

**RESOLUTION APPROVING AND ADOPTING THE WORCESTER COUNTY  
FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2021 TO FY 2025**

WHEREAS, the County Commissioners of Worcester County, Maryland have determined that certain Capital Projects are necessary to be constructed during the period of July 1, 2020 through June 30, 2025 in order to promote the health, safety, and welfare of the citizens of Worcester County and in order to provide adequate public facilities for the proper and efficient delivery of public services to the citizens of Worcester County; and

WHEREAS, the Worcester County Commissioners have conducted a public hearing on November 19, 2019 to receive public comment on the list of Capital Projects proposed for construction during the period of 2020-2025 as identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2025.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2025 attached hereto, is hereby adopted.

AND BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that funding for the projects identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2025 may be provided from annual tax levies, issuance of public debt, use of reserve funds, or from such other sources as the County Commissioners may from time to time determine.

AND BE IT FURTHER RESOLVED that the County Commissioners of Worcester County, Maryland may, from time to time as deemed to be in the best interest of the County and to meet the needs of its citizens, amend said Capital Improvement Plan by the addition or deletion of projects therefrom.


AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.


PASSED AND ADOPTED this 19<sup>th</sup> day of November, 2019.

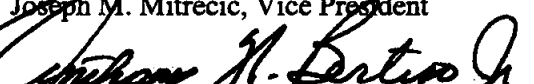
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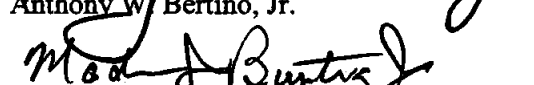
  
Harold L. Higgins  
Chief Administrative Officer

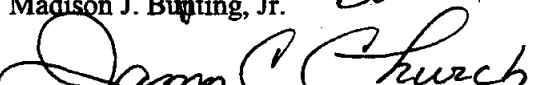
COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND


  
Diana Purnell, President


  
Joseph M. Mitrecic, Vice President

  
Anthony W. Bertino, Jr.

  
Madison J. Bunting, Jr.

  
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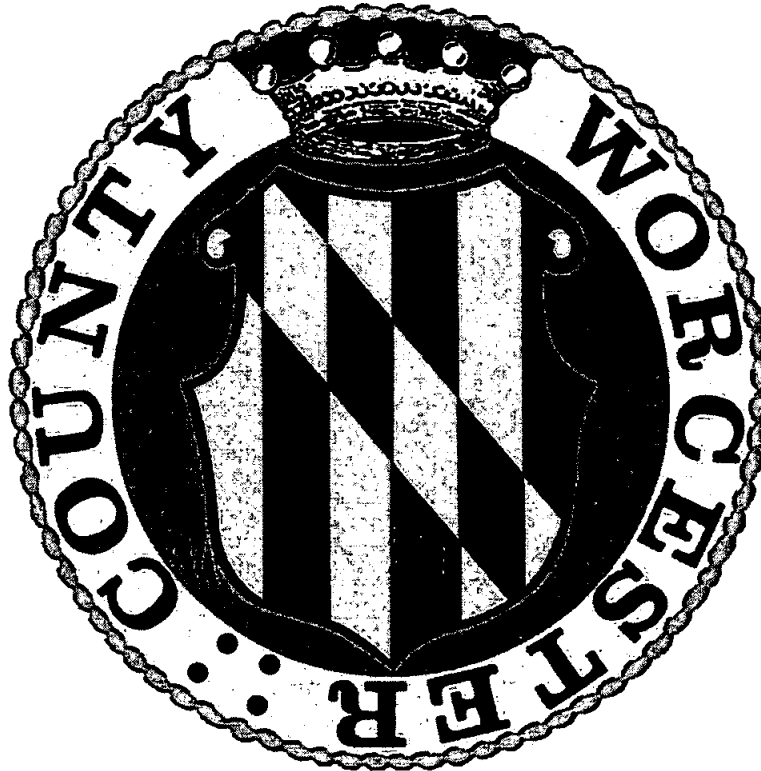
  
Theodore J. Elder

  
Joshua C. Nordstrom

# Worcester County

Requested

## 5 Year Capital Improvement Plan FY 2021 to FY 2025



**NOTE:** The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

October 15, 2019

**FY 2021 TO FY 2025 SUMMARY BY PROJECT  
REQUESTED**

10/7/2019

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
Pocomoke Library Building Improvements		5,790,000				250,000		6,040,000
Snow Hill Library Building Improvements			605,000					605,000
<b>Total General Government Facilities</b>	<b>0</b>	<b>5,790,000</b>	<b>605,000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>6,645,000</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	400,000	5,701,231	3,971,731	0	0	3,500,000		13,572,962
<b>Total Public Safety</b>	<b>400,000</b>	<b>5,701,231</b>	<b>3,971,731</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>0</b>	<b>13,572,962</b>
<b>Public Works</b>								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Bridge Replacement -Bayside Road Bridge	1,922,368					16,000		1,938,368
<b>Water Wastewater</b>								
Mystic Harbour Wastewater Plant Expansion	100,000	1,200,000	2,400,000	1,200,000	100,000			5,000,000
Newark Spray Irrigation	600,000	50,000				1,350,000		2,000,000
Lewis Road Sewer Extension	600,000	600,000	440,000					1,640,000
Ocean Pines Service Area Upgrades	1,150,000	1,150,000				700,000		3,000,000
<b>Total Public Works</b>	<b>5,872,368</b>	<b>4,500,000</b>	<b>4,340,000</b>	<b>2,700,000</b>	<b>1,600,000</b>	<b>3,066,000</b>	<b>0</b>	<b>22,078,368</b>
<b>Recreation &amp; Parks</b>								
Northern Worcester Athletic Complex	35,000	2,250,000				0	0	2,285,000
West Ocean City Commercial Harbor	35,000	700,000						735,000
<b>Total Recreation &amp; Parks</b>	<b>70,000</b>	<b>2,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,020,000</b>

**REQUESTED PLAN SUMMARY BY CATEGORY**

10/7/2019

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN  
FY 2021 TO FY 2025 PROJECT SUMMARY**

<b>Project Category</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Five Year Project Cost Total</b>	<b>Five Year % to Total Costs</b>	<b>Actual Prior Years</b>	<b>Balance to Complete *</b>	<b>Total Project Cost</b>
General Government	0	5,790,000	605,000	0	0	6,395,000	8.51%	250,000	0	6,645,000
Public Safety	400,000	5,701,231	3,971,731	0	0	10,072,962	13.41%	3,500,000	0	13,572,962
Public Works	5,872,368	4,500,000	4,340,000	2,700,000	1,600,000	19,012,368	25.31%	3,066,000	0	22,078,368
Recreation & Parks	70,000	2,950,000	0	0	0	3,020,000	4.02%	0	0	3,020,000
Public Schools	315,437	8,317,988	6,370,297	4,819,870	11,596,866	31,420,458	41.83%	248,055	44,532,884	76,201,397
Community College	145,784	2,196,188	225,105	150,885	2,471,640	5,189,602	6.91%	0	107,775	5,297,377
<b>TOTAL</b>	<b>6,803,589</b>	<b>29,455,407</b>	<b>15,512,133</b>	<b>7,670,755</b>	<b>15,668,506</b>	<b>75,110,390</b>	<b>100.00%</b>	<b>7,064,055</b>	<b>44,640,659</b>	<b>126,815,104</b>

<b>Source of Funds</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Five Year Project Cost Total</b>	<b>Five Year % to Total Costs</b>	<b>Actual Prior Years</b>	<b>Balance to Complete</b>	<b>Total Project Cost</b>
General Fund	1,715,784	2,224,368	2,749,071	1,650,885	1,500,000	9,840,108	13.10%	1,016,000	0	10,856,108
User Fees	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	1,209,563	2,925,000	1,420,000	600,000	50,000	6,204,563	8.26%	675,000	0	6,879,563
State Match	824,000	4,137,000	1,989,500	860,000	6,728,000	14,538,500	19.36%	120,000	6,728,000	21,386,500
State Loan	300,000	25,000	0	0	0	325,000	0.43%	675,000	0	1,000,000
Assigned Funds	1,254,242	370,000	0	0	0	1,624,242	2.16%	3,878,055	0	5,502,297
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	1,500,000	2,050,000	1,420,000	600,000	50,000	5,620,000	7.48%	700,000	0	6,320,000
General Bonds	0	17,724,039	7,933,562	3,959,870	7,340,506	36,957,977	49.20%	0	37,912,659	74,870,636
<b>TOTAL</b>	<b>6,803,589</b>	<b>29,455,407</b>	<b>15,512,133</b>	<b>7,670,755</b>	<b>15,668,506</b>	<b>75,110,390</b>	<b>100.00%</b>	<b>7,064,055</b>	<b>44,640,659</b>	<b>126,815,104</b>

\* Balance to Complete - Years FY2026 and future

**FY 2021 TO FY 2025 SUMMARY BY PROJECT  
REQUESTED**

10/7/2019

**WORCESTER COUNTY  
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Allocation	Balance To Complete	TOTAL
<b>Public Schools</b>								
Pocomoke Middle School - Roof Replacement		2,677,500				117,000		2,794,500
Stephen Decatur Middle School Addition	315,437	5,166,120	3,738,726			131,055		9,349,338
Snow Hill Middle/Cedar Chapel School - Roof Replace		236,000	1,687,000	1,856,000				3,779,000
Buckingham Elementary Replacement School		238,368	826,571	2,103,870	10,651,866		44,532,884	58,353,559
Pocomoke Elementary School - Roof Replacement			120,000	860,000	945,000			1,925,000
<b>Total Public Schools</b>	<b>315,437</b>	<b>8,317,988</b>	<b>6,370,297</b>	<b>4,819,870</b>	<b>11,596,866</b>	<b>248,055</b>	<b>44,532,884</b>	<b>76,201,397</b>
<b>Wor-Wic Community College</b>								
Wor-Wic Applied Technology Building	145,784	2,196,188	225,105					2,567,077
Wor-Wic Learning Commons Building				150,885	2,471,640		107,775	2,730,300
<b>Total Wor-Wic</b>	<b>145,784</b>	<b>2,196,188</b>	<b>225,105</b>	<b>150,885</b>	<b>2,471,640</b>	<b>0</b>	<b>107,775</b>	<b>5,297,377</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
Source of Funds	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,715,784	2,224,388	2,749,071	1,650,885	1,500,000	1,016,000		10,856,108
User Fees								0
Grant Funds	1,209,563	2,925,000	1,420,000	600,000	50,000	675,000		6,879,563
State Match	824,000	4,137,000	1,989,500	860,000	6,728,000	120,000	6,728,000	21,386,500
State Loan	300,000	25,000				675,000		1,000,000
Assigned Funds	1,254,242	370,000				3,878,055		5,502,297
Private Donation								0
Enterprise Bonds	1,500,000	2,050,000	1,420,000	600,000	50,000	700,000		6,320,000
General Bonds		17,724,039	7,933,562	3,959,870	7,340,506		37,912,659	74,870,636
<b>TOTAL</b>	<b>6,803,589</b>	<b>29,455,407</b>	<b>15,512,133</b>	<b>7,670,755</b>	<b>15,668,506</b>	<b>7,064,055</b>	<b>44,640,659</b>	<b>126,815,104</b>

# Project: Pocomoke Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Pocomoke Library Building Improvements

**Purpose:** Replace roof, air conditioning unit and flooring; make energy improvements to plumbing and lighting systems; reallocate space to improve building functionality and staff visibility; construct 4,000 SF addition.

**Location:** Pocomoke Library, 301 Market Street, Pocomoke, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						250,000		250,000
Land Acquisition								0
Site Work		383,000						383,000
Construction		5,187,000						5,187,000
Equipment/Furnishings		220,000						220,000
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>5,790,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>6,040,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match		2,500,000				120,000		2,620,000
State Loan								0
Assigned Funds		370,000				130,000		500,000
Private Donation								0
Enterprise Bonds								0
General Bonds		2,920,000						2,920,000
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>5,790,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>6,040,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

# **Project: Pocomoke Library Building Improvements**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and replacement equipment will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum but there is no room to expand library collections. Dated HVAC equipment has failed five times this past year. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A renovated and larger building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space, if renovated and expanded, will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary estimates were calculated in May 2018 by The Design Group. Engineering/Design fees (\$250,000); Construction costs (\$2,500,000); new furnishings and equipment (\$200,000). Those estimates were used to complete last year's CIP request. In FY 19, the Library completed pre-design work to assess programming needs and site options for the Pocomoke Library. Two building schemes were developed, one with an addition of 2,500 SF, the other with an addition of 4,000 SF. Both schemes included mechanical system improvements, including code required ventilation, and additional meeting room space, enhanced children's and young adult space, vestibules at each entrance, new restrooms, and overall better space functionality. Other significant needs included in the schemes are office and work area improvements, small meeting/tutoring rooms, and technology and power upgrades. The larger addition scheme with a new community room and the existing room to be converted to a children's area is the preferred option. Updated cost estimates were completed in May 2019 by the Whiting Turner Contracting Company.

## **Project: Pocomoke Library Building Improvements**

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**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was first requested in FY 2019 and has been expanded to include a 4,000 SF addition. The library completed pre-design in FY 19 and has been awarded \$120,000 in matching funds to complete design phase in FY 20. The library will apply for construction funding through the Public Library Capital Grant program in FY 22.

**Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is necessary but not time critical, although some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.

# Project: Snow Hill Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Snow Hill Library Building Improvements

Purpose: Replace HVAC system and make energy improvements to plumbing and lighting systems.

Location: Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel; operating and maintenance costs should decrease with more efficient equipment.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			55,000					55,000
Land Acquisition								0
Site Work								0
Construction			550,000					550,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	0	0	605,000	0	0	0	0	605,000
<b>SOURCES OF FUNDS</b>								
General Fund			302,500					302,500
User Fees								0
Grant Funds								0
State Match			302,500					302,500
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	0	0	605,000	0	0	0	0	605,000
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0

# **Project: Snow Hill Library Building Improvements**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper will help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$55,000); HVAC replacement (including air handling units, circulating pumps, and controls (\$300,000); plumbing and lighting improvements (\$250,000). Increased the overall estimate by 10% from the FY 20 CIP to account for escalation.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was first submitted in FY 2019, and has been requested for approval in the FY 2023 budget. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library. Anticipated grant application deadline for FY23 grant is May 2021.

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is necessary but not time critical. Building improvements should lower ongoing operating costs.

# Project: Jail Improvements (Split Phase)

Dept Head, Title & Phone #: Donna Bounds, Warden, 410-632-1300

**Project Summary:** This project is being implemented in multiple phases. Phase 1 includes the replacement of high priority aging infrastructure equipment including electrical switchgear, generator, kitchen HVAC, corridor HVAC, gymnasium HVAC, laundry ventilation, services rooms HVAC, duct work, piping, pumps, and controls with the modern and more efficient equipment that will utilize the existing hot water boilers for the heating and cooling systems for select locations. Phase 1 work was completed during the spring/summer 2019. Phase 2 includes equipment for the original and work release housing facilities primarily for HVAC, roofing replacement and coatings, interior kitchen doors and coating of exterior structural detention equipment, and building safety systems.

**Purpose:** This project is intended to replace infrastructure equipment based on priorities of need and intended to mitigate future operational outages and disruptions.

**Location:** The project is located just off Route 113 at the intersection of Bay Street and Joyner Road - Worcester County, Snow Hill, Maryland. Worcester County Jail, 5022 Joyner Road, Snow Hill, MD 21863.

**Impacts on General Fund Operating, Personnel or Maintenance:** This project does not increase the number of employees required at the Worcester County Jail. Upon completion, this project will result in increased efficiency of the building systems replaced. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 yr old system components. Additionally, the project will increase energy costs and will only require (1) computer to control the system. This project will incur as a one-time cost of the labor and equipment replacement during each phase.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	400,000	250,000	100,000			325,000		1,075,000
Land Acquisition								0
Site Work								0
Construction		3,951,231	3,371,731			2,000,000		9,322,962
Equipment/Furnishings		1,500,000	500,000			950,000		2,950,000
Other						225,000		225,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>400,000</b>	<b>5,701,231</b>	<b>3,971,731</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>0</b>	<b>13,572,962</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	400,000					3,500,000		3,900,000
Private Donation								0
Enterprise Bonds								0
General Bonds		5,701,231	3,971,731					9,672,962
								0
								0

<b>TOTAL</b>	<b>400,000</b>	<b>5,701,231</b>	<b>3,971,731</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>0</b>	<b>13,572,962</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Jail Improvements (Split Phase)**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 have escalated the need for replacement of equipment based on operational priority separated as phase 1 and included in the prior allocation funding estimate above. Therefore the project has been split to multiple years beginning FY 18.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The County saves money by replacing a 30 year old system with a newer, more efficient system components. Original equipment is 35 years old, failing and inefficient by current standards. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs and fund emergency repairs.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was developed by Gipe Associates engineering study. The current funding request was developed by priority determination of systems which upon failure disrupt facility operations. An inflationary adjustment of 3% was applied to the 2014 study estimates. These estimates were developed based on the condition assessment associated with the original facility ( original construction beginning 1980). The facility addition (construction 2008-2010) was not evaluated for building improvements within this scope of this project.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The original request based on engineering assessment of the original facility has been partially funded in 2019. Equipment failures and emergency repairs have resulted in a smaller scope plan phase 1 to address facility systems based on functional loss of use impact prioritization. Phase 1 work has been completed during 2019 budgeted at \$3.5 million. Current project forecast is 2.5% below budget. Phase 1 work has reveals additional priority items including interior kitchen doors and exterior structures which are recommended to be included in phase 2. Phase 2 estimates include the escalated balance from the original 2014 engineering study minus phase 1 and do not include funds for the newer facilities. Additionally, direction is needed on the extend of space conditioning for the housing units which are currently not conditioned but are heated and ventilated. While the 2014 study considered air conditioning specific direction must now be provided for engineering and detailed scoping of the next project phase.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis. Phase 1 work was prioritized to address critical building infrastructure. There remains original 1980's vintage equipment serving the original housing units of the facility. When this equipment fails housing units will need to be vacated until repairs or replacement is completed.**



## **Project: Asphalt Overlay/Pavement Preservation of County Roads**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

To preserve and maintain the roads within Worcester County to allow for safe travel. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This would benefit the County in general since the project covers all roads maintained by the County. Delay and discontinued funding will enhance deterioration of roads leading to unsafe vehicular travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the road.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance. The additional funding would result in a regular schedule of surface treatment and overlays which would provide safer transportation for vehicular traffic.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues now, it will avoid costly repairs in the future. If not continued, it can lead to a more significant impact not only financially, but as a safety issues for the traveling public.

# Project: Bridge Replacement - Bayside Road Bridge WO-203

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: Bridge Replacement.

Purpose: To preserve and maintain bridges within Worcester County.

Location: Bayside Road Bridge over Paw Paw Creek

Impacts on General Fund Operating, Personnel or Maintenance: Bridge replacements are typically funded using State Aid and the County General Fund. State Aid covers 80% of the cost while the County pays 20%. When budgeting for a bridge replacement project, the County budgets 100% of the total cost of the project then submits at the end of the project a reimbursement for 80% from State Aid. Due to several bridge replacements over the last couple of years, the balance in State Aid has decreased significantly. We do not have sufficient funds in our State Aid to make the 80/20 split.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						16,000		16,000
Land Acquisition								0
Site Work								0
Construction	1,922,368							1,922,368
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,922,368</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>1,938,368</b>
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<b>SOURCES OF FUNDS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
General Fund						16,000		16,000
User Fees								0
Grant Funds	559,563							559,563
State Match	824,000							824,000
State Loan								0
Assigned Funds	538,805							538,805
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>1,922,368</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>1,938,368</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
	0	0	0	0	0			0

## **Project: Bridge Replacement - Bayside Road Bridge WO-203**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Worcester County bridges are inspected either on an annual or biennial cycle. The engineering consulting firm performs a structural evaluation for each bridge and creates the Bridge Sufficiency Rating (BSR). To be eligible for State funding the BSR must be rated a 50 or below. During the last inspection cycle Bayside Road Bridge (WO203) had a BSR rating of 27.9 making the bridge eligible for State Aid funding. Bridge inspections/replacements are mandated by the State Highway Administration Federal Bridge Program.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The citizens and the County benefit from this project since it serves as a connecting point for property owners within the area. It also benefits the general public since various activities, such as the triathlons, are dependent upon its existence. Delaying this project could cause this section of road to be closed to the public and would cause an inconvenience to property owners and citizens.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was developed by means of a comparison to our latest bridge replacement costs in 2017 and an engineers recommendation. The estimated structure costs is on a per foot basis. This estimate could possibly increase due to the rising costs of material and/or labor.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? N/A**

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

It is imperative that this project be completed in a timely manner due to the fact that the rating of this bridge could drop significantly which would cause this structure to be closed to the general public.

# Project: Mystic Harbour Wastewater Treatment Plant Expansion, Solids Handling and Effluent Disposal

Dept Head, Title & Phone #: John H. Tustin, P.E. Director - 410-632-5623

**Project Summary:** Mystic Harbour Solids Dewatering and Wastewater Treatment Plant Expansion including effluent disposal at a new spray irrigation site.

**Purpose:** Resolving the solids dewatering problems at the Mystic Harbour Wastewater Treatment Plant and increasing the rated plant capacity.

**Location:** Mystic Harbour/West Ocean City

**Impacts on General Fund Operating, Personnel or Maintenance:** Project will be constructed and operated using Enterprise Funds.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	200,000	200,000	200,000	100,000			800,000
Land Acquisition		1,000,000						1,000,000
Site Work								0
Construction			2,200,000	1,000,000				3,200,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>100,000</b>	<b>1,200,000</b>	<b>2,400,000</b>	<b>1,200,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>
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<b>SOURCES OF FUNDS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds	50,000	600,000	1,200,000	600,000	50,000			2,500,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	50,000	600,000	1,200,000	600,000	50,000			2,500,000
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>100,000</b>	<b>1,200,000</b>	<b>2,400,000</b>	<b>1,200,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
	0	0	0	0	0			0

# **Project: Mystic Harbour Wastewater Treatment Plant Expansion, Solids Handling and Effluent Disposal**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This project includes expansion of the Mystic Harbour Wastewater Treatment Plan and construction of needed improvements to the sludge handling facilities. In addition, the scope of work includes work needed to provide the effluent disposal systems for the increased treatment plant capacity.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The purpose of this project is to allow continued controlled growth in the West Ocean City area of the County. Without this project, growth in this area cannot continue and the only available wastewater disposal available would be on-site septic systems. Controlled growth is needed to ensure the economic viability of the area.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate for the treatment plant expansion and sludge handling systems was taken from recently completed studies. The cost estimate for effluent disposal was a historical "best guess" based on recent experience with disposal of effluent. The final cost will be greatly impacted by the disposal site which has not been identified at this time.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project is being added based on the request of the County Commissioners. The project is being added now based on the expected timing for when all of the existing plant capacity will be distributed to potential users.

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, this expansion is needed.



**Complete the following questions.**

**Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project involves constructing a pipeline between the Newark Treatment Plant and the Spray site, providing storage for effluent at the spray site, installation of spray piping and sprinkler heads and other features needed at the spray site.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is the reduction in nutrient discharges to the Newport Bay Watershed. If this project is not completed, the Newark Service Area will need to complete significant improvements to the existing wastewater Treatment Plant to comply with water quality regulations.

**Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was generated in-house and has since been updated by the design engineer.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The project is currently being delayed by increased efforts in the permitting of the spray site.

**Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is mandated by orders from MDE.



## **Project: Lewis Road Sewer Extension**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project involves constructing a pipeline along Lewis Road and connecting the homes and businesses in that area to the Landings Wastewater Treatment Plant. Although the project is not currently under a mandate to be constructed, it is consistent with the goal of reducing nutrients to the Coastal Bays.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is the reduction in nutrient discharges to the Coastal Bays Watershed. If this project is not completed, there is no potential for future growth along Lewis Road. It is expected that the project will be funded by outside sources. If no federal/state funding is awarded, the project will not be affordable.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineer's estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate was completed as a part of the currently ongoing preliminary Engineering Report. That report developed the scope of the project, cost estimates and potential funding sources.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was identified as the top priority project for 2017/2018 by the County Commissioners. Timing of the project will depend on available funding.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project was identified as the top priority project for 2017/2018 by the County Commissioners.

# Project: Ocean Pines Service Area Upgrades

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works 410-632-5623

**Project Summary:** Improvements in the Ocean Pines Service Area Includes:

- Construction of a new operations center
- Paint the North Water Tower
- Rehabilitation of Treatment Unit 3
- Pump Station Upgrades
- Service Tubing Replacement

**Purpose:** The project is proposed to replace an aging pieces of equipment, improve operator space and upgrade aging infrastructure.

**Location:** Ocean Pines Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** The project will have no impact on the general fund Operating, Personnel or Maintenance expenses.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	100,000				100,000		300,000
Land Acquisition								0
Site Work								0
Construction	1,050,000	1,000,000				600,000		2,650,000
Equipment/Furnishings		50,000						50,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,150,000</b>	<b>1,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>	<b>0</b>	<b>3,000,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	1,150,000	1,150,000				700,000		3,000,000
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>1,150,000</b>	<b>1,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>	<b>0</b>	<b>3,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	0	0	0				0

## **Project: Ocean Pines Service Area Upgrades**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The existing pumps at Pump Stations P and S need to be upgraded, the North Water Tower is in need of minor repairs, repainting. Treatment Unit 3 of the Ocean Pines Wastewater Treatment plant needs to have the aeration system replaced and other miscellaneous repairs completed.

The Ocean Pines Wastewater Treatment plant needs to improve the environment for its operating staff. Then have no designated space of eating, the Chief Plant Operator has no area to keep sensitive salary information and employee reviews. A new operations center has been planned for some time and needs to be constructed.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is to ensure the pump stations operate properly, keep the water tower in good condition, replace failing equipment at the wastewater plant and to provide adequate space for the operators to work efficiently and safely.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate was completed internally.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The ongoing project is a part of long term system upgrades for the entire Ocean Pines Water and Wastewater Systems.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project needs to be completed as a part of ongoing long term upgrades to the 50-year old Ocean Pines Water and Wastewater systems.

# Project: Northern Worcester Athletic Complex

Dept Head, Title & Phone #: Tom Perlozzo, Director of Recreation and Parks, 410-632-2144

Project Summary: Northern Worcester Athletic Complex

Purpose: Develop 2 Little League Baseball Fields and 3 Multipurpose Fields and Acquire Adjacent Land from Berlin Lion's Club

Location: Berlin, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: Minimal impact to the Recreation and Parks operating budget. Allows for additional funding and opportunities for the youth, etc. within Worcester County

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	35,000							35,000
Land Acquisition		1,500,000						1,500,000
Site Work								0
Construction		750,000						750,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>35,000</b>	<b>2,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,285,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund	35,000	250,000						285,000
User Fees								0
Grant Funds		2,000,000						2,000,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>35,000</b>	<b>2,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,285,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Northern Worcester Athletic Complex**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Acquire the entire property known as the Berlin Lion's Club currently operated and leased to the Berlin Little League. Develop the remaining land with two additional little league fields. In addition, continue to develop the rectangular fields located within the county owned property adjacent to Berlin Little League. Berlin Little League is expected to grow and the efforts of the county to attract and develop quality playing fields has been tasked.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The county will benefit through providing equal access to a growing population. The project meets the demands and benefits from the Land Preservation Plan, allows additional tourism based revenues through hotels, etc.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Funding from the State of Maryland can expedite the process.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The acquisition of the property from the Lions Club is critical as the site will hit the open market. The county has the first right of refusal and since acquisition funding is available at 100 percent from Program Open Space, this project should begin to have discussions, etc. to acquire the land.

# Project: West Ocean City Commercial Harbor

Dept Head, Title & Phone #: Tom Perlozzo, Director of Recreation and Parks, 410-632-2144

Project Summary: West Ocean City Commercial Harbor

Purpose: Repair and Replace Commercial Bulkhead

Location: West Ocean City Commercial Harbor

Impacts on General Fund Operating, Personnel or Maintenance: Current commercial fishing leases are tied to the site. Failing bulkhead will impact the general fund, operating revenue, maintenance, etc.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	35,000							35,000
Land Acquisition								0
Site Work								0
Construction		700,000						700,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>35,000</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>735,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund	35,000							35,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds		700,000						700,000
								0
								0
<b>TOTAL</b>	<b>35,000</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>735,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

## **Project: West Ocean City Commercial Harbor**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

The commercial harbor is not eligible for any state or federal funds to repair. 900 lineal feet of bulkhead is failing with parking lot scouring, etc.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The county derives revenue from 8 commercial lease spaces in the amount of \$35,000 + or - annually. The harbor also serves the recreation community through the use of 3 recreational boat slips and several special events.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary costs estimates were provided by J. Stacey Hart, Engineering. Further investigation is underway through 2019.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project should be completed as soon as possible. The timing of the project and failing bulkhead will be determined by our natural weather patterns.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is critical.

# Project: Pocomoke Middle School Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Replace Roof - Pocomoke Middle School

Purpose: Demolish existing and install 87,600 square feet of new roof.

Location: 800 Eighth Street, Pocomoke, MD. 21851

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						117,000		117,000
Land Acquisition								0
Site Work								0
Construction		2,677,500						2,677,500
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>2,677,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>117,000</b>	<b>0</b>	<b>2,794,500</b>

<b>SOURCES OF FUNDS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match		1,275,000						1,275,000
State Loan								0
Assigned Funds						117,000		117,000
Private Donation								0
Enterprise Bonds								0
General Bonds		1,402,500						1,402,500
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>2,677,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>117,000</b>	<b>0</b>	<b>2,794,500</b>

<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Pocomoke Middle School Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Middle School roof. The deteriorating condition of the Pocomoke Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineer's estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Funding approval for the Pocomoke Middle School project will determine the start of the following major construction project, the addition to Stephen Decatur Middle School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Middle School roof continues to deteriorate over time. The project is the Board of Education's number one roof replacement priority as deficiencies with the roof system must be addressed in the near term.

# Project: Stephen Decatur Middle School Addition

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Addition to Stephen Decatur Middle School

Purpose: Provide additional classrooms to alleviate overcrowding and eliminate nine portable classrooms.

Location: 9815 Seahawk Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	285,941	74,736	49,821			131,055		541,553
Land Acquisition								0
Site Work		621,057						621,057
Construction		4,067,386	3,073,816					7,141,202
Equipment/Furnishings			359,559					359,559
Other	29,496	402,941	253,530					685,967
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>315,437</b>	<b>5,166,120</b>	<b>3,736,726</b>	<b>0</b>	<b>0</b>	<b>131,055</b>	<b>0</b>	<b>9,349,338</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match		362,000						362,000
State Loan								0
Assigned Funds	315,437					131,055		446,492
Private Donation								0
Enterprise Bonds								0
General Bonds		4,804,120	3,736,726					8,540,846
								0
								0

<b>TOTAL</b>	<b>315,437</b>	<b>5,166,120</b>	<b>3,736,726</b>	<b>0</b>	<b>0</b>	<b>131,055</b>	<b>0</b>	<b>9,349,338</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Stephen Decatur Middle School Addition**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth from the current 644 students.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through five major school construction projects over the past fifteen years, with special emphasis placed on actual construction and project costs realized on the Showell elementary Replacement School project. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The approval of the Pocomoke Middle roof project determines the start of the Stephen Decatur Middle School Addition project.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Enrollment projections through 2028 indicate that the SDMS student population will grow from a total of enrollment Of 650 students to 714 students in 2027. These students will be enrolled in a school with a local-rated capacity of 638 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

# Project: Snow Hill Middle/Cedar Chapel School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

**Project Summary:** Replace Roof - Snow Hill Middle School / Cedar Chapel Special School

**Purpose:** Demolish existing and install 107,175 square feet of new roof.

**Location:** 522/510 Coulbourne Lane, Snow Hill, MD. 21863

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligatoring, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		236,000						236,000
Land Acquisition								0
Site Work								0
Construction			1,687,000	1,856,000				3,543,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	236,000	1,687,000	1,856,000	0	0	0	3,779,000
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<b>SOURCES OF FUNDS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
General Fund		236,000						236,000
User Fees								0
Grant Funds								0
State Match			1,687,000					1,687,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				1,856,000				1,856,000
								0
								0

<b>TOTAL</b>	0	236,000	1,687,000	1,856,000	0	0	0	3,779,000
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<b>PROJECTED OPERATING IMPACTS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
	0	0	0	0	0			0

## **Project: Snow Hill Middle/Cedar Chapel School - Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School and Cedar Chapel Special School roofs. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

# Project: Buckingham Elementary Replacement School

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

**Project Summary:** Buckingham Elementary Replacement School

**Purpose:** Demolish existing school and construct replacement school.

**Location:** 100 Buckingham Road, Berlin, Md. 21811

**Impacts on General Fund Operating, Personnel or Maintenance:** The Buckingham Elementary Replacement School will provide more square footage than the existing 49,000 square foot school. However, with energy efficiency elements included in the future design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
							(FY26 / 27)	
Engineering/Design		238,368	826,571	1,753,976	222,933		387,905	3,429,753
Land Acquisition								0
Site Work					3,600,097		3,600,097	7,200,194
Construction				56,216	6,828,836		34,409,940	41,294,992
Equipment/Furnishings							2,084,267	2,084,267
Other				293,678			4,050,675	4,344,353
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	238,368	826,571	2,103,870	10,651,866	0	44,532,884	58,353,559
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<b>SOURCES OF FUNDS</b>								
General Fund		238,368	826,571					1,064,939
User Fees								0
Grant Funds								0
State Match					6,728,000		6,728,000	13,456,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				2,103,870	3,923,866		37,804,884	43,832,620
								0
								0

<b>TOTAL</b>	0	238,368	826,571	2,103,870	10,651,866	0	44,532,884	58,353,559
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	0	0	0	0			0

# **Project: Buckingham Elementary Replacement School**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The Buckingham Elementary School project will begin with a Feasibility Study, tentatively scheduled for summer 2021. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the construction project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 41-year-old facility.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past eighteen years. There are no concerns with the conceptual estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Buckingham Elementary is a 41-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms are utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

# Project: Pocomoke Elementary School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

**Project Summary:** Replace Roof - Pocomoke Elementary School

**Purpose:** Demolish existing and install 52,512 square feet of new roof.

**Location:** 2119 Pocomoke Beltway, Pocomoke, MD. 21863

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			120,000					120,000
Land Acquisition								0
Site Work								0
Construction				860,000	945,000			1,805,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	120,000	860,000	945,000	0	0	1,925,000
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<b>SOURCES OF FUNDS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
General Fund			120,000					120,000
User Fees								0
Grant Funds								0
State Match				860,000				860,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds					945,000			945,000
								0
								0

<b>TOTAL</b>	0	0	120,000	860,000	945,000	0	0	1,925,000
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<b>PROJECTED OPERATING IMPACTS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
	0	0	0	0	0			0

## **Project: Pocomoke Elementary School - Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a renovation or replacement school at Buckingham Elementary.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

# Project: Wor-Wic Applied Technology Building

**Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

New academic building

**Purpose:**

Wor-Wic is proposing to build a new 40,000 S.F. building, reconfigure internal circulatory roads and the campus' main entrance, expand the campus' existing utility services, and expand the existing Brunkhorst Hall parking lot.

The purpose of this building is to assist the college with meeting its strategic goals to strengthen the alignment of programs and courses with local employer needs and expand facilities to address student and institutional needs. The roadway and parking lot enhancements are necessary to improve the flow of traffic and improve pedestrian safety.

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

NA

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	145,784							145,784
Land Acquisition								0
Site Work								0
Construction		2,196,188						2,196,188
Equipment/Furnishings			225,105					225,105
Other								0

**EXPENDITURES**

<b>TOTAL</b>	<b>145,784</b>	<b>2,196,188</b>	<b>225,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,567,077</b>
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**SOURCES OF FUNDS**

General Fund	145,784							145,784
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds		2,196,188	225,105					2,421,293
								0
								0

<b>TOTAL</b>	<b>145,784</b>	<b>2,196,188</b>	<b>225,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,567,077</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Wor-Wic Applied Technology Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

Wor-Wic is committed to continuing its role as an economic driver for the Lower Eastern Shore. In order to retain and attract new industries and keep the local workforce competitive, the college must provide its constituents with state-of-the-art technical training facilities. According to the Georgetown Center on Education and the Workforce, by 2020, the US is expected to face a shortage of 5 million workers equipped with technical certificates and credentials.

In order to respond to the workforce needs of the community, Wor-Wic is planning to add associate degrees in industrial technology, supply chain management and alternative energy with career or industry certificates in the areas of electrical, heating, ventilation and air conditioning (HVAC), welding, plumbing, logistics, wind and solar within the next 5 years. Over the past few years, the college has increased its nursing, radiologic technology and emergency services programs, and expanded its program offerings to include occupational therapist assistant and physical therapy assistant programs. Allied health programs are expected to expand again in FY 2020 with the approval of the computed tomography (CT) certificate. The college also plans to add magnetic resonance imaging (MRI) and medical coder certificates, and an associate degree in sleep technology by 2029.

The IT department moved into Shockley Hall in 2011. There were 11 employees housed within the IT department when they moved into the new building, and the suite was already too small to accommodate them. There are currently 16 employees housed within the suite. At present, the IT suite does not include a storage area to store or receive new equipment, and there is not any space to triage or troubleshoot computers and AV equipment, or stage new equipment.

The allied health department has outgrown its space on the third floor of Shockley Hall. There are faculty and staff doubling-up in offices and receptionist areas that have been converted into desk space for associates. In order to offer additional allied health programs and maintain the proper delivery of current academic offerings in allied health, we will need additional staffing and additional space for allied health offices.

The inadequacy of space will prevent the college from offering any new credit applied technology programs, and will prevent the current allied health programs from growing. The lack of facilities will also prohibit the college from expanding its non-credit courses in the skilled trades areas.

The growth of the campus has impacted/exaggerated our pedestrian and vehicular circulation issues. Prior to building Fulton-Owen Hall and Shockley Hall, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot was outside the academic core. At one point, the road was one-way to the north to allow vehicular traffic to exit under Brunkhorst Hall and Maner Technology Center to Walston Switch Road. However, the road was converted to two-way traffic to reduce the bottleneck of vehicles at peak times during the day by educating campus visitors to use the Shortbridge and Longridge Rd exits. While converting the road to two-way traffic resolved a vehicular circulation issue, it created a pedestrian safety concern for individuals that have to cross the street to get to Fulton-Owen Hall and Shockley Hall, and it did not improve the safety of pedestrians crossing the street between Brunkhorst Hall and the Maner Technology Center. After the entrance road improvements are complete, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot will be replaced by a fire lane/pedestrian way, improving pedestrian safety while allowing access to service and emergency vehicles. Similarly, the exit road between Brunkhorst Hall and Maner Technology Center will be eliminated, also improving pedestrian safety and allowing traffic to exit the campus more directly to Walston Switch Rd. These vehicular circulation improvements, which are included in the master plan, are the solutions for long-term improvement to campus pedestrian safety and traffic circulation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact? Citizens attend courses at Wor-Wic Community College**

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The estimate for the building was provided by a construction management company in April 2019. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? NA**

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? The college will be in deficit of almost 97,734 square feet by 2027 per the MHEC 2018 NASF inventory report. In order to grow, we need more space. The lack of sufficient numbers of contemporary, flexible instructional and learning spaces has directly and indirectly curtailed the college's ability to fully develop the inherent potential of its credit and non-credit course offerings.**

# Project: Wor-Wic Learning Commons Building

**Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

New building

**Purpose:**

Wor-Wic is proposing to build a new 40,000 S.F. building or add 40,000 S.F. to the existing Hazel Center. Additional parking will need to be considered, as well.

The purpose of this building is to assist the college with meeting its strategic goals to expand facilities to address student and institutional needs.

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

NA

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				150,885				150,885
Land Acquisition								0
Site Work								0
Construction					2,471,640			2,471,640
Equipment/Furnishings							107,775	107,775
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,885</b>	<b>2,471,640</b>	<b>0</b>	<b>107,775</b>	<b>2,730,300</b>

<b>SOURCES OF FUNDS</b>								
	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
General Fund				150,885				150,885
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds					2,471,640		107,775	2,579,415
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,885</b>	<b>2,471,640</b>	<b>0</b>	<b>107,775</b>	<b>2,730,300</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# **Project: Wor-Wic Learning Commons Building**

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Complete the following questions.

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

A Learning Commons Building is being proposed for design in FY 2024 and completion in FY 2026. The building will serve as a true learning center, supplementing the classroom and laboratory learning experience. Examples of some of the support services that we are proposing to relocate to this building include a large resource center, tutoring services, TRIO student support services, Veterans services, the testing center, the mathematics laboratory, the reading and writing center, and office space for several student services employees. By centralizing these services into one building, we are encouraging group study and increased student collaboration across majors. In addition, moving these services from Brunkhorst Hall will allow the college to convert some of those spaces to classrooms, laboratories and office spaces.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Citizens attend Wor-Wic Community College

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The estimate for the building is based on the estimate provided by a construction management company in April 2019. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

NA

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

According to the state space allocation guidelines, which is based on enrollment and projected future enrollment, the college currently qualifies for approximately 120,000 gross square feet in new construction or building additions, which is equivalent to three buildings the size of our existing Guerrieri Hall.