdoor Movie - Henry Park | 8:30 PM |
| July 19, 2018 | 3rd Thursday Lunchtime Concert | 11:30 - 1:30 PM |
| July 28, 2018 | Outdoor Movie - SD Park | 8:30 PM |
| August 4, 2018 | Peach Festival | 11 AM - 4 PM |
| August 7, 2018 | National Night Out - Henry Park | 4-7 PM |
| August 10-12, 2018 | Sidewalk Sale | 10 AM - 5PM |
| August 11, 2018 | Outdoor Movie - Henry Park | 8:30 PM |
| August 12, 2018 | Concert on the Lawn | 6 - 9 PM |
| August 16, 2018 | 3rd Thursday Lunchtime Concert | 11:30 - 1:30 PM |
| August 25, 2018 | Movies on Main Street | 8:30 PM |
| September 1, 2018 | Shakespeare on Main Street | 7:30 PM |
| September 8, 2018 | Small Town Throw Down | 1 - 6 PM |
| September 9, 2018 | 5K 10K Run | 8 AM - 10:30 AM |
| September 9, 2018 | Concert on the Lawn | 6:00 PM |
| September 20, 2018 | 3rd Thursday Lunchtime Concert | 11:30 - 1:30 PM |
| September 19-22, 2018 | Paint Berlin Plein Air | All Day |
| September 21-23, 2018 | Fiddlers Convention | 10 AM - 5 PM |
| October 6, 2018 | Fall Cruisers | 10 AM - 2PM |
| October 6, 2018 | Touch A Truck | 10 AM - 12 PM |
| October 13, 2018 | Oktoberfest/Fall Sidewalk Sale | 12 - 5 PM |
| | | |
| | | |

| Date | Event | Time |
|--------------------|-------------------------------------|-------------|
| November 3, 2018 | Bark for Life | 12 - 5 PM |
| November 10, 2018 | Berlin Fall Just Walk | 8:00 AM |
| November 23, 2018 | Tree Lighting/Holiday Open House | 6 PM - 9 PM |
| December 3, 2018 | Classical Christmas | 6 PM - 9 PM |
| December 6, 2018 | Christmas Parade | 7 PM - 9 PM |
| December 31, 2018 | New Year's Eve Ball Drop (Children) | 5 PM - 7PM |
| | New Year's Eve Ball Drop (Adults) | 8 PM - 1 AM |
| | | |
| January - December | 2nd Friday Art Strolls with Makers | 5 PM - 8 PM |
| | Markets May - December | |
| | | |

Town of Berlin Downtown Event Application Policy

FORM MUST BE COMPLETED IN FULL AND INCLUDE CERTIFICATE OF INSURANCE AND DETAILED DESCRIPTION OF EVENT.

- All downtown events for the following year must be submitted between July 1-September 1. (Example: Submit by September 1, 2017 for event taking place in 2018).
- Only 1 event that requires Town services will be scheduled per day. Event organizers are encouraged to check the Town calendar and coordinate with Economic Development staff in advance of submitting their application.
- Events will be reviewed by staff for compliance with this policy:
 - Organizers are required to meet with staff to discuss the event in detail prior to application approval and 2-3 weeks before the event.
 - Town Administrator may authorize non-alcohol events that have a good track record with the Town.
- New events and events that include alcohol will be submitted to the Mayor and Council for their approval in September for events to be held in the following calendar year.

Restrictions:

- Loud generators will not be permitted. Generators are not to be louder than 58dB.
- Vendors must be out of the road by the end of event time that's approved by the Mayor and Council.
- Vendors must remove their own trash.
- Food vendors must remove all grease and food waste. Dumping grease onto the road, into the sewer or any trash receptacle/dumpster is not allowed per Town Code.

Approval of event will be determined by the Town of Berlin. We will notify you if you have been selected to present your event for approval by the Mayor and Council. Your appearance for approval by Mayor and Council is mandatory.



MOTION OF THE MAYOR AND COUNCIL 2017-40

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN AWARDING THE FIRE AND EMS STUDY CONTRACT TO MATRIX CONSULTING GROUP FOR AN AMOUNT NOT TO EXCEED \$26,000.

APPROVED THIS _____ DAY OF _____, 2017 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED, WITH _____ ABSTAINING AND _____ ABSENT.

ELROY BRITTINGHAM, SR. VICE PRESIDENT


APPROVED THIS _____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
LAURA ALLEN
TOWN ADMINISTRATOR



STAFF REPORT

To: Mayor and Members of the Town Council
From: Town Administrator Laura Allen 
Meeting Date: November 13, 2017
Subject: Fire and EMS Study Contract Award

RECOMMENDATION

Staff recommends the Council award the contract for the Fire and Emergency Medical Services Funding (EMS) Study to Matrix Consulting Group for an amount not to exceed \$26,000.

EXECUTIVE SUMMARY

Earlier this year, the Town released a Request for Qualifications (RFQ) #2017- 01 for a Fire and EMS study. The RFQ was advertised in the local newspaper and posted on the Town website and DemandStar. In addition, the Town sent the RFQ to five firms that provide these services, including two recommended by the Berlin Fire Company. Five proposals were received on October 26, 2017. After reviewing the proposals and interviewing the top two firms, Staff recommends the Council award the contract for the study to Matrix Consulting Group.

FISCAL IMPACT

The FY 2018 Adopted Budget has \$150,000 allocated for a Fire and EMS Study.

BACKGROUND

During the FY 2018 budget process, the Mayor and Council allocated \$150,000 for a Fire and EMS Study.

In September 2017, the Town released a Request for Qualifications (RFQ #2017- 01) for a Fire and EMS study. The RFQ was advertised in the local newspaper and posted on the Town website and DemandStar. In addition, the Town sent the RFQ directly to five firms that provide these services, including two recommended by the Berlin Fire Company. The Town received five proposals by the October 26, 2017 deadline. The cost of the proposals ranged from \$19,837 - \$60,082.

A staff committee consisting of the Town Administrator, Managing Director and Administrative Services Director reviewed the proposals based on the criteria listed in the RFQ and interviewed the top two firms.

ANALYSIS

Reasons For Recommendation

Staff recommends awarding the contract to Matrix Consulting Group for \$26,000. The firm has the expertise to complete the study requested and has agreed to do so within 90 days of contract execution. This will enable the Town to have the study prior to the FY 2019 budget preparation process.

Matrix Consulting can complete the work requested within the allocated budget. The RFQ review committee was impressed with the firm's approach to the project and noticed that the project lead took the initiative to research the Berlin Fire Company before the interview.

CONCLUSION

Staff recommends the Council award the contract for the Fire and Emergency Medical Services Funding (EMS) Study to Matrix Consulting Group for an amount not to exceed \$26,000.

Attachment: Contract

AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES TO THE TOWN OF BERLIN, MARYLAND

Matrix Consulting Group

THIS AGREEMENT, entered into this ____ Day of November 2017 and effective immediately by and between Matrix Consulting Group (hereinafter called the "CONSULTANT" and the Town of Berlin (hereinafter called "TOWN"), WITNESSETH THAT,

WHEREAS, TOWN desires to engage the CONSULTANT to Conduct a Fire and Emergency Medical Services Study for the Town of Berlin

NOW, THEREFORE, the parties hereto mutually agree as follows:

- (1) **Employment of Consultant.** TOWN agrees to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the services described in TOWN'S Request for Qualifications #2017-01 and incorporated into this Agreement as Attachment A; and CONSULTANT'S Proposal dated October 24, 2017 and incorporated into this Agreement as Attachment B.
- (2) **Time of Performance.** All services to be performed hereunder by the CONSULTANT shall be completed within 90 days of contract execution.
- (3) **Compensation.** The TOWN agrees to pay the CONSULTANT a sum not to exceed **\$26,000**. CONSULTANT agrees to complete the project and all services provided herein for said sum.
- (4) **Method of Payment.** The CONSULTANT shall bill monthly for hours completed to date as described in CONSULTANT'S Price Proposal. Total payments shall not exceed the amount shown in (3), above. TOWN shall pay invoices within thirty (30) days of receipt.
- (5) **Changes.** TOWN may, from time to time, require changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between TOWN and the CONSULTANT, shall be incorporated in written amendment to this Agreement.
- (6) **Services and Materials to be Furnished by TOWN.** TOWN shall furnish the CONSULTANT with all available necessary information, data, and material pertinent to the execution of this Agreement. TOWN shall cooperate with the CONSULTANT in carrying out the work herein and shall provide for liaison with the CONSULTANT.
- (7) **Termination of Agreement.** If, for any cause, the CONSULTANT shall fail to fulfill in timely and proper manner his obligation under this agreement, TOWN

shall thereupon have the right to terminate this Agreement by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

- (8) **Information of Reports.** The CONSULTANT shall, at such time and in form as TOWN may require, furnish such periodic reports concerning the status of the project, such statements, and copies of proposed and executed plans and other information relative to project as may be requested by TOWN. The CONSULTANT shall furnish TOWN, upon request, with copies of all documents and other material prepared or developed in relation with or as part of project.
- (9) **Records and Inspections.** CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one year after the completion of the project. TOWN shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.
- (10) **Completeness of Contract.** This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.
- (11) **TOWN Not Obligated to Third Parties.** TOWN shall not be obligated or liable hereunder to any party other than the CONSULTANT.
- (12) **When Rights and Remedies Not Waived.** In no event shall the making by TOWN of any payment to the CONSULTANT constitute or be construed as a waiver by TOWN of any breach of covenant, or any default which may exist on the part of the CONSULTANT and the making of any such payment by TOWN while any such breach or default shall exist in no way impairs or prejudices any right or remedy available to TOWN in respect to such breach or default.
- (13) **Hold Harmless.** Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement and which are due to that party's own negligence, tortious acts and other unlawful conduct and the negligence, tortious action and other unlawful conduct of its respective agents, officers and employees.
- (14) **Insurance.** Consultant agrees to maintain insurance during the term of this Agreement: for comprehensive general liability in the amount of \$2,000,000 per occurrence and \$4,000,000 in aggregate; automobile liability insurance in the amount of \$1,000,000; workers' compensation insurance in the amount of \$1,000,000 and professional liability in the amount of \$1,000,000 per occurrence and \$3,000,000 in aggregate. CONSULTANT shall provide TOWN with an insurance certificate which names the TOWN as an additionally insured.

- (15) **Personnel.** The CONSULTANT has all personnel required in performing the services under this Agreement. All of the services required hereunder will be performed by the CONSULTANT or under CONSULTANT'S supervision, and all personnel engaged in the work shall be qualified to perform such services.
- (16) **Assignability.** The parties hereby agree that Consultant may not assign, convey or transfer its interest, rights and duties in this Agreement without the prior written consent of TOWN.
- (17) **Notices.** Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties in the United States mail, postage paid, to the addresses noted below:

To CONSULTANT:

Name

Richard P. Brady, President

Title

Matrix Consulting Group

Address 1

201 San Antonio Circle, Suite 148

Address 2

Mountain View, California 94040

TO TOWN:

Laura Allen

Town Administrator

Town of Berlin

10 William Street

Berlin, MD 21811

IN WITNESS WHEREOF, TOWN and the CONSULTANT have executed this agreement as of the date first written above.

TOWN OF BERLIN, MARYLAND

By: _____
Mayor Gee Williams

Date:

MATRIX CONSULTING GROUP

By: _____
Richard P. Brady, President

Date:

**TOWN OF BERLIN
REQUEST FOR QUALIFICATIONS**

Notice is hereby given that consultant qualifications will be received by the Town of Berlin, Maryland for:

**RFQ # 2017 - 01
Fire and Emergency Medical Services Funding Study**

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

**Date: Thursday, October 26, 2017
Time: 3:00 P.M. EST**

Deliver submittals to:
Laura Allen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFQ 2017-01

The Town of Berlin is seeking proposals from qualified firms to prepare a Fire and Emergency Medical Services (EMS) Funding Study for the Berlin Fire Company, an independent organization serving the Town and surrounding area.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is attached.

Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the Town of Berlin's equal opportunity requirements.

General Information

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by the Town of Berlin, Maryland for a Fire and Emergency Medical Services Funding Study by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the "Town") is soliciting requests for qualifications for the purpose of obtaining professional consulting services to assist in the preparation of a Fire and Emergency Medical Services (EMS) funding study for the Berlin Fire Company (BFC), an independent organization serving the Town and surrounding area. More information regarding the BFC can be found at <http://www.berlinfire.com/>.

The anticipated scope of work may include, but shall not be limited to, determining the needs of the BFC in providing for Fire and EMS Services within the current municipal boundaries and with consideration to the potential future growth of the Town. The Fire Company receives funding from the State, County, Town, and donations.

The Town of Berlin is a community of 4,500 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

Scope of Services

Using recent history, current experience and projected calls for service, determine the following:

- 1) Operational and Capital needs for services provided to the Town of Berlin along with a funding schedule that covers the following:
 - a) Next 5 years
 - b) 10 to 20 years
 - c) Recommendations regarding funding formula or approach
 - i) Include assessment of the adequacy of current funding arrangement, including collection rates on medical billing.
- 2) Capital Needs:
 - a) Firefighting equipment, EMS ambulances and Specialty Fire/EMS apparatus
 - i) Review current apparatus
 - (1) Make recommendations for future needs based on projected developments and call volumes.
 - (2) Include number, type, and required pumping capacity needed to meet future requirements.
 - ii) Check replacement schedule, specifications, and costs to ensure rational and timely acquisition of replacements. Conduct fleet assessment and recommend the optimal configuration.
 - b) Headquarters Station
 - i) Immediate and near-term improvements including:
 - (1) Providing adequate space for town-based EMS staff.
 - (2) Potential uses for the current library building on N. Main Street for the BFC after the new Worcester County Library opens in 2018.
 - c) Placement of stations in the service territory.

- i) Recommendation regarding location, size, number, response times and overall requirements based on current and future population, and the size and scope of the projects in the service area.
 - d) Review maintenance records for major capital assets
 - i) Determine adequacy of maintenance practices; make recommendations as appropriate.
- 3) Financial Management:
 - a) Recommended process for Town funding to BFC to ensure:
 - i) Compliance with Town's budget requirements
 - ii) Timely submission of information to the auditor and provision of audited financial statements
 - iii) EMS coverage at major Town events
 - (1) Best staging location for on-site EMS Standby Crew with appropriate egress to area medical facilities.
 - iv) Adequate planning to enable the Town to anticipate its share of cost of capital and operations
 - (1) Requirement to coordinate upgrades and/or expansion of BFC Headquarters with Town of Berlin
 - (2) Determine the extent to which BFC bylaws or guidance documents need to be altered
 - b) Recommendations regarding steps the Town can take to ensure its contribution is being used for the intended purpose:
 - i) Determine the feasibility of developing an expense reimbursement policy and procedure for Town's portion of BFC expenses.
 - ii) Include review and recommendations of purchase order system for Town's budgeted expenses for BFC Fire/EMS
 - iii) Consider staffing impact on Town Finance Department of purchase order system
 - iv) Methods of controlling assets
 - c) Effectiveness of fundraising efforts
 - d) Grants available for operational and capital expenses
 - e) Compliance with financial management best practices
 - i) Reliance on cash versus taking on debt
- 4) Operational Management:
 - a) EMS Staffing Levels
 - i) Compliance with State and Federal employment requirements
 - b) Training Requirements & Cost (EMS Staff)
 - i) Include instruction, facilities, programs, standards, and documentation.
 - ii) Determine effectiveness and compliance with recognized industry standards
 - c) Adequacy of fire prevention activities
 - d) Recommendations regarding billing practices
 - e) Calls for service (Fire & EMS) In Town vs. Out of Town
 - f) Recruitment and retention efforts for all personnel categories (Fire and EMS)

- g) Proper types and numbers of firefighting and EMS equipment
 - h) Disaster response and recovery
 - i) Identify and recommend opportunities of rationalizing coverage areas for fire, motor vehicle incidents, first medical response, ambulance assist, and rescue services.
- 5) Overview of proportional sharing of BFC Fire and EMS expenses between Town of Berlin and Worcester County.
- 6) Related community concerns:
- a) Determine the need for the sounding of the two permanent fire sirens located within the Town of Berlin (Berlin Town Hall / Berlin Fire Company HQ) when responding to call for service.
 - b) Recommendations regarding ways to address concerns regarding emergency vehicles traveling at high speeds down Main St., including alternate routes.

QUALIFICATIONS: These services will require the firm to have the following qualifications:

- Five (5) or more years of related experience
- Experience working with Maryland municipal entities or non-profits on similar projects

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project.
- A summary of the firm's experience in requested service areas.
- A description of the firm's experiences working with municipal government.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members.
- Up to three (3) examples of similar projects.
- A minimum of five (5) references relating to completed projects for the services being requested with full name, title, address, phone, and fax numbers.
- Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes, and covers. Sheets shall be printed double sided.
- Provide five (5) copies of the submittal.
- Provide an hourly rate schedule
- Cost proposal
- Commitment to finish the project within 90 days of contract execution

• **PROPRIETARY PROPOSAL MATERIAL** - Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

• **SIGNATURES:** RFQs shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

• **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects
- Experience of proposed project team and key team members

- Overall quality of statement of qualifications

The Town may select a limited number of consultants for in-person interviews before a selection committee.

• **QUESTIONS:** Questions regarding this project may be directed to Laura Allen via e-mail at lallen@berlinmd.gov from September 28, 2017 through October 5, 2017. Answers will be posted to the Town's website by October 9, 2017. Any oral communications will be considered unofficial and non-binding on the Town.

• **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

• **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

• **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

• **INSURANCE REQUIREMENTS:** The Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Consultant.

• **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature,

promotional material, brochures, sales presentation, or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, and statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Qualifications to Conduct a Fire and Emergency Medical Services Funding Study

Town of Berlin, Maryland

matrix 
consulting group

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matrix

consulting group

October 24, 2017

Laura Allen, Town Administrator
Town of Berlin
10 William Street
Berlin, MD 21811

Dear Ms. Allen,

The Matrix Consulting Group is pleased to provide our Qualifications to Conduct a Fire and Emergency Medical Services Funding Study for the Town of Berlin. This proposal is based on our understanding of the project in reviewing the Request for Qualifications, background research on the Berlin Fire Company and our experience conducting fire service studies for over three decades.

The Matrix Consulting Group is a firm comprised of highly experienced consultants who specialize in the analysis of fire service issues. Our team's fire service experience includes over 300 projects. Our analytical experience can be summarized as follows:

- **Members of the project team have extensive experience and knowledge**, including serving as Fire Chiefs, working with the Center for Public Safety Excellence as Accreditation Peer Assessors, Team Leaders and Agency Mentors. They also have knowledge and experience comparing agencies to national best practices such as ISO and NFPA and OSHA standards.
- **The firm has extensive experience analyzing fire service operations around the country**, including the analysis of deployments, staffing, scheduling, station locations, organization and management for the following sample of recent clients.

Amesbury, Massachusetts
Anchorage, Alaska
Boston, Massachusetts
Augusta, Maine
Auburn, Maine
Bedford, New York
Brattleboro, Vermont
Canandaigua, New York
Chelsea, Massachusetts
Dinuba, California
Fort Lauderdale, Florida
Glenview, Illinois
Grants Pass, Oregon

Hoboken, New Jersey
Huntington Beach, CA
Keene, New Hampshire
Killington, Vermont
Lincoln, Rhode Island
Meriden, Connecticut
Milwaukee, Wisconsin
Mountain View, California
Napa, California
North Kingstown, RI
Norwalk, Connecticut
Pacific Grove, California
Peachtree City, Georgia

Peoria, Illinois
Plano, Texas
Portsmouth, New Hampshire
Red Bluff, California
Redding, California
Sacramento, California
San Antonio, Texas
Seminole County, Florida
Shasta County, California
Sterling, Illinois
Suffolk, Virginia
Sunnyvale, California
Winter Garden, Florida

We are also currently completing fire studies in New Rochelle (NY) and Billerica (MA). We are also currently conducting a police deployment study for Howard County (MD).

Our approach to conducting studies such as this one focuses on thorough research, detailed analysis and interaction with our clients, including the following:

- A principal of the firm is directly involved in every facet of a study.
- We provide a 'fact based' approach with detailed analysis of alternatives available for the Town.
- We believe in high levels of stakeholder input and client interaction.

As President of the firm I have the authority to sign this submittal, negotiate on the firm's behalf and bind it contractually and will serve as the project contact throughout the study.

We appreciate this opportunity to submit our qualifications. If you have any questions, please contact me at 650-858-0507 or by email at rbrady@matrixcg.net.

Richard Brady
President

Matrix Consulting Group



1 Firm Overview and Experience

This section of our proposal provides an overview of the firm and our experience providing fire and emergency medical analytical services to government agencies in general and to fire service agencies in particular. The following describes our firm's formation, staffing and other pertinent information:

- While our company was formed in 2002, our founders have worked together in this and other firms for up to 30 years. We are a national firm, but are incorporated and headquartered in California.
- We provide management operations studies only for government – city, county, state and university clients are 100% of our business.
- Each of our senior consultants has between 10 and 30 years of analytical and management experience. Our public safety analytical team is comprised of career public safety analysts and former public safety managers who now are full-time consultants.
- In addition to our California office we also have offices in the Boston (MA); Dallas (TX); Portland (OR), Charlotte (NC) and St. Louis (MO) areas. We currently employ 18 full-time and 8 part-time employees. The President of the Firm, Richard Brady, is authorized to negotiate the contract for this engagement:

Matrix Consulting Group
201 San Antonio Circle, Suite 148
Mountain View, California 94040
(650) 858-0507 – phone (650) 917-2310 - fax
rbrady@matrixcg.net

- Our primary focus is on the analysis of public safety operations (fire, emergency medical and police services). As later sections of this proposal will demonstrate, we have personally served over 300 Fire and EMS agencies in our careers.
- For this project, we propose no subcontractors – all of the work would be performed by staff with the firm. In fact, we do not believe that the extensive use of subcontractors assists our clients – it leads to inconsistency in work quality and customer service.

Our experience is personal and corporate – our team has worked together on hundreds of public safety management and efficiency studies throughout the country.

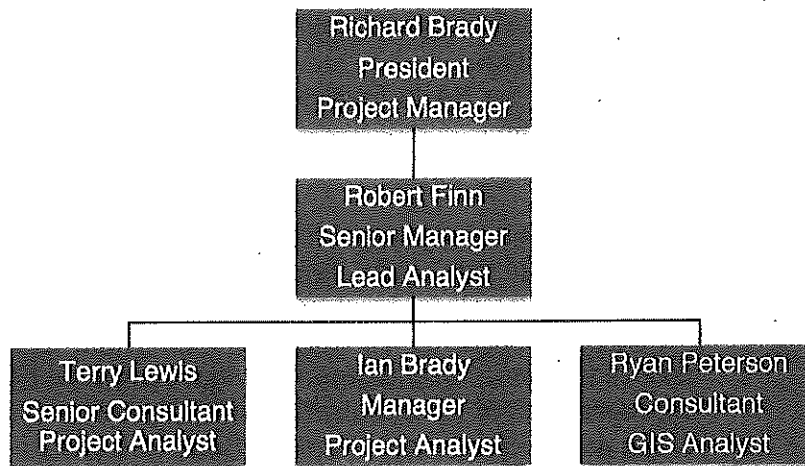
We have extensive experience analyzing fire service organization and operations around the country, including the analysis of demand, deployment, staffing, scheduling, staff utilization, fire station locations financing, organizational and management for the following sample of recent clients:

| | | |
|---------------------------|---------------------------|--------------------------------|
| Amesbury, Massachusetts | Hoboken, New Jersey | Peoria, Illinois |
| Anchorage, Alaska | Huntington Beach, CA | Pinellas Sun Coast FD, Florida |
| Boston, Massachusetts | Indio, California | Placer County, California |
| Augusta, Maine | Keene, New Hampshire | Plano, Texas |
| Auburn, Maine | Killington, Vermont | Pompano Beach, Florida |
| Bayonne, New Jersey | Lincoln, Rhode Island | Portland, Oregon |
| Bedford, New York | Martin County, Florida | Portsmouth, New Hampshire |
| Brattleboro, Vermont | Mason, Ohio | Portsmouth, Virginia |
| Canandaigua, New York | Meriden, Connecticut | Putnam County, Florida |
| Charlottesville, Virginia | Middleborough, MA | Red Bluff, California |
| Chelsea, Massachusetts | Milwaukee, Wisconsin | Redding, California |
| Clearwater, Florida | Monrovia, California | Sacramento, California |
| Dinuba, California | Monterey, California | San Antonio, Texas |
| El Paso, Texas | Mountain View, California | Seminole County, Florida |
| Escambia, Florida | Napa, California | Shasta County, California |
| Fort Lauderdale, Florida | North Kingstown, RI | Sterling, Illinois |
| Glenview, Illinois | Norwalk, Connecticut | Suffolk, Virginia |
| Grants Pass, Oregon | Pacific Grove, California | Sunnyvale, California |
| Hanford, California | Parkland, Florida | Walton County, Florida |
| Hermosa Beach, California | Peachtree City, Georgia | Winter Garden, Florida |

This project team is also conducting fire studies in New Rochelle (NY) and Billerica (MA). We are also completing a police deployment study for Howard County (MD).

2 Project Team Experience

The Matrix Consulting Group proposes to utilize a senior project team, including our President, who will serve as the Project Manager and be involved throughout the project. The project team includes former Chief Officers of career departments and a GIS Analyst. This project team has worked with hundreds of fire departments across the country, including city, county and regional fire districts. The organization chart, which follows, depicts the project team and summary of their experience:



Summary of Project Team Qualifications

Richard Brady
President
Project Manager

- 35+ years of fire / emergency services consulting experience.
- Project manager and lead analyst on almost 500 projects.
- Extensive experience conducting over 200 fire / EMS studies.
- BA Cal State University, Hayward; PhD, Oxford University, UK.

Robert Finn
Senior Manager
Project Analyst

- 30+ years of combined experience as a public safety executive and consultant.
- Experience as a Fire Chief – and prior experience as a Coordinator of EMS and Firefighter / Driver / Paramedic.
- MBA, BS in Public Safety Management, Grand Canyon University.
- Peer Assessor, Team Leader, and Technical Reviewer with the Commission on Fire Accreditation International (CFAI).

-
- Terry Lewis**
Senior Consultant
Project Analyst
- 30+ years of experience in the fire service.
 - Experience at all levels of the fire service, including Fire Chief.
 - Peer Assessor/Team Leader/Mentor for Center for Public Safety Excellence.
 - BS degree in Fire Science and AA in Accounting from the University of Cincinnati. Executive Fire Officer (EFO) program graduate.
-

- Ian Brady**
Manager
Project Analyst
- Manager with firm as part of our Public Safety Practice, and has 5 years with firm.
 - Created and maintains the firm's data analytical practice which assists in the analysis of regional public safety resource utilization, capabilities and coordination.
 - He received his BA in Political Science from Willamette University in Salem, Oregon.
-

- Ryan Peterson**
Consultant
Project Analyst
- Portland-based Consultant with the firm, specializing in GIS and data analytics. He has over five years of experience in conducting geospatial analysis for local and regional governments.
 - Previously worked for the City of Portland and City of Beaverton, as well as the Tri-County Metropolitan Transportation District of Oregon.
 - He holds a BS in Geography/GIS from University of Oregon and a GIS Graduate Certificate from Portland State University.
-

Detailed resumes for the senior members of the project team are included in the following pages.

RICHARD P. BRADY
President, Matrix Consulting Group
Project Manager

Background

Richard Brady is the Matrix Consulting Group's President. Mr. Brady has been a management consultant to local government for more than thirty-five years. Prior to joining the Matrix Consulting Group, he was the MAXIMUS national Vice President in charge of its local government consulting practice, and before that the managing partner of the California-based management consulting firm of Hughes, Heiss & Associates. Mr. Brady has conducted numerous studies of every local government function. However, the vast majority of his work is in the public safety area of the police and fire services.

Experience as a Fire Services Consultant

- Management audits, each of which have included evaluation of all departmental programs (e.g., Hazmat; public education; plan check and development review, etc.); service level analysis for fire suppression and emergency medical services; financial analysis of all fees and revenues; and training program evaluation. These also included staffing level evaluation and revenues; and training program evaluation of all functions and review of departmental management practices. For example:
 - Alachua County, Florida
 - Albany, New York
 - Anchorage, Alaska
 - Americus, Georgia
 - Augusta-Richmond County, Georgia
 - Bellingham, Washington
 - Boston, Massachusetts
 - Brattleboro, Vermont
 - Bremerton, Washington
 - Broward County, Florida
 - Burlington, Massachusetts
 - Charlotte County, Florida
 - Hilton Head Island, South Carolina
 - Huntington Beach, California
 - Lansing, Michigan
 - Matanuska-Susitna Borough, Alaska
 - Newark, California
 - Norwalk, Connecticut
 - Omaha, Nebraska
 - Palo Alto, California

- Peoria, Illinois
 - Polk County, Florida
 - Redding, California
 - Reno, Nevada
 - Salt Lake City, Utah
 - San Rafael, California
 - Sarasota County, Florida
 - Tallahassee, Florida
 - Venice, Florida
- We developed comprehensive fire master plans for the following clients. Each project included evaluation of service levels for both fire protection and emergency medical services; recommendation of service level standards related to response times; company staffing; fire flow capabilities; and built-in protection. These also included development of multi-year facilities plans; capital equipment requirements; and detailed program recommendations involving prevention programming and hazardous materials control.
 - Dinuba, California (3 studies)
 - Redmond, Washington
 - Woodinville, Washington
 - Monroe, Washington
 - Orange County, California
 - Corte Madera, California
- Regional analyses of fire service systems to identify consolidation opportunities; potential to improve service cost-effectiveness by contracting for service in specific areas; and assessing the feasibility of multi-agency cooperation in such areas as training; communications and dispatch; and hazmat response and control. Projects include:
 - Burlingame and Hillsborough, California
 - Butte County, California
 - Carlsbad; Oceanside; Vista, California
 - Dixon and Dixon FPD, California
 - La Mesa and Lemon Grove, California
 - Lee County, Florida
 - Lincoln, Rhode Island
 - Merced County, California
 - Monterey County – Three studies (LAFCO)
 - San Mateo County, California
 - Sonoma County, California (LAFCO)
 - Stanislaus County, California (LAFCO)
 - Santa Cruz County, Capitola and Central FPD, California (LAFCO)

- South Snohomish County, Washington
- Tiburon and Alto-Richardson in Marin County, California
- Tulare County, California (LAFCO)
- Conducted Municipal Services Reviews for Local Agency Formation Commissions in California, including:
 - Santa Clara County (fire service)
 - Placer County (fire service)
 - San Mateo County (non-fire service)
- Station location studies/plans for:
 - Broward County, Florida
 - Dougherty Regional Fire Authority (Dublin-San Ramon), California
 - Fort Lauderdale, Florida
 - Fulton County, Georgia
 - Hanford, California
 - Monterey, California
- Fire Department feasibility studies which involved projecting service demand; recommending service level standards and objectives; identifying revenue sources; and developing detailed facilities, staffing and apparatus requirements including budgets for in-house fire departments for Cities which contract for service or are served by a larger fire protection district or other fire departments. Each project also included evaluation of service contracts and recommendation of the most cost-effective alternative. Clients include:
 - Cupertino, California
 - San Ramon, California
 - Scottsdale, Arizona
- Emergency medical service feasibility studies which also involved projecting service demand; recommending service level standards and objectives; identifying revenue sources and cost recovery strategies. Clients include:
 - Coral Springs, Florida
 - Escambia County and Pensacola, Florida

Education

BA, California State University, Hayward
Ph.D., Oxford University, United Kingdom

ROBERT FINN
Senior Manager, Matrix Consulting Group
Project Manager

Background

Robert Finn is a Senior Manager with the Matrix Consulting Group and previously served as the Chief of the Southlake (TX) Department of Public Safety, Fire Department. Mr. Finn has a strong educational background coupled with a successful track record that includes strategic planning, budgeting, change management, community relations, and building collaborative partnerships.

Experience as a Fire and EMS Services Consultant

Clients for whom Mr. Finn has recently provided fire and EMS consulting services include the following:

- Anchorage, Alaska
- Auburn, Main
- Butte County, California
- Chelsea, Massachusetts
- DeKalb County, Georgia
- Hanford, California
- Lincoln, Rhode Island
- Merced County, California
- Monterey, California
- Pacific Grove, California
- Perrysburg, Ohio
- San Antonio, Texas
- Springdale, Arkansas
- Suffolk, Virginia
- Albuquerque, New Mexico
- Boston, Massachusetts
- Charlottesville, Virginia
- Cleveland, Ohio
- Dinuba, California
- Huntington Beach, California
- Matanuska-Susitna Borough, Alaska
- Mesa County, Colorado
- North Utah County, Utah
- Peachtree City, Georgia
- Redding, California
- Santa Paula, California
- Sterling, Illinois
- Westport, Connecticut

Robert Finn is our lead analyst on the fire services studies we are completing for Tuolumne County (CA), Big Bear (CA), West Sacramento (CA) and Davenport (IA).

Experience as a Public Safety Professional

Mr. Finn has served at many levels in public safety, including as the following:

- Chief of Fire Services (2004 to 2008)
- Lieutenant of Professional Standards (1999 to 2004)
- Lieutenant of Training (1995 to 1999)
- Coordinator of Emergency Medical Services (1993 to 1995)

Public Safety Association Affiliations

Center for Public Safety Excellence as a Peer Assessor, Team Leader and Technical Reviewer (2006 to Present).

Education and Training

He has a Master of Business Administration in Executive Leadership and a Bachelor of Science in Public Safety Administration from the Grand Canyon University, Phoenix (AZ), as well as training at the FBI National Academy and Basic Peace Officer, Firefighter Academy, and various National Fire Academy courses.

TERRY LEWIS
Senior Consultant, Matrix Consulting Group
Project Analyst

Summary of Professional Qualifications

Terry Lewis has over 30 years of experience in the fire service. He began his career in 1980 with the Loveland-Symmes Fire Department in Ohio, where he worked until 1999, advancing through the ranks from Firefighter/Paramedic to Battalion Chief. While in Loveland Symmes, Chief Lewis worked in a variety of capacities including financial management, fire prevention, public education and managing the operations division. Terry was appointed Fire Chief in Henderson, Kentucky in 1999 until retiring in 2009.

Experience

Consultant, Matrix Consulting Group – Recent fire service regional analytical studies include:

- Anchorage, Alaska
- Charlottesville, Virginia
- Lincoln, Rhode Island
- Merced County, California
- North Utah County, Utah
- Santa Paula, California
- Butte County, California
- King William County, Virginia
- Matanuska-Susitna Borough, Alaska
- Mesa County, Colorado
- Redding, California
- Westport, Connecticut

He is also currently working on the Tuolumne County (CA), Davenport (IA) and Big Bear (CA) Fire Studies.

Fire Chief, City of Henderson, Kentucky – Provided overall management and direction of fire suppression and risk reduction services, utilizing 60 personnel covering eighteen square miles and approximately 30,000 customers. He administered an annual operating budget of \$4.5 million along with various capital improvement projects. He has also composed Standard of Cover Documents and developed and served on the Board of a regional hazmat and technical rescue team.

Peer Assessor and Technical Advisor:

Served as a Peer Assessor and Technical Advisor (Mentor) during the Accreditation process for the following agencies:

- King of Prussia, PA
- Lenexa, KS
- Fort Lee, VA
- McChord AFB, WA
- Menasha, WI
- Wilson, NC
- Clearwater, FL
- Edmonton, Alberta, Canada
- Winter Park, FL
- Country Side Fire District, IL
- Southlake, TX
- Santa Clara County, CA
- Port Huron, MI
- Fenton, MO
- Searcy, AR
- Summit, NJ

Education

Bachelor of Science in Fire and Safety Engineering Technology and Associate of Science in Accounting from the University of Cincinnati.

IAN BRADY
Manager, Matrix Consulting Group
Project Analyst

Background

Ian Brady is a Manager with the Matrix Consulting Group as part of our Management Services Division. He began with the firm as an intern but now has 5 years of consulting experience. He specializes in public safety and is dedicated to providing analytical support for all of our police, fire, emergency communications and criminal justice system studies. Mr. Brady also developed the firm's GIS analytical tools for analyzing field service workloads and alternatives.

Experience In Public Safety Studies

Mr. Brady has experience conducting fire service management, staffing and operations studies, including recently for the following clients:

- Anchorage, Alaska
- Charlottesville, Virginia
- Hanford, California
- Merced County, California
- Redding, California
- Butte County, California
- DeKalb County, Georgia
- Lincoln, Rhode Island
- North Utah County, Utah
- Suffolk, Virginia

Mr. Brady has experience conducting data analysis, including for the following clients:

- Arlington, Washington
- Austin, Texas
- Berkeley, California
- Columbia, South Carolina
- Hanford, California
- Hayward, California
- Laguna Hills, California
- Mahwah, New Jersey
- Patterson, California
- Portland, Oregon
- Raleigh, North Carolina
- Redding, California
- Suffolk, Virginia
- Winnipeg, Manitoba

Education

Mr. Brady received his BA in Political Science from Willamette University in Oregon.

3 Previous Work Samples

As requested in the Request for Proposals, we are including work samples from three (3) prior clients in electronic format. These projects include:

- **Suffolk, Virginia** – Efficiency and Effectiveness study of the Fire Department
- **Big Bear, California** – Fire Department Master Plan
- **Bedford, New York** – Fire Station Study

4 References

The following table provides references and summarizes recently completed similar fire and emergency medical services projects. We strongly encourage you to contact these clients about our work.

**Suffolk, Virginia
Staffing and Efficiency Study**

Jeff Gray
Administrative Analyst
442 Washington Street
Suffolk, VA 23434
757-514-4037 – Phone
757-514-4027 - Fax

In this study, the Matrix Consulting Group evaluated the current staffing and operations of the Suffolk, Virginia Fire Rescue Department. Key recommendations included options to revise staffing methods, which will result in annual savings of \$389,000. Other recommendations included improving dispatch call processing and turnout times, revising performance standards, moving plan review functions to the planning department, developing a public fire education program and developing a policy for adjusting leave hour balances of 24-hour staff transferring to an 8-hours.

**Peachtree City, Georgia
Organizational and Operational
Efficiency Study**

Joseph O'Connor
Fire Chief
105 N. Peachtree Parkway
Peachtree City, GA 30269
770-631-2526 – Phone
770-631-2505 - Fax

The Matrix Consulting Group was retained by Peachtree City to conduct an independent review of the organization and operation of the Fire Department. Key recommendations included restructuring the rank structure in the department, including members of the community in the strategic planning process, refining dispatch procedures to improve call-processing times, adopting formal service levels for turnout and travel times and assigning a dedicated IT position to improve technology utilization in the agency.

**Dinuba, California
Fire Department Master Plan**

Chad Thompson
Fire Chief
496 E. Tulare Street
Dinuba, CA 93618
559-591-5931 - Phone
559-591-5934 - Fax

In this project, the Matrix Consulting Group conducted an update to the Fire Department Master Plan, which was originally developed twenty years ago for the Department by our firm (another update was developed 10 years ago). Several changes in the city had occurred since the plan including population growth, annexation and a focus on attracting large distribution centers. The analysis showed a gap in service to the western and northern portions of the City and the need to begin planning for the construction of a second station. Also there was an immediate need to improve staffing and deployment of personnel to ensure an adequate response force could be sent on initial assignments.

.....
**Big Bear Fire Department, CA
Master Plan**

Jeff Willis
Fire Chief
41090 Big Bear Blvd.
Big Bear Lake, CA 92315

909-866-7566 – Phone
909-866-8288 - Fax

The Matrix Consulting Group was retained by the Big Bear Fire Department to develop a Master Plan that would guide the growth of the agency and ensure effective service delivery over the next 10 years. The study examined the current staffing, deployment, capital assets and administrative services for services provided to the City of Big Bear Lake and the Big Bear City Community Services District. The study found gaps in service delivery that required the construction of a new station. Call concurrence and long ambulance transport times were also an issue, which required the Department to move from 2 person to 3 person staffing of engine companies. We also found opportunities to improve the paid call firefighter program and enhance the use of paid call personnel to reduce overtime.

.....
**Mesa County, Colorado
Fire Services Study**

Ken Watkins
Fire Chief
625 Ute Avenue
Grand Junction, CO 81501
970-244-1415 – Phone
No Fax Number

The Matrix Consulting Group was retained by Mesa County and the City of Grand Junction, Colorado to conduct an independent analysis of the County's fire incident response system. Key recommendations included standardizing response procedures, establishing performance standards, developing annual training plans, consolidating two fire districts and merging one fire district with Grand Junction Fire Department.

5 Cost Proposal and Timeline

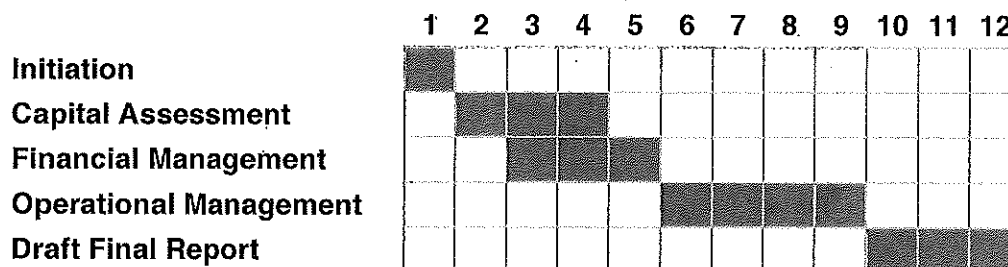
The Matrix Consulting Group is proposing to conduct the Comprehensive Analysis of Fire Services for the Town of Berlin at a not-to-exceed cost of **\$26,000**, as described in the following table:

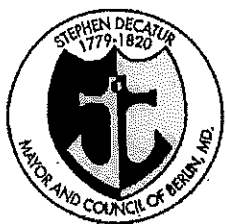
| | Project Manager | Senior Manager | Manager Sr. Cons. | Consultant | Total Hrs. / Cost |
|--------------------------------|------------------------|-----------------------|--------------------------|-------------------|--------------------------|
| Initiation | 8 | 8 | 0 | 0 | 16 |
| Capital Assessment | 0 | 8 | 8 | 0 | 16 |
| Financial Management | 4 | 8 | 12 | 0 | 32 |
| Operations | 4 | 12 | 12 | 16 | 44 |
| Draft / Final Report | 8 | 16 | 16 | 8 | 48 |
| Total Hours | 24 | 52 | 48 | 32 | 156 |
| Hourly Rate | \$200 | \$185 | \$125 | \$75 | |
| Total Professional Fees | \$4,800 | \$9,620 | \$6,000 | \$2,400 | \$22,820 |
| Project Expenses | | | | | \$3,180 |
| Total Project Cost | | | | | \$26,000 |

Our usual practice is to invoice our clients monthly for time and materials up to the total project amount. We are also amenable to alternative invoicing arrangements.

We are committed to completing this project within 90 days of the contract execution as illustrated in the following project timeline

Proposed Project Schedule





Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316



PROCLAMATION 2017-12

Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.
Troy Purnell
Thomas Gulyas
Zackery Tyndall

Town Attorney

David Gaskill

Town Administrator

Laura Allen

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND PROCLAIMING NOVEMBER TO BE MUNICIPAL GOVERNMENT WORKS MONTH.

The Mayor and Council of the Town of Berlin does hereby proclaim November to be Municipal Government Works Month.

WHEREAS, the Town of Berlin was incorporated in 1868; and

WHEREAS, Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Berlin is proud to promote municipal government awareness; and

WHEREAS, during 2017 the Town of Berlin promoted Municipal Government Awareness by:

- Hosting or supporting 29 community events
- Partnering with local businesses to provide free shuttles to several Town events
- Collecting 141 tons of recycling
- Receiving two safety awards from American Municipal Power
- Issuing 30 Certificates of Occupancy
- Completing the William and Flower Street Culvert Projects
- Repairing the stormwater conveyance system and paving West St.
- Establishing a Naming Policy
- Publishing the Town Newsletter quarterly
- Welcoming 12 new businesses

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the Town of Berlin, Maryland hereby joins the Maryland Municipal League in declaring November to be Municipal Government Works Month in the Town of Berlin.

WITNESS MY HAND AND SEAL, THIS 13TH DAY OF NOVEMBER 2017.

Wm. Gee Williams, III, Mayor

Elroy Brittingham, Sr.
Vice President

ATTEST: _____
Laura Allen
Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2017-41

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING CONSTRUCTION, ADMINISTRATION AND INSPECTION PROPOSAL FROM EA ENGINEERING, SCIENCE AND TECHNOLOGY FOR CEDAR, MAPLE, AND PINE STORMWATER PROJECT

APPROVED THIS _____ DAY OF _____, 2017 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED, WITH _____ ABSTAINING AND _____ ABSENT.

ELROY BRITTINGHAM, SR. VICE PRESIDENT

APPROVED THIS _____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
LAURA ALLEN
TOWN ADMINISTRATOR



EA Engineering, Science,
and Technology, Inc., PBC

11200 Racetrack Road Unit 101A
Ocean Pines, MD 21811
Telephone: 410-641-5341
Fax: 410-641-5349
www.eaest.com

November 7, 2017
EA Proposal No. 0790780C

Laura Allen
Town Administrator
Town of Berlin
10 Williams Street
Berlin, MD 21811

RE: Modification Proposal for Construction Administration and Inspection Services for Phase I – Cedar Avenue, Maple Drive and Pine Street in Accordance with Grant Requirements

Dear Ms. Allen:

EA Engineering, Science, and Technology, Inc., PBC (EA) welcomes the opportunity to submit this modification proposal to provide construction administration and inspection services for Hudson Branch Stormwater Management Improvement Projects. EA has worked closely with the Town of Berlin and several funding agencies to secure approximately \$1.9M in funding for construction of these proposed projects. The grant awards require certain requirements, documentation and oversight be completed during construction and EA understands the effort is reimbursable through the funding agency. This project is funded by the U.S. Department of Natural Resources through grant funds. Details of the proposed scope of work for these services are presented in Attachment A.

Project Schedule—EA understands that the project schedule is important to the Town of Berlin. Therefore, we propose to continue to work closely with your personnel upon notice to proceed to define a completion schedule that will best satisfy the Town. To facilitate an attainable schedule and to coordinate with funding and regulatory agencies, EA proposes to conduct progress meetings once per month. These meetings will be integral in the tracking of each task.

Fee—EA has prepared the fee on a task basis. EA understands that these funds for professional services to include design and construction administration, management and inspection are reimbursable through the U.S. Department of Natural Resources. This proposal modifies Task 1 – Cedar Avenue, Maple Drive and Pine Street Construction Administration and Inspection Services in the amount of \$73,635. The work described under this proposal will be performed on a lump sum basis as a modification to EA Project 1470407 with the Town of Berlin.



We appreciate the opportunity to continue our long history of partnership with the Town of Berlin in this endeavor and intend, throughout the course of this project, to act as a valuable and reliable extension of your staff. As the Town is aware, EA’s close proximity to the Town of Berlin will continue to provide the Town with the added benefit of EA’s availability to meet in person with short notice. Feel free to contact me at (410) 641-5341 should you have any questions concerning this proposal.

Sincerely,

Darl Kolar, BCEE, P.E.
Project Manager

ACCEPTANCE: I have reviewed and understand the information contained in this proposal, and by my signature below provide authorization to proceed with the work defined herein.

Signature

Date

Laura Allen – Town Administrator
Name and Title (printed or typed)

Town of Berlin, Maryland
Client Name (printed or typed)

410-641-4144
Phone Number

410-641-2316
Fax Number

Attachments

CC: Jane Kreiter, Town of Berlin
Mark Gutberlet, P.E. EA Engineering

Enclosures

ATTACHMENT A

SCOPE OF WORK FOR TOWN OF BERLIN STORMWATER MANAGEMENT MEETINGS PHASE I – CEDAR AVENUE, MAPLE DRIVE, AND PINE STREET NOVEMBER 2017

This modified Scope of Work (SOW) describes the effort included to continue to provide construction administration and inspection services associated with Phase I - Stormwater Management Upgrades. The stormwater management improvements will be for the area of Cedar Avenue, Maple Drive and Pine Street specifically identified as an area of frequent flooding within the Town of Berlin. The scope of work is associated with effort under Task 1 and detailed below:

Task 1 – Phase I – Cedar Avenue, Maple Drive and Pine Street Construction Administration and Inspection

The area consisting of Cedar Avenue, Maple Drive and Pine Street is considered a high priority area regarding flooding within the Town of Berlin. The proposed stormwater management improvements associated with this area includes the upgrade of existing stormwater conveyance piping and water/sewer utilities. The following services will be provided during the construction of the stormwater and water/sewer improvements.

Construction Administration

EA will actively track, process, and manage the flow of the contract documents from the Contractor, and Town, including Request for Information (RFI), Submittals, Correspondence, Meeting Minutes, Change Orders (CO) Requests, Material Test reports and other project related items relieving the Town of these duties. EA will continually track the Contractor's progress through review of the construction schedule. Further, EA will coordinate and manage the project meetings including the pre-construction, progress, substantial completion and final walk-through meetings. The Project Manager will also support the Town in the resolution of field problems and prepare Non-compliance Reports for unsatisfactory work and track to resolution. The following are detailed approaches relating to payment applications, CO/RFI's and meetings.

Payment Applications—The Project Manager will review and assist with resolving applicable discrepancies in the contractor's payment requests, and submit the payment request with recommendations and supporting documentation to the Town of Berlin for processing.

Change Orders/RFIs—EA will assist the Town in the negotiation and review of CO requests resulting from variations in site conditions or discrepancies in the Contract Documents. This will be performed by processing and managing the flow of the distribution of the CO requests and RFI's. EA will receive, process and forward to the Engineer, all CO/RFIs. EA will organize and maintain an up to date information system that will track the status and approval of shop drawings submittals, RFI's, construction records, quantities, payment schedules, samples, inspection records, and project schedules. CO requests will be coordinated with the Engineer to

make recommendations on conformance to the plans and specifications. EA assumes that the design engineer will be available to review and respond to CO requests and RFI's for review, comment, and approval.

Construction Meetings—The Project Manager will coordinate a Pre-Construction Meeting at the project site to introduce all team members and establish contract, communication, schedule, and submittal procedures. The Project Manager will also coordinate, bi-monthly (2-week intervals) progress meetings, and a pre-final and final inspection meeting. EA will prepare and distribute the meeting minutes to all attendees and appropriate parties. The minutes will track unresolved items and new issues until their final resolution. EA will provide updates on project status, foreseeable delays or difficulties, and the anticipated completion date. The final construction meeting with the Town, Engineer and a representative of the Contractor, will be scheduled upon substantial completion of the work, to conduct a final site inspection of the reconstruction of Cedar Avenue, Maple Drive and Pine Street.

Construction Inspection services

It is important that sufficient and proper oversight and inspection controls are in place during construction activities to monitor Contractor activities. Proper documentation of construction activities and correspondence provides protection for the Town to assure that construction is in conformance with the contract plans and specifications. Further, having a construction inspector associated familiar with the design can provide an additional layer of oversight which we find to be in the best interest of the Owner.

EA will provide a full time Construction Inspector during construction of the stormwater management improvements. The Construction Inspector utilized will be competent and experienced in the area of construction oversight of road re-construction, water and sewer piping networks, and associated field activities. The Construction Inspector will serve as the “eyes and ears” for the Town of Berlin throughout these activities.

Specifically, EA’s Construction Inspector will provide the following services:

- Attend pre-construction meeting, progress meetings and pre-final and final walk-through
- Assist in the tracking and monitoring all construction costs and quantities, and validation of all Contractors’ payment requests and bid items
- Maintain a log of materials delivered to the site and the progress of daily work activities for use in the review of progress payment applications submitted to the Town by the Contractor
- Assist the Project Manager by receiving, processing and forwarding, to the Engineer, all submittals (i.e. Sub-contractors, independent testing labs, surveys, shop drawings, cut sheets, samples, test results. etc) for review and approval
- Prepare daily reports of Contractor activities on the job site, including weather conditions, data relative to questions of extras or deductions: material and equipment deliveries and subsequent installation, men and equipment working at the site, visitors to the site and all testing procedures and results if available.
- Conduct continuous inspections of on-going work for quality control and maintain a photographic record. All photographs will be digital and dated. The photo album will be

maintained, and provided to the Town at the conclusion of the work via electronically on a compact disc.

- Review the erosion and sediment control provisions and notify the Town and Contractor of nonconformance issues to ensure compliance with the approved plans
- Provide inspection and record keeping for any Force Account extra work on a time-and-materials basis

EA will oversee that field conformance tests will be conducted in accordance with the specifications and compared to the required values. Should discrepancies exist, EA will recommend to the Town that the Contractor correct these discrepancies. Further, EA will advise the Town as to the readiness of the project for substantial and final inspection. Following the completion of construction, EA's Construction Inspector will assist the Town with the coordination of a walk-through inspection to compile a final "punch list" of items remaining to be completed for the Town and Engineer for review, and prepare a Certificate of Substantial Completion. All required affidavits, guarantees, manuals, keys, record drawings, spare parts, etc. will be collected and transferred to the Town at the completion of the project.

Grant Coordination

As the Town is aware, the Town has been awarded several grants for the proposed projects. Each grant has specific requirements to maintain compliance. EA will assist the Town with the reporting and tracking required as stipulated in the grant award letters. The following is a summary of the items EA will assist the County with to adhere to the grant requirements.

- Prepare and submit quarterly reports
- Prepare contract documents to include grant stipulations and quarterly reports required by the DNR

Assumptions

- EA will provide full-time (40-hrs per week) construction inspection sufficient to oversee critical components during the duration of the construction contract (90 calendar days).
- EA's Construction Inspector is not responsible for managing or directing the Contractor and/or the Contractor's schedule.
- EA is not responsible for the Contractor's means or methods or safety for completing the work.
- The Contractor will prepare and maintain an up to date construction schedule.
- EA has included 4-hrs per week for the Project Manager to visit the site, and/or coordinate work with the Town.
- Project Meetings will include one Pre-Construction Meeting, four progress meetings, one pre-final inspection and one final inspection meeting.
- A construction Certification Report is not required.

410-641-1333
410-641-4880 (FAX)

Arnold R. Downing
Chief of Police



Berlin Police Department
10 WILLIAM STREET
BERLIN, MARYLAND 21811

October 26, 2017

To: Laura Allen

Via: Official Channels

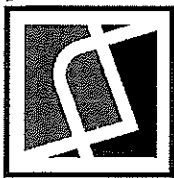
From: Lt Fisher

Subj: 201800682

This purchase order is for new furniture to equip the Police Department. The quote is #QM419314(v2) in the amount of \$46,523.50 to National Business Furniture. The approved budget for the furniture is \$73,200, leaving me a balance of approximately \$26,600. This request is not for all the furniture required, only the furniture from this vendor.

I did a competitive bid, in which companies that can provide similar items that we need send us quotes and or estimates. Quotes were received from NBF for all the items, and WSD Office Solutions for all of the items except #14057 single desk station. That estimate was for \$37,083.33, and NBF minus #14057 is \$34,803.70. If I was to build an item similar to #14057 through WSD, it would appear to be in the \$1,100 range, NBF is \$977. If I had to order everything but #14057 from WSD we would be spending \$2200 more and if I ordered #14057 from NBF separate it would cost \$14,500, an increase of \$2,800. Therefore in order to save \$5,000 I feel it is better to order what was requested in the purchase order, all from National Business Furniture. We have used NBF in the past and have always been satisfied with the company.


Lt. Robert Fisher



NATIONAL BUSINESS FURNITURE

Quote # QM419314 (v2)

National Business Furniture, LLC
770 South 70th Street Milwaukee, WI 53214
Phone (888) 558-9803 x3964 Fax (800) 329-9349

Ship-To Address rfisher@berlinmdp.org

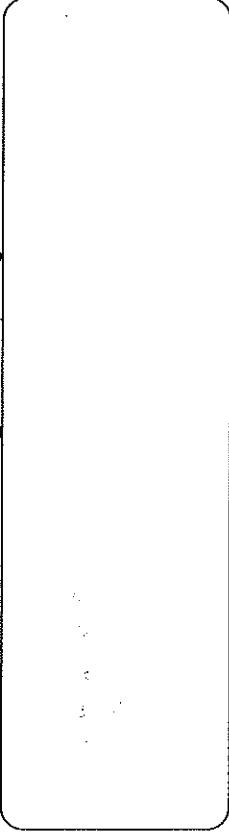
ROBERT FISHER

LT

BERLIN POLICE DEPARTMENT
129 DECATUR ST
BERLIN, MD 21811
(410) 641-1333
(410) 641-4880

Source: 99
Cat: 46
Cust#: BR7020

Bill-To Address rfisher@berlinmdp.org



| Item # | Qty | Description | Options | Lead Time | Catalog Price | Discount Price | Total Merch |
|-----------------------------|-----|--------------------------|---|-----------|---------------|----------------|-------------|
| 46283 <small>Eco</small> | 2 | 60x24 Table | Warm Ash Laminate/Brushed Nickel Painted Steel Frame | 1-2 Wks | \$259.00 | \$220.15 | \$440.30 |
| 14761 | 1 | Bow U-Desk w/Hutch | Classic Cherry Laminate/Soft Black | 1-2 Wks | \$1,729.00 | \$1,440.75 | \$1,440.75 |
| 50838 <small>Eco</small> | 7 | Oversized Guest Chair | Black Faux Leather/Black Frame | 1-2 Wks | \$169.00 | \$135.15 | \$946.05 |
| 56985 <small>Eco</small> | 1 | Exec Chair w/Flip Arms | Black Faux Leather/Gray Mesh/Iridescent Silver Finish | 1-2 Wks | \$329.00 | \$253.30 | \$253.30 |
| 14775 | 6 | Compact L-Desk w/Hutch | Classic Cherry Laminate/Soft Black | 1-2 Wks | \$1,129.00 | \$930.75 | \$5,584.50 |
| 14057 <small>Eco</small> | 12 | Single Desk Station | Mahogany Laminate/Gray Fabric/Silver Frame and Legs | 1-2 Wks | \$1,149.00 | \$976.65 | \$11,719.80 |
| 41559 | 1 | Wood Top Workbench 36x72 | Maple Wood Top/Medium Gray | 1-2 Wks | \$469.00 | \$398.65 | \$398.65 |
| 31071 | 5 | Cabinet-Wardrobe/Supply | Putty | 1-2 Wks | \$529.00 | \$420.75 | \$2,103.75 |

Important Information:

Own this furniture for as little as \$1,601.01 per month for 36 months. Call or email me for details.

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

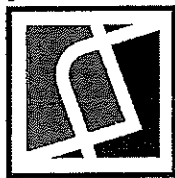
| | |
|----------------------|-------------|
| Merchandise | \$50,840.00 |
| Total Discount | 9,610.75 |
| Merchandise Subtotal | 41,229.25 |
| Shipping & Handling | 5,294.25 |
| Subtotal | 46,523.50 |
| Total Tax | 0.00 |
| Order Total | \$46,523.50 |

Customer PO#:

Quoted By: STEVE STEPHENS Ext: 3964

On: 10/16/17

Page 2



NATIONAL BUSINESS FURNITURE

Quote # QM419314 (v2)

National Business Furniture, LLC

770 South 70th Street Milwaukee, WI 53214
Phone (888) 558-9803 x3964 Fax (800) 329-9349

Ship-To Address rfisher@berlinmfpd.org

ROBERT FISHER

LT

BERLIN POLICE DEPARTMENT

129 DECATUR ST

BERLIN, MD 21811

(410) 641-1333

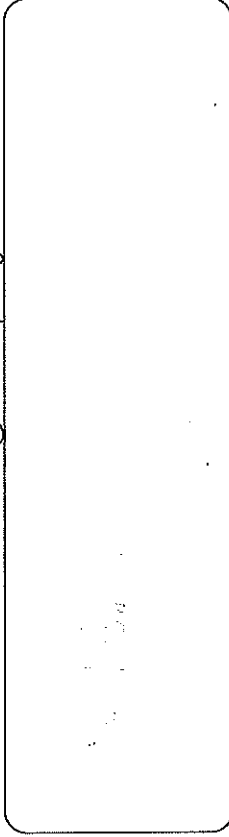
(410) 641-4880

Source: 99

Cat: 46

Cust#: BR7020

Bill-To Address rfisher@berlinmfpd.org



| Item # | Qty | Description | Options | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|--------------------------------|---------------------------------------|-------------|---------------|----------------|-------------|
| 33288 | 1 | Literature Rack-45 Slot w/Base | Tan | 1-2 Wks | \$449.00 | \$381.65 | \$381.65 |
| 40492-1 | 2 | 6' Boatshaped Conference Table | Mahogany | 4-6 Wks | \$649.00 | \$526.15 | \$1,052.30 |
| 75695 | 3 | File and Storage Cabinet | Desert Putty | 4-6 Wks | \$695.00 | \$590.75 | \$1,772.25 |
| 41411 | 8 | Training Table 18 x 72 | Medium Oak Top/ Black Frame | Ships Today | \$198.00 | \$152.15 | \$1,217.20 |
| 50988 | 23 | Managers Chair | Black Faux Leather/Black Base | 1-2 Wks | \$239.00 | \$194.65 | \$4,476.95 |
| 44126 | 1 | Table 42" Painted Base | Square Graphite Nebula Top/Black Edge | 1-2 Wks | \$298.00 | \$253.30 | \$253.30 |
| 30080 | 14 | Drawer Lateral File | Putty | 5-7 Wks | \$619.00 | \$483.65 | \$6,771.10 |
| 51371 | 36 | Polypropylene Stack Chair | Blue Plastic/Black Frame | 1-2 Wks | \$98.00 | \$67.15 | \$2,417.40 |

Important Information:

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Pricing is based on items and quantities quoted. Any changes will affect quoted price.

Price reflects quoted discount, valid for 90 days from 10/16/2017.

| | |
|----------------------|--------------------|
| Merchandise | \$50,840.00 |
| Total Discount | 9,610.75 |
| Merchandise Subtotal | 41,229.25 |
| Shipping & Handling | 5,294.25 |
| Subtotal | 46,523.50 |
| Total Tax | 0.00 |
| Order Total | \$46,523.50 |

Customer PO#:

Quoted By: STEVE STEPHENS Ext: 3964 On: 10/16/17

Page 1

Order Total

Order Total

Order Total

WSD OFFICE SOLUTIONS, INC.

11100 Crusader Lane, Unit 106
 Berlin, MD 21811

Estimate

| | |
|------------|------------|
| Date | Estimate # |
| 10/23/2017 | 1037 |

| |
|---|
| Name / Address |
| Berlin Town Police Department 10 Williams St Berlin, MD 21811 |

| |
|---------|
| Project |
| |

| Item | Description | Qty | Cost | Total |
|-------------------------|---|-----|------------------|------------------|
| PL235 | 6' Boat Shape Conference Table, 72"w x 20/35"d - CHERRY | 2 | 234.73 | 469.46T |
| OFSPL152 | 22"d x 29"Rh- Storage Cabinet - CHERRY | 3 | 292.23 | 876.69T |
| 601872 BW | Rectangle Folding Table 18"d x 72"w Walnut with Black | 8 | 171.65 | 1,373.20T |
| 993BLK | Big and Tall Executive Chair with Silver Heavy Duty Base. Weight Capacity is 350 lbs | 24 | 269.55 | 6,469.20T |
| PLT42S | 42" Square Table Top | 1 | 103.83 | 103.83T |
| PLTXBM33CHRM | Standard Chrome Base, fits up to 48"w Tops. | 1 | 107.53 | 107.53T |
| QSLF6A364 | OS 600 Series Four Drawer Lateral File Cabinet. 36"w x 19 1/4"d x 53 1/4"h. PUTTY | 14 | 631.73 | 8,844.22T |
| SCI400BLK | Stackable Chair w/ Chrome Frame | 36 | 59.83 | 2,153.88T |
| QSP7601K30N | Plain Apron Table. Oak/Plastic Laminate Top, 60"w x 24"d x 30"h | 3 | 440.54 | 1,321.62T |
| EXEC2 | Bow Front "U" Unit Page 13 . Comes in Cherry or Mahogany | 1 | 2,435.40 | 2,435.40T |
| 759BLK | Executive Guest Chair w/ black frame, Black Leather-Soft Vinyl | 7 | 130.05 | 910.35T |
| SuitePL#3 | (1) - PL181L (Lt. Credenza w/Comer Ext.) (1) - PL179 (Reversible Return) (1) - PL140OH (Open Hutch) (2) - PL40LD (Laminate Hutch Doors) (1) - PL107 (Hanging 3/4 Pedestal - B/F) (1) - PL117 (Tackboard - Gray Fabric) | 6 | 820.05 | 4,920.30T |
| 8118 | Combination Wardrobe/Storage. Dimensions: 72"H x 36"W x 18"D | 5 | 444.33 | 2,221.65T |
| Deliver & Install Terms | 50% down with signed Estimate, PO or contract, Net 10 on Remaining Balance. | 1 | 4,831.00 0.00 | 4,831.00 0.00 |

| | |
|------------------------------|-------------------------|
| Thank you for your business. | Subtotal |
| | Sales Tax (0.0%) |
| | Total |

WSD OFFICE SOLUTIONS, INC.

11100 Crusader Lane, Unit 106
 Berlin, MD 21811

Estimate

| | |
|------------|------------|
| Date | Estimate # |
| 10/23/2017 | 1037 |

| |
|---|
| Name / Address |
| Berlin Town Police Department 10 Williams St Berlin, MD 21811 |

| |
|---------|
| Project |
| |

| Item | Description | Qty | Cost | Total |
|------|--|-----|------|-------|
| | Please note that this Estimate does not include the Work Station for 2 people. We will work on that and re send Final Estimate. Thank you, Scott | | | |

| | | | |
|------------------------------|--|-------------------------|-------------|
| Thank you for your business. | | Subtotal | \$37,038.33 |
| | | Sales Tax (0.0%) | \$0.00 |
| | | Total | \$37,038.33 |

Save and Close |
 Save and New |
 Delete |
 Print Screen |
 Help |
 TCM (0) |
 Actions

[Change Business Address](#)

Vendor Name: NATIONAL BUSINESS FURNITURE
 Vendor Number: 0001559
 Vendor Set: 01
 Approval Status: Waiting for Approval

735 N WATER STREET
 P O BOX 514052
 MILWAUKEE, WI 53202
 U.S.A.

| General | Number | Description | Department | Issue Date | On Hold | Requested By |
|-----------------------|-----------|---------------------------|----------------------------|------------|---------|---------------|
| Item Entry | 201800682 | NEW FURNITURE FOR STATION | POLICE - POLICE DEPARTMENT | 10/11/2017 | | ROBERT FISHER |
| Shipping Entry | | | | | | |
| Items Distributions | | | | | | |
| Item Approvals | | | | | | |
| Item Approval History | | | | | | |
| Items Transferred | | | | | | |
| Notes | | | | | | |
| PO Notices | | | | | | |
| TCM | | | | | | |

Detailed Description

Vendor Name: NATIONAL BUSINESS FURNITURE
 Vendor Number: 0001539
 Vendor Set: 01
 Approval Status: Waiting for Approval

755 N WATER STREET
 P O BOX 534052
 MILWAUKEE, WI 53202
 USA

Change Business Address

General
 Item Entry
 Shipping Entity
 Items Distributions
 Item Approvals
 Item Approval History
 Items Transferred
 Notes
 PO Notices
 TCM

Commodity
 Item Description
 Ship To
 Vendor
 Ordered
 Shipping
 Sales Tax

Commodity: SERVICE - SERVICE
 Item Description: NEW FURNITURE FOR STATION
 Ship To: Police Department - Town of Be
 Vendor: 0001539 - NATIONAL BUSINESS
 Ordered: 41,229.25
 Shipping: 5,294.25
 Sales Tax: 0.00

Account: 01-5200-525
 Project Account: CAPITAL OUTLAY EQUIPMENT
 Special Instructions: Split Distribution

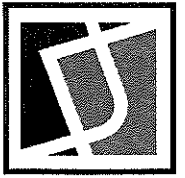
Account: 01-5200-525
 Project Account: CAPITAL OUTLAY EQUIPMENT
 Special Instructions: Split Distribution

| Sequence | Commodity Code | Item Description | Vendor | Transferred Fro | Is Taxed | Units | Price | Amount | Shipping | Tax | Total | Neer |
|----------|----------------|----------------------|----------------------|-----------------|----------|-------|-------|-----------|----------|------|-----------|------|
| 1 | SERVICE | NEW FURNITURE FOR ST | NATIONAL BUSINESS FU | | | | | 41,229.25 | 5,294.25 | 0.00 | 46,523.50 | |

Total Item 546,523.50
 Trade Discount 50.00

Vendor Part Number

Need By Date



NATIONAL BUSINESS FURNITURE

Quote # QM419314 (v2)

National Business Furniture, LLC
 770 South 70th Street Milwaukee, WI 53214
 Phone (888) 558-9803 x3964 Fax (800) 329-9349

Ship-To Address *rfisher@berlinmdp.org*

ROBERT FISHER
 LT
 BERLIN POLICE DEPARTMENT
 129 DECATUR ST
 BERLIN, MD 21811
 (410) 641-1333
 (410) 641-4880

Source: 99
 Cat: 46
 Cus#: BR7020

Bill-To Address *rfisher@berlinmdp.org*

SALE

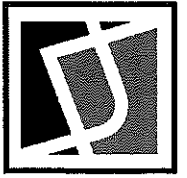
| Item # | Qty | Description | Options | Lead Time | Catalog Price | Discount Price | Total Merch |
|---------|-----|--------------------------------|---------------------------------------|-------------|---------------|----------------|-------------|
| 33288 | 1 | Literature Rack-45 Slot w/Base | Tan | 1-2 Wks | \$449.00 | \$381.65 | \$381.65 |
| 40492-1 | 2 | 6' Boatshaped Conference Table | Mahogany | 4-6 Wks | \$649.00 | \$526.15 | \$1,052.30 |
| 75695 | 3 | File and Storage Cabinet | Desert Putty | 4-6 Wks | \$695.00 | \$590.75 | \$1,772.25 |
| 41411 | 8 | Training Table 18 x 72 | Medium Oak Top/ Black Frame | Ships Today | \$198.00 | \$152.15 | \$1,217.20 |
| 50988 | 23 | Managers Chair | Black Faux Leather/Black Base | 1-2 Wks | \$239.00 | \$194.65 | \$4,476.95 |
| 44126 | 1 | Table 42" Painted Base | Square Graphite Nebula Top/Black Edge | 1-2 Wks | \$298.00 | \$253.30 | \$253.30 |
| 30080 | 14 | 4 Drawer Lateral File | Putty | 5-7 Wks | \$619.00 | \$483.65 | \$6,771.10 |
| 51371 | 36 | Polypropylene Stack Chair | Blue Plastic/Black Frame | 1-2 Wks | \$98.00 | \$67.15 | \$2,417.40 |

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 Price reflects quoted discount, valid for 90 days from 10/16/2017.

| | | | | | | |
|---------------|---------------------------|-----------|--------------|--------|----------------------|------------------|
| Customer PO#: | Quoted By: STEVE STEPHENS | Ext: 3964 | On: 10/16/17 | Page 1 | Order Total | \$46,523.50 |
| | | | | | Merchandise | \$50,840.00 |
| | | | | | Total Discount | 9,610.75 |
| | | | | | Merchandise Subtotal | 41,229.25 |
| | | | | | Shipping & Handling | 5,294.25 |
| | | | | | Subtotal | 46,523.50 |
| | | | | | Total Tax | 0.00 |



NATIONAL BUSINESS FURNITURE

Quote # QM419314 (v2)

National Business Furniture, LLC
 770 South 70th Street Milwaukee, WI 53214
 Phone (888) 558-9803 x3964 Fax (800) 329-9349

Ship-To Address rfisher@berlinmdp.org

ROBERT FISHER
 LT
 BERLIN POLICE DEPARTMENT
 129 DECATUR ST
 BERLIN, MD 21811
 (410) 641-1333
 (410) 641-4880

Source: 99
 Cat: 46
 Cus#: BR7020

Bill-To Address rfisher@berlinmdp.org

Same

| Item # | Qty | Description | Options | Lead Time | Catalog Price | Discount Price | Total Merch |
|--------|-----|--------------------------|---|-----------|---------------|----------------|-------------|
| 46283 | 2 | 60X24 Table | Warm Ash Laminate/Brushed Nickel Painted Steel Frame | 1-2 Wks | \$259.00 | \$220.15 | \$440.30 |
| 14761 | 1 | Bow U-Desk w/Hutch | Classic Cherry Laminate/Soft Black | 1-2 Wks | \$1,729.00 | \$1,440.75 | \$1,440.75 |
| 50838 | 7 | Oversized Guest Chair | Black Faux Leather/Black Frame | 1-2 Wks | \$169.00 | \$135.15 | \$946.05 |
| 56985 | 1 | Exec Chair w/Flip Arms | Black Faux Leather/Gray Mesh/Iridescent Silver Finish | 1-2 Wks | \$329.00 | \$253.30 | \$253.30 |
| 14775 | 6 | Compact L-Desk w/Hutch | Classic Cherry Laminate/Soft Black | 1-2 Wks | \$1,129.00 | \$930.75 | \$5,584.50 |
| 14057 | 12 | Single Desk Station | Mahogany Laminate/Gray Fabric/Silver Frame and Legs | 1-2 Wks | \$1,149.00 | \$976.65 | \$11,719.80 |
| 41559 | 1 | Wood Top Workbench 36X72 | Maple Wood Top/Medium Gray | 1-2 Wks | \$469.00 | \$398.65 | \$398.65 |
| 31071 | 5 | Cabinet-Wardrobe/Supply | Putty | 1-2 Wks | \$529.00 | \$420.75 | \$2,103.75 |

Important Information:

Own this furniture for as little as \$1,601.01 per month for 36 months. Call or email me for details.

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

| | | | | | | |
|---------------|---------------------------|-----------|--------------|--------|----------------------|-------------|
| Customer PO#: | Quoted By: STEVE STEPHENS | Ext: 3964 | On: 10/16/17 | Page 2 | Order Total | \$46,523.50 |
| | | | | | Merchandise | \$50,840.00 |
| | | | | | Total Discount | 9,610.75 |
| | | | | | Merchandise Subtotal | 41,229.25 |
| | | | | | Shipping & Handling | 5,294.25 |
| | | | | | Subtotal | 46,523.50 |
| | | | | | Total Tax | 0.00 |