



Town Council AGENDA

Monday, August 21, 2023 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:30 PM: Call to Order by Acting President Abbatiello.

Opening remarks and Pledge of Allegiance by Councilmember Montgomery.

Approval of Minutes.

Minutes from the August 7, 2023 meeting.

Municipal Official Items.

Items by Mayor Cook.

Items by Town Manager.

Approval for contract award for Indoor Sports Complex Utility/Infrastructure Design to KCI in the amount of \$107,200.

Items by Town Attorney.

Public Hearing.

5:35 PM Public Hearing to discuss Ordinance No. 800, the sale of Lots 2 and 3 at Mistletoe Hall Commerce-Business Park.

Legislation.

Ord. No. 800, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOTS 2 AND 3 AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO APEG INTERNATIONAL, INC."

Presentations.

Don Bibb, Executive Director - Housing Commission of Talbot County & Development Team to discuss Doverbrook funding.

Public Participation/Comments.

Items by Members of the Council:

Adjournment.

The public can access the meeting as follows:

<https://www.eastonmd.gov/129/Agendas-Minutes>

If you are an Easton Cable subscriber, you can view the meeting through TV-Channel

98.

Please note: There is a possibility of all or part of the meeting may be held in Closed Session.



TOWN OF
EASTON
ENGINEERING DEPARTMENT

DATE: August 4, 2023
TO: Don Richardson – Town Manager
cc: Mayor Cook
FROM: Rick Van Emburgh, P.E. – Town Engineer
SUBJECT: Indoor Sports Complex Utility/Infrastructure Design
(Project #23-75)
Recommendation

The Town Council recently approved my recommendation to award the design contract for the John Ford Park Access - Norris Taylor Drive road project (Project #23-33) to KCI (KCI Technologies, Inc.). That work included the roads, sidewalks, stormwater, and Tanyard Branch Stream Crossings. This work is underway and we are finalizing the Concept Plan.

With the Concept Plan nearly complete for the road, we are ready to begin the utility/infrastructure design, which is Project #23-75. This will include water, sewer, electric, fiber, and natural gas.

Both of these projects are funded by 2020 Bond Funds. The Town of Easton has \$115,000 in the Budget for the Utility/Infrastructure Design (Project #23-75). KCI provided a proposal in the amount of \$107,200 to complete this work, which is \$7,800 under the budget amount. Since the design is Professional Services, Public Bidding is not required.

We are very satisfied with the work KCI has done to date, and feel confident they can complete this project by October when the Bond funds must be spent.

In summary, I recommend awarding the Indoor Sports Complex Utility/Infrastructure Design to KCI in the amount of \$107,200.

END OF RECOMMENDATION



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

936 Ridgebrook Road • Sparks, MD 21152 • Phone 410-316-7800 • Fax 410-316-7817

August 3, 2023

Mr. Rick Van Emburgh, P.E.
Town Engineer
Town of Easton
14 South Harrison Street
Easton, MD 21601

Subject: Norris Taylor Drive Utility Proposal

Mr. Van Emburgh,

KCI Technologies, Inc. is pleased to submit the following proposal for the Norris Taylor Drive Utility Project. Please find the attached scope of work and fee proposal.

We look forward to working with you on this task. If you have any questions, please contact me at 410-891-1760 or dion.ho@kci.com.

Sincerely,

Dion Ho, P.E.
Practice Leader Highways

Attachments: KCI Scope of Work and Fee Proposal

cc: Kody Cairo (Town of Easton)
Jeremy Betz (KCI)
Martha Craine Zabetakis (KCI)

PROJECT DESCRIPTION

KCI Technologies, Inc. (KCI) is pleased to submit this scope of work to the Town of Easton to provide utility design for the Norris Taylor Drive project. This scope of work will complement the already approved scope of work KCI is already providing to the Town of Easton for roadway design.

Phase 1 of the project will consist of extending both Norris Taylor Drive west and Calvert Street north from their existing termini to just beyond their proposed intersection. For this phase, KCI will provide utility design to incorporate Easton Utilities facilities, inclusive of electric, telecom and gas mains that would be included in the roadway contract.

Phase 2 of the project will extend Norris Taylor further west, starting from just beyond its proposed intersection with Calvert Street, and stopping at the eastern boundary of John F. Ford Park. KCI's utility design will include a concept plan that will be coordinated with Easton Utilities and the Town of Easton.

Design and Drawings shall be based on the Town of Easton's Standard Specifications and detail dated April 11, 2011 and Easton Utilities' current standard details

BACKGROUND

The first segment of Norris Taylor Drive was recently constructed. It is approximately 230 feet long and extends westward from the roadway's eastern terminus with US 50, stopping after the entrances for recently constructed commercial development on both sides of the roadway. Calvert Street was also recently extended approximately 400 feet northward, stopping after an entrance for the recently constructed commercial development in the southwest quadrant of the Norris Taylor Drive intersection with US 50.

SCOPE OF WORK

1. PROJECT INITIATION

1.1 Project Initiation

KCI will prepare requests and obtain available record drawings from all public and private utility companies including water, sewer, storm drains, rights-of-way (R/W), gas, electric, phone and cable within the area and obtain available sewer house connection (SHC) and water house connection (WHC) information for all affected properties. KCI will coordinate with Easton Utilities to confirm the existing facilities and the location of the proposed tie-ins.

2. PHASE 1 - CONCEPT ENGINEERING

KCI's roadway and drainage team has provided the Town of Easton with a concept design of Norris Taylor Drive that crosses the stream and intersects with Calvert Street with a t-intersection. Phase 1 of Norris Taylor ends just beyond this intersection. KCI's roadway and drainage team is currently moving forward with this concept design and towards a 30% submittal. KCI utilities will work with our roadway and drainage design team to create a concept utility plan that will comply with the Town of Easton and Easton Utilities standards and specifications. The proposed concept design will consider the stream crossing where applicable and our team will recommend to Easton Utilities the best option to cross the stream.

2.1 Water and Sewer

KCI will investigate up to three (3) alignments for the proposed sewer and water extending along Norris Taylor Drive and Calvert Street as shown in the attached concept layout for the initial phase 1 of this project. For the purposes of the proposal KCI assumes approximately 166 linear feet of new sewer main and approximately 430 linear feet of new water main. The new sewer main will tie into the existing 12" PVC sewer located in Calvert Street and extend north along Calvert Street and west into Norris Taylor Drive to the end of Phase 1 and will include a temporary cap. The new water main will extend west along Norris Taylor Drive from a new tapping sleeve and valve at the existing 10" water main in US 50. The new water main will terminate at the end of Phase 1 and will include a temporary cap. KCI will confirm pipeline sizing with the client prior to proceeding with the detailed design.

Using available GPS data of the existing MH's supplemented by field surveys by KCI and current County GIS, aerial topography and available utility information, KCI will prepare a map with schematic layouts and evaluate optional alignments/configurations for the new sewer and water. KCI assumes the alignments will be located within the current County right-of-way.

A field walk will be conducted to evaluate alignments for the new sewer and water mains and to confirm information obtained during this phase of work.

2.2 Electric, Telecom and Gas

KCI will provide 30% concept design plans for Phase 2 to Easton Utilities for their approval concurrence. KCI will address one series of comments on the concept plans.

3. PHASE 2 - CONCEPT ENGINEERING

KCI's roadway and drainage team has provided the Town of Easton with a concept design that extends Norris Drive west beyond Phase 1 and towards the John F. Ford Park. KCI's roadway and drainage team is currently moving forward with this concept design and towards a 30% submittal. KCI utilities will work with our roadway and drainage design

team to create a concept utility plan that will comply with the Town of Easton and Easton Utilities standards and specifications.

3.1 Water and Sewer Concept Plans

KCI will provide a 30% concept design for the Phase 2 of the project to include a schematic plan layout of the extension of the new water and sewer mains along Norris Taylor Drive to the limit of work at roadway station 27+00. The second phase of the project includes the design of approximately 453 linear feet of new sewer and approximately 458 linear feet of new water main.

3.2 Electric, Telecom and Gas

KCI will provide 30% concept design plans for Phase 2 to Easton Utilities for their approval concurrence. KCI will address one series of comments on the concept plans.

4. PHASE 1 - 65% SUBMITTAL

4.1 Water and Sewer

KCI will prepare 65% Contract Documents for the preferred alignments and incorporate comments received from the County on the concept submission. An Engineer's Opinion of Most Probable Construction Cost will be prepared.

4.2 Electric, Telecom and Gas

KCI will address comments from the Town and Easton Utilities on Phase 1 concept design. We will work with the corresponding design teams to avoid any conflicts with proposed designs. Profiles and typical sections will be developed as part of the 65% plans to be incorporated in the contract documents. One series of comments will be addressed during this phase.

5. PHASE 1 - 90% SUBMITTAL

5.1 Water and Sewer

KCI will compile all comments received from the 65% submittal and provide a comment response letter with written responses to all comments. KCI will finalize the roadway plan and provide revisions based on comments received. KCI will prepare 90% Contract Documents for the preferred alignments and incorporate comments received from the County on the concept submission. The Engineer's Opinion of Most Probable Construction Cost will be updated.

5.2 Electric, Telecom and Gas

KCI address comments from the Town and Easton Utilities on Phase 1 65% concept design. We will work with the corresponding design teams to finalize the proposed designs. Estimated construction cost will be developed at 90% to be incorporated to the contract documents. One series of comments will be addressed during this phase.

6. PHASE 1 - 100% SUBMITTAL

6.1 Utility Permit

KCI will apply to the SHA district office to seek an access permit to allow for construction of the water main tie-in within SHA right of way.

6.2 Water and Sewer

Based on comments received on the 90% submission, KCI will revise and finalize the water and sewer plans and profiles and supplemental specifications and update the construction cost opinion.

6.3 Electric, Telecom and Gas

KCI will address comments from the Town and Easton Utilities on Phase 1 90% design plan. KCI will finalize plans and cost estimate for Plan and Specification advertising.

7. QUALITY CONTROL

All technical services for this project will be performed in accordance with KCI's International Organization for Standards (ISO) 9001:2015 certified Quality Management System and the specific quality control procedures described in KCI's discipline-based Quality Control Manuals. These manuals describe specific checking and documentation procedures required for KCI's technical work. All calculations, reports, plans, specifications, and estimates, including those prepared by subconsultants, are subject to our comprehensive internal ISO technical review procedures prior to submission. During project initiation, KCI will prepare a Project Memorandum for distribution to the team that outlines the scope, schedule, and budgets for each task; a contact list of key Town of Easton and KCI project staff, an organization chart of design managers with email and phone numbers; and Q/C review procedure for all submissions as outlined by QA/QC ISO 9001 requirements.

FEES AND PAYMENTS

The following fees are for the performance of the Services listed in the Scope of Services above, the fees listed in this section do not cover any Additional Services, or any other services that are not specifically described as part of the Services.

KCI's fee for the Services will be a lump sum of \$107,200.00, including direct expenses, and will be invoiced monthly based on percentage of Services performed.

Direct expenses include, but may not be limited to, any project related printing that KCI may need during design development and mileage needed for job related travel. The latest Federal mileage rate (\$0.655 per mile at the time of the proposal submittal) will be utilized for all automobile mileage associated with KCI's normal performance of the Services.

FEE BREAKDOWN BY TASK	
1. PROJECT INITIATION	\$3,500
2. PHASE 1 - CONCEPT SUBMITTAL	\$19,600
3. PHASE 2 - CONCEPT SUBMITTAL	\$9,500
4. PHASE 1 - 65% DESIGN	\$29,300
5. PHASE 1 - 90% DESIGN	\$22,300
6. PHASE 1 - 100% DESIGN	\$19,000
DIRECT EXPENSES	\$4,000
PROJECT TOTAL	\$107,200.00

ASSUMPTIONS AND EXCLUSIONS

1. Any item or discipline not specifically detailed in the scope of work is excluded.
2. All submittals beyond 30% for Phase 2 are excluded.
3. Unless noted otherwise in the scope of work, KCI will provide all submittals in electronic format.
4. KCI will attend all meetings virtually.
5. Permitting services relating to the new water and sewer are not included in this scope of work.
6. SHA Utility Permit for the connection to the existing 10-inch diameter water main in the US Route 50 right of way is assumed to be obtained by others.
7. Geotechnical investigations and reports associated with the new water and sewer is excluded from this scope of work.
8. Cathodic protection measures associated with the new water is excluded from this scope of work.
9. Bid and construction phase services relating to the new water and sewer are not included in this scope of work.

ORDINANCE NO. 800

AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOTS 2 AND 3 AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO APEG INTERNATIONAL, INC.

INTRODUCED BY: _____

WHEREAS, the Town of Easton is the owner of Mistletoe Hall and has subdivided it and developed it for use as a commerce-business park, which subdivision plat is entitled, “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL’ TAX MAP 25 GRID 16, PARCEL 138 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 87, page 124, which Lots 6 and 7 were further subdivided into six lots by plat entitled “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL – LOTS 6 AND 7’ TAX MAP 25 GRID 16, PARCEL 138, LOTS 6 & 7 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 89, page 178;

WHEREAS, the Town of Easton wishes to sell Lots 2 and 3 of Mistletoe Hall Commerce-Business Park to Apeg International, Inc. for the manufacture of feed additive solutions for poultry, swine and ruminants (the “Property”);

WHEREAS, the Town of Easton believes that developing Mistletoe Hall as a

Commerce-Business park is a benefit to the community;

WHEREAS, the Town has entered into an Agreement of Sale of the Property which is contingent upon the Town enacting legislation approving the sale (a copy of the Agreement of Sale is attached hereto as Exhibit A);

WHEREAS, in accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland and for the reasons articulated herein, the Town Council has determined that Lots 2 and 3 of Mistletoe Hall in Easton are no longer needed for public use.

NOW, THEREFORE, be it ordained by the Town of Easton that:

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

Section 2. In accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland, the Town Council has determined that Lots 2 and 3 of Mistletoe Hall in Easton are no longer needed for public use.

Section 3. The Agreement of Sale attached hereto as Exhibit A is hereby approved.

Section 4. The Mayor, Town Manager, and Town Clerk are hereby authorized to take whatever additional actions are reasonably necessary to effectuate the terms of this Ordinance including signing the deed and related settlement documents;

Section 5. Any prior execution and delivery of documents related to the sale of the Property that are consistent with the purpose of this Ordinance, are hereby ratified and approved;

Section 6. In accordance with § 5-204 (c)(3) of the Local Government Article of the Annotated Code of Maryland, the Town Clerk is directed to publicly advertise the sale of the Property at least twenty (20) days prior to the sale.

Section 7. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Curry	-
Abbatiello	-
Montgomery	-
Davis	-

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this _____ day of _____, 2023.

Don Abbatiello, Acting Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____
Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2023