

# PURCHASE / CONTRACT / CONSENT FORM

City of Hagerstown Mayor and Council

Regular Session Date: September 27th, 2022 Special Session Date: \_\_\_\_\_

Originating Department: Utilities Division (if applicable): Wastewater

Department Director or Manager: Nancy Hausrath

Account/Project Name: Wastewater Pump Station 33 - Engineering Services

Account No: 5485001-5881 CIP Control No. C0565

Budget Amount: \$ ~~3,000,000.00~~ Account Balance: \$ ~~3,000,000.00~~ Unbudgeted Amount: \$ 0 346,285

Fiscal Year: 23 Source of Funds: Wastewater Funds and ARPA funds

Quantity	Description	Value
1	Consultant Engineering Services	\$ 305,285.00
1	Contingency ( approx. 20%)	\$ 61,000.00
	* ARPA funding to cover the construction portion of this project. Funding on design will be covered by wastewater FY22 surplus and cash reserves.	
	TOTAL VALUE OF PROJECT	\$ 366,285.00

ABOVE TO BE USED FOR: Consultant Engineering services related to the design, permitting and construction of wastewater pump station 33. This project was approved in the FY 23 Capital Project budget.

Engineering Services were solicited by piggy backing on Washington County Contract PUR -1547.

**RECOMMENDED VENDOR:** Business Name: Buchart Horn  
Business Address: 3700 Koppers Street, Suite 540  
City/State/Zip: Baltimore, MD 21227-1019

Bid/Proposal/Quote No.: Wash. Co. PUR-1547 Sole Source?      Yes   X   No

[illegible]

PLEASE INDICATE WHICH FOCUS AREA OF THE MAYOR & COUNCIL'S STATEGIC PLAN THIS PURCHASE/CONTRACT APPLIES TO		
Indicate with an X	FOCUS AREA	GOAL STATEMENT
	NEIGHBORHOODS REVITALIZATION & SUSTAINABILITY	The citizens of Hagerstown will experience a high quality of life.
	PUBLIC SAFETY	The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.
X	PUBLIC FACILITIES & INFRASTRUCTURE	The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.
	ECONOMIC DEVELOPMENT	The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs.
	CITIZEN-BASED GOVERNMENT	The City of Hagerstown is an ethical and financial responsible government.
	FISCAL ACCOUNTABILITY	The City of Hagerstown will strive for continuous improvement of fiscal responsible decision making.
	PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING	The City of Hagerstown supports a culturally vibrant community.
	INNOVATIVE/PROGRESSIVE GOVERNMENT	The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and organization.
	COMMUNITY PROMOTION/PRIDE	The City of Hagerstown will improve our community image.
	ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM	The City of Hagerstown will be creative and diversify opportunities for economic development through non-traditional means.
	MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES	The City of Hagerstown takes a creative approach at finding solutions.

**REVIEWED AND APPROVED AS FOLLOWS:**

**(1) Department Director and Division Manager**

COMMENTS Wastewater funds as well as ARPA grants funds (\$3,000,000) will be used to fund this project.

Nancy Hausrath Digitally signed by Nancy Hausrath  
Date: 2022.09.14 10:00:01 -04'00'

Signature / Date

Nancy Hausrath Digitally signed by Nancy Hausrath  
Date: 2022.09.14 10:00:13 -04'00'

Signature / Date

**(2) Purchasing Agent**

COMMENTS

*Recommend approval - However, will need all vendor documents as vendor not set up in Mavis.* *Jason T. Miller 9/15/22*

Signature / Date

**(3) Chief Financial Officer**

COMMENTS

*Approve - local wastewater funds to cover design portion. No local dollars were included during FY23 budget but will be identified and transferred to cover these costs from reserves.*

*Michelle Miller 9/15/22*

Signature / Date

**(4) City Administrator**

COMMENTS

*Recommend Approval*

*Dean Miller 9/15/22*

Signature / Date