



*Queen
Anne's
County*

County Commissioners:

James J. Moran, At Large
Jack N. Wilson, Jr., District 1
Stephen Wilson, District 2
Philip L. Dumenil, District 3
Christopher M. Corchiarino, District 4

DEPARTMENT OF PUBLIC WORKS

312 Safety Drive
Centreville, MD 21617

Telephone: (410) 758-0925

Fax: (410) 758-3341

www.qac.org

MEMORANDUM

Date: February 11, 2020

To: County Commissioners

From: Alan Quimby *AQ*

Subject: Riverside Estates Letter to Residents

INFORMATIONAL ITEM

A letter was sent to residents of Riverside Estates on January 27, 2020 outlining the remediation activities that will be taking place over the next several months (attached).



COUNTY ADMINISTRATOR'S OFFICE

The Liberty Building
107 North Liberty Street
Centreville, MD 21617

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Queen Anne's County

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County Administrator: Todd R. Mohn, PE

Dear <tenant name>

Over the course of the next several months, remediation activities will be ongoing in and around Riverside Estates to remedy various issues. The work activities will include: refurbishing and encapsulating the crawlspaces, replacing sump pumps, and the installation of dehumidifiers in the crawlspace. In addition, improvements to individual units will include painting, flooring replacement, general repairs, general cleaning, insect treatment, toilet refurbishment, power washing the outside of the buildings, landscaping and perimeter grading. Depending on the current condition of your unit, this work may take 4 to 6 weeks to effectively complete. If you have other building maintenance issues in your unit that are not noted herein, please advise Katya Lindsey at the Housing Authority so we can determine if the issue can be addressed as part of this project. She can be reached at 410-758-8634. Please also note, we have planned to refurbish the playground with new equipment.

In order for the work to begin in your individual unit, as discussed in more detail below, everything must be removed, treated, and stored. Once this is completed, we will relocate you and your family to a freshly renovated and furnished unit within the Riverside Estates Community.

We will provide you with 4-weeks' notice prior to your move date. Once you receive this notice, we ask that you begin cleaning and packing your items so that they can be placed in an onsite storage box that will be provided at no cost to you. You will have full access to your assigned storage box at all times during the process and will be given a new lockset for the storage box. As part of the temporary relocation process, you will be provided with, packing materials, cleaning materials, and other supplies that may be needed to facilitate the move. A contract mover will be assigned to empty your unit and place your items in the storage box. This will also be done at no cost to you.

In order to avoid potential cross-contamination, *everything* that is currently in your unit must be cleaned prior to storage. All clothing and bedding must be washed, anything that's not a hard surface must be thoroughly cleaned and disinfected. Anything with a hard surface must be wiped clean.

All upholstered furniture, mattresses, and rugs will have to be cleaned or replaced. In this regard, you will have a choice of:

1. Cleaning by a designated professional company at no cost to you. This will require signing a waiver because no process can absolutely guarantee complete elimination of all mold spores in rugs, mattresses, or upholstered furniture.
2. Like-for-like replacement – which will require that the replaced items be disposed of. The disposal of these items will be done at no cost to you.
3. Issuance of a voucher for cost of replacement¹ – this will also require that the items be disposed of. Again, the disposal of these items will be done at no cost to you.

You will need to make a decision regarding what you intend to do with your furniture, mattresses and rugs no later than one week before the date work on your unit is scheduled to begin. Doing so will ensure that all of the necessary preparations for cleaning and/or disposal of the furniture can be made prior to your move. If you choose the replacement or voucher options, we will need current photographs of each item of furniture you wish to replace or obtain a voucher for, along with the name of the manufacturer and the dimensions. All of these photos and information should be provided to our project liaison, Neoma Rohman.

If you choose the cleaning or like-for-like replacement, all efforts will be made to make sure that the cleaned or replacement furniture, mattresses, and rugs are moved into your unit once the work described above is completed. Lastly, a contract mover will be assigned to replace items from the storage box and any other new items back into your original unit when activities are completed at no cost to you.

We appreciate your cooperation in this matter. If you have any questions about this process, please contact our project liaison Neoma Rohman. She can be reached at 443-786-6444.

We look forward to a successful completion of this project!

Sincerely

Todd R. Mohn, PE
County Administrator

cc County Commissioners
Housing Authority Commissioners

¹ Please note: This is considered income and may affect your year-end income.

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MEMORANDUM

Date: February 11, 2020

To: County Commissioners

INFORMATIONAL ITEM

From: Lee E. Edgar, P.E. *LE/SEH*

Re: Circuit Courthouse Construction Recognized with Awards of Excellence

The new Queen Anne's County Circuit Courthouse construction project has recently been recognized through the presentation of two distinguished awards:

- County Engineers Association of Maryland (CEAM) Project of the Year
- Maryland Quality Initiative (MdQI) Award of Excellence

The CEAM *Project of the Year Award* is presented annually to an outstanding County Project that demonstrates responsiveness to citizens' needs, cost effectiveness, and innovative use of County staff and funds. Application materials were prepared by Public Works staff and the project formally nominated by Todd Mohn.

The MdQI *Annual Awards of Excellence* program was established in 1994 by the Maryland Department of Transportation (MDOT) and Federal Highway Administration (FHWA) to recognize outstanding public sector projects in several categories. The Queen Anne's County Circuit Courthouse Construction Project was selected to receive the Municipal Award for projects over five million dollars. Application materials were prepared by Public Works staff and the project formally nominated by CEAM.

The Award designations are perpetually archived and include the presentation of a plaque and trophy to the County's project manager, David Sadiq. Both awards are presently on display at the Department of Public Works.

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**Queen
Anne's
County**

**DEPARTMENT OF PUBLIC WORKS
SANITARY DISTRICT**

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County Commissioners:

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MEMORANDUM

Date: February 11, 2020

ACTION ITEM

To: Sanitary Commission

From: Alan Quimby *AQ*

Re: Southern Kent Island Sanitary Project
Phase 3 Engineering Bid 1 of 2 – Community Mains

We requested price proposals for engineering services for the third phase of the Southern Kent Island (SKI) Sanitary Project consisting of the Kentmorr and Queen Anne Colony subdivisions. As with the previous phase, this design effort was divided into two primarily to divide the construction effort along lines of specialty. The two efforts being:

- the design of the 335 site plans for each improved property which will determine the location of the Septic Tank Effluent Pump (STEP) tanks on the individual properties (an effort that will require an easement for each improved property)
- the design of the smaller community sewer mains within the road rights-of-way within the two subdivisions

If you will recall from our earlier update, we believe it will be more efficient, both for the contractors involved and the citizenry, to stagger the construction, and hence the design, of the two projects. This bid was just for the Community Mains (the pipes in the streets). The design bid for the STEP site plans will probably follow in a month or two.

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The results of the bids are shown below:

RFP 1 of 2 – Community Mains

<u>Company</u>	<u>Bid</u>
Century Engineering (Phase 2 Engineer)	\$ 96,700
Whitman Requardt	\$123,396
Wallace Montgomery	\$218,000

As noted above, Century Engineering was the design engineer of both the Community Mains and STEP site plans for Phase 2. We have been pleased with their work.

Below please find a motion should you find them agreeable. As the funding source for this design will ultimately be the Maryland Department of the Environment's (MDE) Water Quality Revolving Loan program, which has a Disadvantage Business Enterprise (DBE) goals, all awards need to be conditioned on MDE's approval of the engineer's DBE efforts.

I move to conditionally award the bid in the amount of \$96,700 for the design of the SKI Phase 3 Community Mains to Century Engineering, Inc. with the condition being the approval by MDE of their efforts to satisfy the DBE goal, and authorize the Director of Public Works to execute the design contract once MDE approves said effort.

CC-19

Date 1/31/2020

Entered By _____

QUEEN ANNE'S COUNTY
REQUEST FOR BUDGET AMENDMENT
FY2020

Description of revenue/expenditure accounts to increase:				Fund	Project	Code	Increase (Decrease) Amount
Project 200113 - SKI Step Phase 3							
Increase	SKI Step Phase 3	Loan Proceeds		202	200113	39701	50,000
Increase	SKI Step Phase 3	Consultants		202	200113	5020	50,000
Project 200115 - SKI Community Mains Phs 3							
Increase	SKI Community Mains Phase 3	Loan Proceeds		202	200115	39701	50,000
Increase	SKI Community Mains Phase 3	Consultants		202	200115	5020	50,000

Justification:

This amendment establishes budget authority for SKI Step Phase 3 and SKI Community Mains Phase 3 FY20 expenditures.

Funding will come from loan proceeds. This project is ongoing and additional budget authority will be requested in future years.

*NH
2/4/20*

Requester printed Department: Karen Rodgers for Sanitary

Requester signature & date:

Karen Rodgers 1/31/20

Finance Director signature & date:

Julia N. Sun

Approval & date: