

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING AGENDA**

Meeting Date: Wednesday, April 23, 2014
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 7:00 P.M. Regular Meeting

7:00 P.M. Regular Meeting

1. Pledge of Allegiance
2. Invocation
3. Adoption of Agenda
4. Approval of Minutes
 - A. April 9, 2014 Town Council Meeting
 - B. April 17, 2014 Town Council Special Meeting
5. Arbor Day Proclamation
6. Georgetown Playground & Park Inc – Update
7. Resolution #2014-3 Downtown Incentive for Signage
8. 1st Reading of Ordinances
 - A. Ordinance #2014-2 Transitional Housing Modifications
 - B. Ordinance #2014-3 Truck and Tractor Parking
 - C. Ordinance #2014-4 License restriction, suspension, revocation
9. Departmental Reports
 - A. Gene Dvornick – Town Manager
10. Award of the S. Railroad Ave. Production Facility, Contract B: Water Treatment Plant
11. Public Comment
12. Executive Session
The Town Council will meet in Executive Session for a personnel matter on which the name, competency and ability of an individual employee is discussed
13. Adjournment

The agenda items as listed may not be considered in sequence. This agenda is subject to change to include additional items including executive sessions or the deletion of items including executive sessions, which arise at the time of the meeting. Persons with disabilities requiring special accommodations to attend this meeting should contact the Town Office in writing 72 hours in advance of the meeting, stating their needs in order to have them addressed under the requirements of the Americans with Disabilities Act (ADA).



**PROCLAMATION IN RECOGNITION OF THE OBSERVANCE OF
GEORGETOWN ARBOR DAY
AND A
TREE CITY USA QUALIFICATION EVENT**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday called Arbor Day was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed at various times of the year throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil due to wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, reduce greenhouse gas emissions, and provide for wildlife; and

WHEREAS, trees are a renewable resource giving us paper products and wood for homes and businesses; and

WHEREAS, trees beautify our community, increase property values, enhance the economic vitality of the business areas; and

WHEREAS, trees, where properly planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, BE IT RESOLVED THAT I, Michael R Wyatt, Mayor, on behalf of the Town of Georgetown, do hereby proclaim the week beginning Sunday, April 20, 2014 through Sunday, April 27, 2014, Georgetown Arbor Week and Friday, April 25, 2014 Georgetown Arbor Day.

In Witness Whereof, I have hereunto set my hand and caused the Seal of this Town to be affixed this 23rd day of April, 2014.

Michael R Wyatt, Mayor

TOWN OF GEORGETOWN FACADE, SIGN AND AWNING IMPROVEMENT GRANT PROGRAM

Introduction

Georgetown is undertaking an ambitious downtown renewal plan in an effort to draw more people back to the East Market Street Business District. The appearance of the downtown structures will factor heavily into the success of the downtown renewal effort. Currently, the downtown has been distinguished by the charm of its buildings and pedestrian scale. Unfortunately, many of these structures have unmet maintenance needs that are hastening the decline of their facades.

The Georgetown Facade, Sign and Awning Improvement Grant Program seeks to address the maintenance and rehabilitation needs of building facades in the East Market Street Business District by offering 50/50 matching grants to interested, qualified building and business owners.



The Mayor and Town Council believe this program is in the public interest and that the Town has a responsibility to preserve and protect the unique local resources found in the historic East Market Street Business District. The Mayor and Town Council also believe that by investing public resources in the downtown, more private entities will find the downtown to be an attractive place to invest.

Financing Terms

Grants may be awarded for up to 50 percent of the total cost of qualified facade rehabilitation, repair or restoration project, sign or awnings with a maximum grant award of \$500.00. The annual amount set aside for this program is \$6,000.00, funded from Real Estate Transfer Tax revenues.

The applicant must match the grant with cash. "Sweat equity" labor provided by the applicant, the owner, or any other non-skilled laborer cannot be charged against this grant.

Grants will be awarded on a reimbursement basis only after the applicant demonstrates full compliance with the grant award.

Each eligible facade, sign or awning improvement may be phased over two fiscal years in order to maximize grant assistance. Each phase shall involve facade, sign or awning improvements not included in any other phase of the project. Reimbursement may then be approved for each phase.

This grant may be treated as income subject to Federal Income Tax provisions. The Town of Georgetown is not liable for any tax implications resulting from the grant. Applicants should consult a tax advisor for clarification.

Eligible Improvements

The Facade, Sign and Awning Improvement Grant Program seeks to encourage facade improvements ranging from minor projects to complete facade renovation. The Grant Program will not fund projects that constitute routine maintenance.

The following list illustrates the types of projects that may be funded by this grant program.

1. Exterior walls of building, with priority given to street-facing facades.
2. Exterior renovation, restoration, or reconstruction, including but not limited to the following:
 - a. Facade washing/Brick cleaning
 - b. Removal of historically inappropriate materials from facades
 - c. Sign repair if sign is integral to building facade
 - d. New signs if the proposed sign is a high-quality representation of signs displayed in the historic era generally found along East Market Street
 - e. Lighting
 - f. Awnings/canopies
 - g. Window restoration and replacement
 - h. Painting
 - i. Door replacement
 - j. Restoration of original architectural features
 - k. Window display area remodeling
 - l. Exterior lighting
 - m. Parapet repair
3. Architectural design fees up to \$500, on a reimbursement basis, upon project completion.
4. Landscaping immediately adjacent to the building.
5. Exterior improvements must comply with Town ordinances.

Grants will not be awarded for projects that may damage to the building facade. Specifically, sandblasting of brick will not be funded under the program nor will the program participate in projects that include sandblasting of brick. In general, grant funds may not be used for improvements completed or in progress prior to notification of grant approval; however, the Town Council may waive this requirement on a case-by-case basis.

Restoration projects that accurately replicate historic architectural elements shall be given funding priority. Preference will be given to structures of architectural or historic significance as determined by the Town. Properties lacking architectural or historic significance may be deemed eligible for the program if proposed changes will create a facade typical of the architectural periods predominantly represented in downtown Georgetown.

Grant funds will be disbursed only upon completion of the project and submission of lien waivers from all laborers and material suppliers.

Exterior improvements must comply with Town of Georgetown, Town Code and with all other applicable Federal, State and County codes and regulations.

Eligible Participants

Owners and tenants (with permission from the building owner) of commercial or mixed commercial-residential property located in the East Market Street District may apply for funds. Tenants must have at least a two-year lease at the location in order to qualify for the grant program.

Commercial buildings are those buildings with commercial uses on the first floor. Residential uses are allowed above the main floor.

Only structurally sound buildings with safely functioning mechanical/electrical/plumbing systems will be considered for grants. In addition, building Owner must show evidence of insurance on the property and name the Town an additional insured to the extent of any grant funds awarded.

Additional Grant Provisions

The Town is not liable for damage to the building or personal injury that occurs during the project. All contractors and subcontractors used for work funded by this grant must be licensed if required by law and must be able to demonstrate qualifications.

No Town officer, employee, spouse, or dependent of the same shall be interested directly or indirectly in any facade grant.

No grant funds shall be assigned or pledged to any third party, nor be used for any purpose other than reimbursement of project costs as approved by the Planning Department.

No grant recipient may engage in unlawful discrimination nor contract with any person or entity that engages in unlawful discrimination, as defined by Delaware Code.

The successful applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property. The applicant agrees to return a pro-rated amount of the grant money received if the sign or awning improvement is removed within two years.

Grant Approval Process

1. The applicant must submit a Facade, Sign or Awning Improvement Grant application to the Town.
2. Town staff will review the application with the applicant and will then forward the application with a recommendation regarding the grant to members of the Town Council before the next regularly scheduled meeting.
3. The Town Council will act upon the application and provide written notice of their decision within seven (7) business days of their meeting.
4. The Town Council reserves the right to deny any grant application or make changes in conditions of the Facade, Sign or Awning Improvement Program as warranted.

Media Release

With the submittal of an application for a Facade, Sign or Awning Improvement Grant, the applicant gives permission to notify the media regarding the award of these grants. The applicant acknowledges that representatives from the Town may provide the media with photographs of the applicant and the project completed with grant funds.

Submit completed applications to:

Facade, Sign or Awning Improvement Grant
c/o Town Manager
39 The Circle
Georgetown, DE 19947
(302) 856-7391



FACADE, SIGN OR AWNING GRANT APPLICATION

The Town of Georgetown will fund up to \$500.00 of the cost for facade, sign or awning improvements for properties located within the East Market Street Business District (The Circle to Layton Avenue). The maximum grant is not to exceed \$500.00 for façade, sign or awning improvements, funding permitting. The grant applies to the front facades only. Grants will only be awarded to projects that are approved by the Georgetown Town Council prior to the start of work. A written confirmation from the Town Council and Building Permit must be provided prior to construction or installation. Please see the attached materials for further details.

Date: _____ Estimated Cost of Project: _____
Business Name: _____ Phone: _____
Street Address of Business: _____
Mailing Address, If Different Than Street Address: _____
Contact Person: _____
Proposed Start Date: _____ Anticipated Completion Date: _____

Statement of Understanding

- 1. The Applicant agrees to comply with the guidelines and procedures of the Town of Georgetown Facade, Sign or Awning Improvement Grant Program.
- 2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices and contractors' final waivers of lien upon completion of the approved improvements.
- 3. The Applicant agrees to hold harmless the Town of Georgetown for any damage to the building or personal injury that may occur as a result of work funded by this grant.
- 4. Recipients of any facade grant funds must agree to observe all applicable federal, state, and local law pertaining to the use of grant funds.

_____ Applicant Signature _____ Date

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property, do authorize the Applicant to apply for a grant under the Facade, Sign or Awning Improvement Grant Program and undertake the approved improvements.

_____ Owner Signature _____ Date

Describe the scope of the proposed facade, sign or awning improvements.

Please provide:

- A picture of the existing façade
- Facade plans drawn to ¼ inch scale
- Elevation detailing changes to be made
- Estimated cost breakdown
- Materials specifications
- Elevation showing immediately adjacent buildings

FACADE, SIGN OR AWNING GRANT GUIDELINES

Facade improvements (outside front) that qualify for the Facade, Sign or Awning Grant Program:

- Removal of fake facades, old signs or dilapidated awnings
- Removal of window air conditioners, grills and /or signs that are historically inappropriate for the building
- Masonry cleaning and/or repair
- Historic element restoration
- Repairs to siding, windows, doors, signs, awnings, light fixtures
- Replacement of siding, windows, doors, signs, awnings, light fixtures
- Painting
- Shutters, planters or other design elements
- Facade elements of second floor additions
- Installation of new signs or awnings

Rules:

- Project must adhere to all Town and State codes.
- Project must be in compliance with all Town of Georgetown requirements
- Information required at time of application:
 - A picture of the existing façade
 - Facade plans drawn to ¼ inch scale
 - Elevation detailing changes to be made
 - Estimated cost breakdown
 - Materials specifications
- Application form must have all required information completed.
- The project must commence within ninety (90) days of approval and be completed within 12 months to ensure timely utilization of funds.
- All deadlines must be adhered to.
- Approved applicants must agree to have a sign posted during the project stating that the project is funded in part by the Town of Georgetown.

Application Process:

1. Contact the Planning Office for a Facade Grant Application (302-856-7391).
2. Complete the application and return it to Planning Office along with the required plans and detailed information. Consult with Town staff in preparation of the application.
3. Written notification will be provided within seven (7) business days of the Town Council decision.
4. Approved applicants will be reimbursed for the grant amount after completion of the project and when paid receipts are submitted to the Town.

The Town reserves the right to deny any application due to incomplete information or any application that is inconsistent with Town of Georgetown requirements.



**TOWN OF GEORGETOWN, DELAWARE
RESOLUTION 2014-3**

**Establishing a Façade, Sign and Awning
Improvement Grant Program of the Town of Georgetown**

WHEREAS, the Town of Georgetown has been working to revitalize the East Market Street Business District, extending from The Circle to Layton Avenue, and

WHEREAS, the Town of Georgetown has formed the Historic District Study Committee, focusing on the permitted uses and potential expansion of the downtown historic district, and

WHEREAS, the Town of Georgetown has been working with Heritage Consulting on the development of Downtown Design Standards, and

WHEREAS, the Town of Georgetown recognizes the economic importance of the East Market Street Business District, and

WHEREAS, the Town of Georgetown wishes to demonstrate financial support for the business along the East Market Street Business District,

NOW THEREFORE, be it hereby resolved by the Town Council of the Town of Georgetown, Delaware, as follows:

1. Establishment of a Façade, Sign and Awning Improvement Grant Program;
2. Funding for the grant program shall be \$3,000.00, provided from Realty Transfer Tax revenues;
3. A maximum of six (6) grant awards may be made at an amount not to exceed \$500.00;
4. Annually, prior to May 1st of each year, the program shall be reviewed and renewed if appropriate; and
5. The Town Manager is directed to prepare and present the necessary guidelines and application for this grant program.

ADOPTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____, A.D., 2013.

Michael R Wyatt, Mayor

Steve Hartstein, Secretary



ORDINANCE NO. 2014-2

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, ENTITLED CHAPTER 116, HOUSING STANDARDS AND CHAPTER 230, ZONING

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND HEREBY ORDAINS:

Section 1. Chapter §116, Housing Standards, of the Code of the Town of Georgetown is hereby amended as follows:

§116-21. Definitions and word use.

~~FAMILY - An individual or two or more persons who are related by blood, marriage or adoption, living together and occupying a single housekeeping unit with single culinary facilities, or a group of no more than four adults living together by joint agreement and occupying a single housekeeping unit with single culinary facilities on a nonprofit, cost sharing basis. Domestic servants employed and residing on the premises shall be considered as part of the family.~~ **One or more persons living together as a single housekeeping unit in a dwelling unit.**

SINGLE HOUSEKEEPING UNIT - One person or two or more individuals living together sharing household responsibilities and activities which may include: sharing expenses, chores, eating evening meals together and participating in recreational activities and having close social, economic and psychological commitments to each other.

§ 116-69. Dwelling units. **Occupancy Limitations.**

Every dwelling unit shall contain a minimum gross floor area of not less than 150 square feet for the first occupant and 100 square feet for each additional occupant. The floor area shall be calculated on the basis of the total area of all habitable rooms.

1) **Occupancy Limitations Relative to the Size of the Dwelling**

Minimum Area Requirements: The town limits the number of adult occupants in a dwelling based upon the size of certain rooms in the dwelling.

The following table illustrates these limitations:

<u>SPACE</u>	<u>MINIMUM AREA IN SQUARE FEET</u>		
	<u>1 - 2 Occupants</u>	<u>3 - 5 Occupants</u>	<u>6 or more Occupants</u>
<u>Living Room</u>	<u>No Requirements</u>	<u>120</u>	<u>150</u>
<u>Dining Room</u>	<u>No Requirements</u>	<u>80</u>	<u>100</u>
<u>Kitchen</u>	<u>50</u>	<u>50</u>	<u>60</u>

2) Occupancy Limitations Applied to Bedrooms:

<u>Bedroom Size (Square Feet)</u>	<u>Maximum Number of Occupants per Room*</u>
<u>70</u>	<u>1</u>
<u>100</u>	<u>2</u>
<u>150</u>	<u>3</u>
<u>200</u>	<u>4</u>

** Number of Occupants includes adults and children*

Bedrooms:

- **Must contain at least 70 square feet of floor area for the 1st occupant; 100 square feet of floor area for the 2nd occupant, plus an additional 50 square feet per individual if occupied by more than one person.**
- **Bedrooms must not be the only access to other bedrooms or habitable space and must not constitute the only exit from other habitable space.**
- **Every bedroom must have access to a bathroom without having to pass through another bedroom.**
- **Kitchens and other non-habitable space must not be used for sleeping purposes.**
- **Bedrooms must provide light, ventilation, room area, ceiling height and room width in conformity with the code, and must be in conformity with Delaware State Fire Prevention Commission Regulations.**

§ 116-70. Area for sleeping purposes.

Every room occupied for sleeping purposes by one occupant shall contain at least 64 square feet of floor area.

§ 116-71. Overcrowding.

If any room used for residential purposes is overcrowded as defined in this chapter, the Town Manager will order the number of persons sleeping or living in said room be reduced.

§ 116-72. Spaces prohibited for sleeping purposes.

No kitchen, nonhabitable space or public space shall be used for sleeping purposes.

Section 2. Chapter §230, Zoning, of the Code of the Town of Georgetown is hereby amended as follows:

§230-5. Definitions.

BOARDING HOUSE - A single-family dwelling where the owner who occupies the dwelling, for compensation and by prearrangement, for definite periods provides lodging or meals, or both, to such persons as he or she chooses to receive, but shall not include homes for persons with intellectual or developmental disabilities, handicapped, alcoholic rehabilitants or any other person whose fees are paid by a person other than the roomer or lodger. The boarding house shall contain lodging or meals, or both, for at least three (3) or more persons, but shall not contain more than five (5) guest rooms.

DEVELOPMENTAL DISABILITY FACILITIES

For purposes of all local zoning ordinances the following shall be construed to be a permitted single family residential use of such property:

- a) Group Home – A residential facility licensed or approved by a state agency serving ten (10) or fewer developmentally disabled persons on a 24 hour-per-day basis pursuant to 16 Del. C. §1101 and must meet minimum acceptable standards for living conditions and supports.
- b) Neighborhood Home – A stand alone house with the community that serves up to 5 individuals with developmental disabilities in a single-family home setting. These homes are licensed by the Division of Long Term Care Residents Protection pursuant to 16 Del. C. §1101 and must meet minimum acceptable standards for living conditions and supports.
- c) Rest (Family Care) Homes – Three (3) or fewer persons live in a home with care and supervision provided by persons who also reside on the premises pursuant to 16 Del. C. §1101 and must meet minimum acceptable standards for living conditions and supports.

EMERGENCY HOUSING FACILITY - One (1) main building, or portion thereof, on one (1) zoning lot where persons who do not have housing live on a 24-hour-per-day basis until more permanent arrangements can be made, but generally for not longer than thirty (30) days. Additional requirements for living in this facility include: Staffing professionally trained or certified under the supervision of the Program Director; 24-hour-on-site staff supervision; rules and guidelines set up by the program facility must be followed to maintain residency; Drugs and Alcohol prohibited; Convicted Sex Offenders prohibited and criminal background checks are done on all new referrals.

FAMILY - One or more persons living together as a single housekeeping unit in a dwelling unit.

MENTAL HEALTH FACILITIES

For purposes of all local zoning ordinances the following shall be construed to be a permitted single family residential use of such property:

- a) Group Home – A residential facility providing mental health treatment, rehabilitation and housing staffed substantially full-time when residents are present for between three (3) and ten (10) adults with primary diagnosis of psychiatric disabilities, licensed pursuant to 16 Del. C. §1101 and must meet minimum acceptable standards for living conditions and supports.

OVERNIGHT EMERGENCY SHELTER - One (1) main building, or portions thereof, on one (1) zoning lot where persons receive overnight shelter, but are not expected or permitted to remain on a 24-hour-per-day basis.

ROOMING HOUSE

Any residential structure or dwelling unit which provides living and sleeping arrangements for more than five (5) unrelated individuals or Any residential structure or dwelling unit which provides single room occupancy housing to more than five (5) unrelated individuals; or Any building housing more than five (5) unrelated individuals which has any of the following characteristics shall be considered and regulated as a rooming house:

- Rental arrangements are made by the rooming unit rather than the dwelling unit.
- Rooming unit doors are equipped with outer door locks or chains which require different keys to gain entrance.

- Kitchen facilities may be provided for joint or common use by the occupants of more than one (1) rooming unit.

SHELTER FOR BATTERED PERSONS/VICTIMS OF DOMESTIC VIOLENCE - One (1) main building, or thereof, on one (1) zoning lot where adults and children who have suffered from a pattern of abusive behavior in an abusive relationship where one partner tries to maintain control over the other by using physical, psychological, verbal, and/or sexual violence, assault or battery. Shelter is provided on a 24-hour-per-day basis for a period of time generally not to exceed sixty (60) days and is served by a program monitored by the State.

SINGLE HOUSEKEEPING UNIT - One person or two or more individuals living together sharing household responsibilities and activities which may include: sharing expenses, chores, eating evening meals together and participating in recreational activities and having close social, economic and psychological commitments to each other.

SOBER HOUSE – LICENSED - A residential facility licensed or approved by a state agency occupied by more than four (4) persons, all of whom are in recovery from chemical dependency and classified as handicapped under the Federal Fair Housing Act Amendments of 1988, that provides a non-institutional residential environment in which the residents willingly subject themselves to written rules and conditions, including prohibition of alcohol and drug use (except for prescription medications obtained and used under medical supervision), intended to encourage and sustain their recovery. The residents of a sober house are similar to a family unit, and share kitchen and bathroom facilities and other common areas of the unit. Sober houses are financially self-supporting. This definition does not include facilities that receive operating revenue from governmental sources. Sober houses do not provide on-site supportive services to residents, including the following: mental health services; clinical rehabilitation services; social services; medical, dental, nutritional and other health care services; financial management services; legal services; vocational services; and other similar supportive services.

SOBER HOUSE - SELF GOVERNED - A dwelling unit occupied by more than four (4) persons, all of whom are in recovery from chemical dependency and classified as handicapped under the Federal Fair Housing Act Amendments of 1988, that provides a non-institutional residential environment in which the residents willingly subject themselves to written rules and conditions, including prohibition of alcohol and drug use (except for prescription medications obtained and used under medical supervision), intended to encourage and sustain their recovery. The residents of a sober house are similar to a family unit, and share kitchen and bathroom facilities and other common areas of the unit. Sober houses are financially self-supporting. This definition does not include facilities that receive operating revenue from governmental sources. Sober houses do not provide on-site supportive services to residents, including the following: mental health services; clinical rehabilitation services; social services; medical, dental, nutritional and other health care services; financial management services; legal services; vocational services; and other similar supportive services.

TRANSITIONAL HOUSING - A type of supportive housing used to facilitate the movement of homeless (or at risk of being homeless) individuals and families to permanent housing. Generally, homeless persons may live in transitional housing for up to 24 months and receive supportive services that enable them to live more independently. The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other public or private agencies. Transitional housing can be provided in one structure or several structures, at one site or in multiple structures at scattered sites.

§230-148. Required off-street parking spaces.

Use	Parking Requirement
<u>Community residential facility, emergency housing facility, free-standing foster care home, overnight shelter, shelter for battered persons, transitional housing facility</u>	<u>1.5 spaces per every 4 adult facility residents</u>
<u>Sober house</u>	<u>1.5 spaces per every 4 adult facility residents</u>
<u>Roominghouse, boardinghouse</u>	<u>1 space per 3 occupancy units</u>

Section 3. This Ordinance shall become effective following its adoption by a majority vote of all members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____ A.D., 2014.

Michael R Wyatt, Mayor

Steve Hartstein, Secretary

1st Reading: April 23, 2014
2nd Reading: May 14, 2014
Adoption: May 14, 2014

DRAFT

DRAFT



ORDINANCE NO. 2014-3

**AN ORDINANCE TO AMEND THE CODE TO THE TOWN OF GEORGETOWN,
CHAPTER 215, VEHICLES & TRAFFIC**

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND
HEREBY ORDAINS:

Section 1. Chapter §215, Vehicles & Traffic, of the Code of the Town of Georgetown is hereby amended as follows:

§215-3.1. Truck parking prohibited in residential zones.

No person shall stand or park any vehicle with a gross vehicle weight in excess of 10,000 pounds, or any tractor, semitrailer, tractor trailer, trailer, or bus on a local or collector street in a residential area except under the following conditions:

- 1. During the process of loading or unloading such vehicle.**
- 2. During the time such vehicle is used to perform routine or emergency maintenance to utilities, transportation facilities or private property.**
- 3. During the time such vehicle is used to perform the construction of utilities, transportation facilities, or private property.**

Section 2. This Ordinance shall become effective following its adoption by a majority vote of all members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the
_____ day of _____ A.D., 2014.

Michael R Wyatt, Mayor

Steve M Hartstein, Secretary

1ST Reading: April 23, 2014
2nd Reading: May 14, 2014
Adoption: May 14, 2014



ORDINANCE NO. 2014-4

AN ORDINANCE TO AMEND THE CODE TO THE TOWN OF GEORGETOWN, CHAPTER 130, LICENSING OF BUSINESSES

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET
AND HEREBY ORDAINS:

Section 1. Chapter §130, Licensing of Businesses, of the Code of the Town of Georgetown is hereby amended as follows:

§130-4. Investigation of applicants.

A. The Town Manager or his or her other representative may, when cause appears, investigate and review all applications for licenses to do business and existing business licenses within the limits of the Town of Georgetown, to determine:

- 1) If the activity for which a license has been requested is prohibited by any ordinance of the Town or law of the State of Delaware.
- 2) Whether or not a functioning smoke-detector device is located within a rental unit.
- 3) Whether or not the number of residents in a leased dwelling unit or building is in compliance with the Housing Code and other codes.
- 4) If the license holder or applicant otherwise lacks qualifications to hold a license, pursuant to the terms of this chapter, including current compliance with payment of all financial obligations to the Town, pursuant to Chapter 89.

B. The Town Manager or his or her other representative shall not issue any license if it is found that the applicant does not comply with the requirements of this chapter.

~~C. The Town Manager or his or her other representative may recommend to the Town Council the revocation or suspension of a license, in part or in its entirety, if it is found that the license holder or applicant does not comply, or has ceased to comply, with the requirements of this chapter.~~

§ 130-5. Appeals from decisions of Town Manager.

Any applicant ~~person~~ aggrieved by the decision of the Town Manager may, within five **(5) business** days, request ~~take~~ an appeal to the Town Council by giving written notice of his or her request ~~election so to do~~ to the office of the Town Manager. ~~and upon~~ payment of a fee as provided by the fee schedule on file in the Town office. The Town Manager shall notify the Mayor, who shall **schedule the appeal to be heard before the Town Council.** ~~call a meeting of the Town Council to hear the appeal after giving notice of the hearing in a newspaper of local circulation at least 10 days prior to said hearing.~~ **The decision of the Town Council shall be final.**

§ 130-6. Payment of license fees.

All license fees shall be due and payable to the Town of Georgetown no later than the first day of January of each year, and all licenses shall expire on the 31st day of December following.

§ 130-7. License fees.

License fees to be paid to the Town of Georgetown for conducting businesses and engaging in occupations and activities shall be stated in the Code of the Town of Georgetown, Chapter 98, § 98-6, Licensing and permits. License fees shall not be prorated.

§ 130-8. Display of license required.

Each license shall be conspicuously displayed on the licensed premises or, as the case may be, shall be carried upon the person of the licensee.

§ 130-9. License ~~restriction;~~ **suspension and** revocation.

~~It shall be a condition to the issuance of any and all licenses under this chapter that the business licensed shall be used and operated only for lawful purposes. The right of the Town Council or its other representative in its discretion to refuse to grant any license and to revoke any license previously granted, for failure to comply with the requirements of this chapter, is hereby specifically reserved.~~

A. In addition to any other penalty provided for in this code or other Town ordinances, the Town Manager may suspend or revoke any license issued pursuant to this section for:

- 1. Failure to comply with any provisions of this Chapter and any applicable ordinances;**
- 2. Failure to allow required inspection.**

- B. The Town Manager shall notify the licensee that their license has been suspended or revoked and the reason for said suspension or revocation. Notification shall be made by first class mail and shall state that the licensee has the right to appeal the suspension or revocation in writing to the Town Manager within five (5) business days of notification. Upon receipt of a written appeal the Town Manager shall proceed with scheduling an appeal hearing as provided for in divisions (C) and (D).**
- C. Notice of hearing. Notice of the above described hearing shall be served on the licensee by first class mail and posting at the location of the licensed business not less than five (5) business days before the date of said hearing.**
- D. Hearings. The hearing shall be conducted by the Town Council affording the licensee an opportunity to appear and address the charges. The Town Council shall make a final decision in writing, including the reasons for such decision and shall serve said decision on the licensee within ten (10) business days after conclusion of the hearing. The decision of the Town Council shall be final.**

Section 2. This Ordinance shall become effective following its adoption by a majority vote of all members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____ A.D., 2014.

Michael R Wyatt, Mayor

Steve M Hartstein, Secretary

1ST Reading: April 23, 2014
2nd Reading: May 14, 2014
Adoption: May 14, 2013

TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor and Council
FROM: Gene Dvornick, Town Manager
RE: South Railroad Avenue Production Facility – Contract B: Water Treatment Plant
DATE: April 4, 2014

On March 11, 2014 an invitation to bid (see attached) was sent to the following responsible bidders:

- Bearing Construction, Inc.
- George & Lynch, Inc.
- Layne Christensen Company
- Teal Construction, Inc.

A mandatory Pre-Bid Meeting was held on March 20, 2014 with all four responsible bidders in attendance. The bid opening took place on April 4, 2014 at 2:00 PM. A summary of the bids are attached.

The apparent low bidder is Teal Construction, Inc. A formal recommendation from the Town Engineer will be supplied once the bids have been reviewed and confirmed to be in compliance with the bid requirements.

Michael R. Wigley, AIA, LEED AP
Randy B. Duplechain, P.E.
Charles R. Woodward, Jr., ES
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Gerald G. Friedel, P.E.

April 8, 2014

Town of Georgetown
39 The Circle
Georgetown, Delaware 19947

Attn: Eugene S. Dvornick, Jr.
Town Manager

RE: **Recommendation for Award**
S. Railroad Ave. Production Facility Project
Contract B: Water Treatment Plant
Project No. 319A067-B

Dear Gene:

Please find enclosed the certified bid opening, the bid tabulation and copies of the bids received for the above-referenced project. We have reviewed all of the submitted bids and find them to be in order.

Additionally, the Office of Engineering, Department of Public Health, has reviewed the supplemental information provided by the low bidder to verify compliance with the requirements of the funding agency, the Drinking Water State Revolving Fund (DWSRF) program. After their review, the OE determined that the supplemental information satisfies the Disadvantaged Business Enterprise (DBE) requirements of the program. Copies of the supplemental DBE information have been included with the attached bids.

Furthermore, the Construction Bids exceed the amount allotted within the original project budget. Our office has value engineered the project, reviewed the proposed work with the Bidders and determined there is no over-engineered, excessive or unwarranted work included in the scope of the project as designed. The additional costs are due to a significant increase in the scope of work that resulted from the relocation of the treatment building off of the Layton Park site. This was required by the DNREC, Division of Parks and Recreation, who has jurisdiction over the property as it is in the Delaware Land Water Conservation Trust Fund Program and the property has been deed restricted for parks and outdoor recreational use.

Schematics of the project as originally proposed and as revised are attached. The significant increase in cost is related to the additional piping and electrical work needed to power and control the remote wells.

The amount remaining in the S. Railroad Ave. Production Facility project to be applied to the award of this Construction Contract including Construction Contingency and unused Legal & Administration Costs is \$1,142,797.10. In order to award this Contract and move forward with the proposed work, we are recommending the Town utilize portions of money allotted for the King St. Water Treatment Facility Upgrades project. A minimum of \$412,879.90 must be accessed to award the contract. Our office has reviewed the proposed cost estimate for the King Street Project and we feel there are items in the budget where savings can be realized while still accomplishing the original intent of the project. A majority of the amount utilized for the S. Railroad Ave. project will come from the Construction Contingency and other Non-Essential Upgrades in the proposed King Street project budget.

The DWSRF program has been approached regarding the above request and has approved the proposal. In order to permit utilization of the King Street funds for the S. Railroad Ave. project, both of the loan agreements need to be revised. Bond Counsel for the State and the Town are currently working on those loan amendments, which are then to be executed by the Town.

After reviewing the proposed scope of work, the submitted bids and supplemental information, **our office recommends award of the contract to Teal Construction, Inc. in the amount of \$1,555,647.00, contingent upon the execution of the above-referenced DWSRF Loan Amendments.** The award amount includes Base Bid Items 1-40 with the alternate Bid Item 25A, for a precast concrete structure with Thin-Brick Veneer.

Should you have any questions or wish to discuss the matter further, please contact our office.

Sincerely,



Erik F. Retzlaff, P.E.
Associate

Enc.

Georgetown\319A067-B\Bidding\Recommendation for Award

cc: Doug Lodge, Office of Engineering
Heather Warren, DWSRF

TOWN OF GEORGETOWN
S. RAILROAD AVE. PRODUCTION FACILITY
CONTRACT B: WATER TREATMENT PLANT



Contract: 319A067-B
 Bid Date: April 4, 2014
 Location: Town Hall

BID RESULTS

ITEM NO. & DESCRIPTION	SIZE/DEPTH	UNIT	EST. QTY.	LOW BIDDER							
				TEAL CONSTRUCTION INC		GEORGE & LYNCH, INC.		LAYNE CHRISTENSEN CO.		BEARING CONST. INC.	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1 Mobilization/Demobilization (Max. 3% of Total Bid Amount)	---	LS	1	---	\$ 33,127.00	---	\$ 48,000.00	---	\$ 57,000.00	---	\$ 20,000.00
2 ALLOWANCE: Furnish & Install Well Pump, Motor & Appurtenances (Well S-1)	---	LS	1	---	\$ 35,000.00	---	\$ 35,000.00	---	\$ 35,000.00	---	\$ 35,000.00
3 ALLOWANCE: Furnish & Install Well Pump, Motor & Appurtenances (Well S-2)	---	LS	1	---	\$ 35,000.00	---	\$ 35,000.00	---	\$ 35,000.00	---	\$ 35,000.00
4 ALLOWANCE: Furnish & Install Primary Electric Service (Well S-1)	---	LS	1	---	\$ 20,000.00	---	\$ 20,000.00	---	\$ 20,000.00	---	\$ 20,000.00
5 ALLOWANCE: Furnish & Install Primary Electric Service (Treatment Building)	---	LS	1	---	\$ 7,500.00	---	\$ 7,500.00	---	\$ 7,500.00	---	\$ 7,500.00
HEAVY CONSTRUCTION ITEMS (TO BE COMPLETED USING DELAWARE PREVAILING WAGE OR DAVIS-BACON WAGE RATES FOR HEAVY CONSTRUCTION)											
6 Furnish & Install PVC Water Main via Open Cut Methods	6"	LF	1,050	\$ 51.00	\$ 53,550.00	\$ 46.64	\$ 48,972.00	\$ 75.00	\$ 78,750.00	\$ 75.00	\$ 78,750.00
7 Furnish & Install HDPE (DR-11) Water Main & Electrical Conduit via Directional Drilling Methods	8"	LF	475	\$ 57.00	\$ 27,075.00	\$ 64.84	\$ 30,799.00	\$ 85.00	\$ 40,375.00	\$ 78.00	\$ 37,050.00
8 Furnish & Install Concrete Thrust Collar & Transition Fittings	10", 2", 3" & 4"	LF	260	\$ 297.00	\$ 77,220.00	\$ 211.00	\$ 54,860.00	\$ 500.00	\$ 130,000.00	\$ 217.00	\$ 56,420.00
9 Furnish & Install Flow Meter Vault (Well S-1)	---	EA	2	\$ 8,904.00	\$ 17,808.00	\$ 8,978.00	\$ 17,956.00	\$ 8,000.00	\$ 16,000.00	\$ 2,391.00	\$ 4,782.00
10 Furnish & Install Flow Meter Vault (Well S-2)	---	LS	1	---	\$ 29,416.00	---	\$ 37,007.00	---	\$ 45,000.00	---	\$ 30,500.00
11 Furnish & Install Well Blowoff Assembly	---	LS	1	---	\$ 28,896.00	---	\$ 40,827.00	---	\$ 45,000.00	---	\$ 30,500.00
12 Furnish & Install Yard Piping Assembly	---	LS	1	---	\$ 24,511.00	---	\$ 17,806.00	---	\$ 35,000.00	---	\$ 30,504.00
13 Furnish & Install Sump Pump Discharge Piping	---	LS	1	---	\$ 26,013.00	---	\$ 29,379.00	---	\$ 30,000.00	---	\$ 33,800.00
14 Furnish & Install Gravel Well Access	1 1/2"	LF	100	\$ 39.00	\$ 3,900.00	\$ 26.56	\$ 2,656.00	\$ 12.00	\$ 1,200.00	\$ 42.00	\$ 4,200.00
15 Furnish & Install Incoming Electrical Service (Well S-1)	---	SP	9,000	\$ 4.00	\$ 36,000.00	\$ 5.74	\$ 51,660.00	\$ 5.50	\$ 49,500.00	\$ 5.00	\$ 45,000.00
16 Furnish & Install Equipment Enclosure with Interior Components (Well S-1)	---	LS	1	---	\$ 7,213.00	---	\$ 8,250.00	---	\$ 12,000.00	---	\$ 7,400.00
17 Furnish & Install Equipment Enclosure with Interior Components (Well S-2)	---	LS	1	---	\$ 94,495.00	---	\$ 68,200.00	---	\$ 90,000.00	---	\$ 96,000.00
18 Furnish & Install Direct-Burial Field Wiring & Miscellaneous Materials	---	LS	1	---	\$ 71,003.00	---	\$ 38,500.00	---	\$ 70,000.00	---	\$ 72,000.00
19	---	LS	1	---	\$ 92,403.00	---	\$ 71,500.00	---	\$ 80,000.00	---	\$ 94,000.00
CONTINGENT HEAVY CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER USING DELAWARE PREVAILING WAGE OR DAVIS-BACON WAGE RATES FOR HEAVY CONSTRUCTION)											
20 Miscellaneous Excavation and Backfill for Test Pitting	---	CY	15	\$ 12.00	\$ 180.00	\$ 136.00	\$ 2,040.00	\$ 137.00	\$ 2,055.00	\$ 23.00	\$ 345.00
21 Undercut, Furnish, Install, and Compact #57 Stone	---	CY	35	\$ 24.00	\$ 840.00	\$ 109.00	\$ 3,815.00	\$ 340.00	\$ 11,900.00	\$ 49.00	\$ 1,715.00
22 Undercut, Furnish, Install, and Compact Select Fill	---	CY	450	\$ 12.00	\$ 5,400.00	\$ 72.00	\$ 32,400.00	\$ 178.00	\$ 80,100.00	\$ 32.00	\$ 14,400.00
BUILDING CONSTRUCTION ITEMS (TO BE COMPLETED USING DELAWARE PREVAILING WAGE OR DAVIS-BACON WAGE RATES FOR BUILDING CONSTRUCTION)											
23 Furnish & Install Connection to Existing	---	LS	1	---	\$ 15,970.00	---	\$ 17,443.00	---	\$ 25,000.00	---	\$ 19,000.00
24 Furnish & Install Sewer Piping Including Connection to Existing PS	6"	LF	130	\$ 16.00	\$ 2,080.00	\$ 128.00	\$ 16,640.00	\$ 95.00	\$ 12,350.00	\$ 119.00	\$ 15,470.00
25 Furnish & Install Treatment Building (Split-Faced CMU Construction)	675 SF	LS	1	---	\$ 253,700.00	---	\$ 369,292.00	---	\$ 250,000.00	---	\$ 557,000.00
26 Furnish & Install Treatment Building Water Main Process Piping	---	LS	1	---	\$ 43,188.00	---	\$ 45,694.00	---	\$ 25,000.00	---	\$ 33,000.00
27 Furnish & Install Treatment Building DWV Piping Including Building Lateral Cleanout, Floor Drains, Lavatory Toilet & Sink	---	LS	1	---	\$ 17,700.00	---	\$ 12,847.00	---	\$ 18,000.00	---	\$ 10,000.00
28 Furnish & Install Treatment Building Supply Piping & Equipment	---	LS	1	---	\$ 14,750.00	---	\$ 10,263.00	---	\$ 19,000.00	---	\$ 14,000.00
29 Furnish & Install Treatment Building Chemical Equipment & Piping	---	LS	1	---	\$ 82,482.00	---	\$ 97,552.00	---	\$ 76,000.00	---	\$ 74,000.00
30 Furnish & Install Incoming Electrical Service (Treatment Building)	---	LS	1	---	\$ 11,393.00	---	\$ 7,150.00	---	\$ 16,000.00	---	\$ 11,500.00
31 Furnish & Install On-site Generator	---	LS	1	---	\$ 80,907.00	---	\$ 62,700.00	---	\$ 85,000.00	---	\$ 83,000.00
32 Furnish & Install Treatment Building Electrical Power & Control Components	---	LS	1	---	\$ 138,369.00	---	\$ 115,500.00	---	\$ 145,000.00	---	\$ 140,000.00
33 Furnish & Install Treatment Building Wiring, Lighting & Components	---	LS	1	---	\$ 25,494.00	---	\$ 16,500.00	---	\$ 30,000.00	---	\$ 26,000.00
34 Furnish & Install Water System Control Panel, Testing, Programming, System Integration & Training	---	LS	1	---	\$ 58,186.00	---	\$ 35,200.00	---	\$ 70,000.00	---	\$ 60,000.00
35 Furnish & Install Treatment Building Mechanical Components	---	LS	1	---	\$ 91,318.00	---	\$ 85,127.00	---	\$ 88,000.00	---	\$ 93,000.00
36 Furnish & Install Paved Treatment Building Access	---	SF	4,250	\$ 5.00	\$ 21,250.00	\$ 5.50	\$ 23,375.00	\$ 9.00	\$ 38,250.00	\$ 7.00	\$ 29,750.00
37 Furnish & Install Sidewalk including Trench Frames with Grated Covers	---	SF	430	\$ 29.00	\$ 12,470.00	\$ 19.00	\$ 8,170.00	\$ 40.00	\$ 17,200.00	\$ 40.00	\$ 17,200.00
CONTINGENT BUILDING CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER USING DELAWARE PREVAILING WAGE OR DAVIS-BACON WAGE RATES FOR BUILDING CONSTRUCTION)											
38 Miscellaneous Excavation and Backfill for Test Pitting	---	CY	15	\$ 12.00	\$ 180.00	\$ 94.00	\$ 1,410.00	\$ 120.00	\$ 1,800.00	\$ 23.00	\$ 345.00
39 Undercut, Furnish, Install, and Compact #57 Stone	---	CY	15	\$ 24.00	\$ 360.00	\$ 109.00	\$ 1,635.00	\$ 280.00	\$ 4,200.00	\$ 48.00	\$ 720.00
40 Undercut, Furnish, Install, and Compact Select Fill	---	CY	50	\$ 12.00	\$ 600.00	\$ 72.00	\$ 3,600.00	\$ 156.00	\$ 7,800.00	\$ 32.00	\$ 1,600.00
TOTAL BID AMOUNT (ITEMS 1-40)				\$	\$ 1,596,947.00	\$	\$ 1,632,225.00	\$	\$ 1,899,980.00	\$	\$ 1,940,451.00
ALTERNATE FOR BID ITEM 19											
19A Furnish & Install Underground Raceway System for the Field Wiring Manholes & Miscellaneous Materials	---	LS	1	---	\$ 137,102.00	---	\$ 90,200.00	---	\$ 135,000.00	---	\$ 140,000.00
TOTAL BID AMOUNT (ITEMS 1-40 with 19A)				\$	\$ 1,641,646.00	\$	\$ 1,650,925.00	\$	\$ 1,954,980.00	\$	\$ 1,986,451.00
ALTERNATE FOR BID ITEM 25											
25A Furnish & Install Treatment Building (Pre-Cast Structure with Thin-Brick Veneer)	675 SF	LS	1	---	\$ 212,400.00	---	\$ 393,150.00	---	\$ 450,000.00	---	\$ 657,000.00
TOTAL BID AMOUNT (ITEMS 1-40 with 25A)				\$	\$ 1,555,647.00	\$	\$ 1,656,083.00	\$	\$ 2,099,980.00	\$	\$ 2,040,451.00
TOTAL BID AMOUNT (ITEMS 1-40 with 19A & 25A)				\$	\$ 1,600,346.00	\$	\$ 1,674,783.00	\$	\$ 2,154,980.00	\$	\$ 2,086,451.00





TOWN OF GEORGETOWN
S. RAILROAD AVE. PRODUCTION FACILITY
CONTRACT B: WATER TREATMENT PLANT

Contract: 319A067-B
 Bid Date: April 4, 2014
 Location: Town Hall

CERTIFIED BID OPENING RESULTS

BIDDER	BID BOND (Y/N)	Subcontractor & Supplier List (Y/N)	TOTAL BASE BID (1-40)	TOTAL BASE BID WITH 19A	TOTAL BASE BID WITH 25A	TOTAL BASE BID WITH 19A & 25A
BEARING CONSTRUCTION, INC.	Y	Y	1,940,451	1,986,451	2,040,451	2,086,451
GEORGE & LYNCH, INC.	Y	Y	1,632,225	1,650,925	1,656,083	1,674,783
LAYNE CHRISTENSEN COMPANY	Y	Y	1,899,980	1,954,980	2,099,980	2,154,980
TEAL CONSTRUCTION INC.	Y	Y	1,596,947	1,641,646	1,555,647	1,600,346

CERTIFIED BY: _____

Angela C Townsend

ANGELA C. TOWNSEND
TOWN CLERK



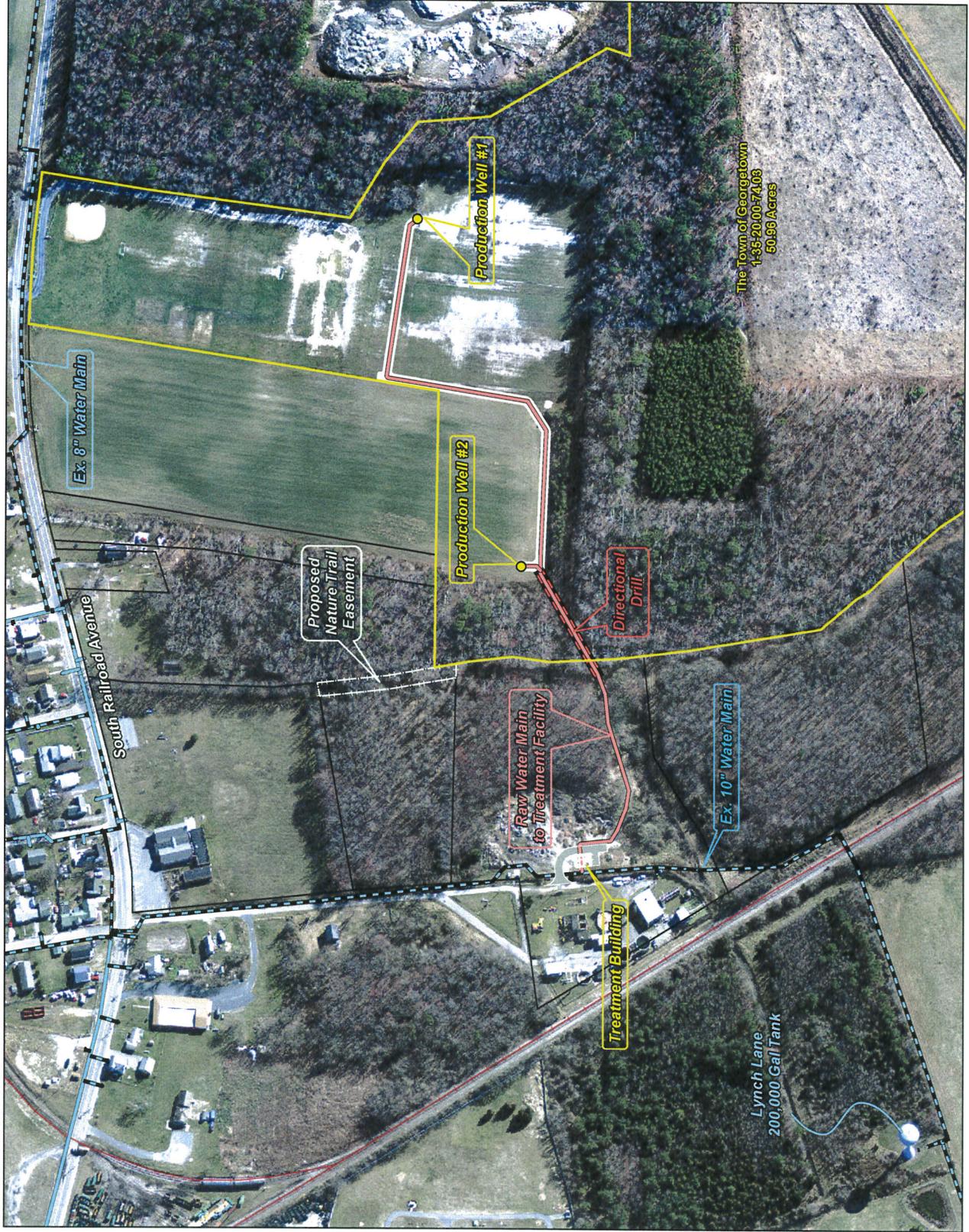
July 2013



Town of Georgetown

South Railroad Avenue Well & Treatment Facility

Conceptual Plan



March 2007 Aerial Photograph
Courtesy of the Delaware DataMIL



Michael R. Wigley, A.A., LL.D., A.P.
Randy B. Dunsbach, P.E.
Charles K. Woodward, Jr., LS
W. Zannoy Crouch, P.E.
Margaret E. Wheelahan, AIA
Jason P. Lear, P.E.
Craig C. Friedel, P.E.

March 11, 2014

Teal Construction, Inc
612 Mary Street
P.O. Box 779
Dover, DE 19903

Attn: Charles Reed, III

RE: **Invitation to Responsible Bidders**
S. Railroad Ave. Production Facility – Contract B:
Water Treatment Plant, Project No. 319A067-B
Town of Georgetown, Delaware

Dear Mr. Reed:

As your firm has met the responsibility criteria for the project as established in the Questionnaire portion of the Information for Prospective Bidders, the Town of Georgetown would like to invite your firm, as a responsible bidder, to submit a priced bid on the above-referenced project.

Sealed Bids, in duplication, will be received by the Town of Georgetown, 39 The Circle, Georgetown, Delaware 19947, until **2:00 p.m. local time on April 4, 2014** for the general construction of the **S. Railroad Ave. Production Facility – Contract B: Water Treatment Plant, Project No. 319A067-B**, at which time the bids will be opened publicly. Any bid received after said time will be returned unopened.

The scope of work includes the installation of approximately 1,700 linear feet of raw water main and appurtenances, including a 250 linear foot directional bore, valves, hydrants, flow meters and vaults; the installation of 2 well pumps & motors; the construction of a 700 ft² water treatment building, including chemical pumps, piping, electrical power, controls, lighting, heating, ventilation and associated site improvements.

The CONTRACT DOCUMENTS may be examined and/or obtained at the office of Davis, Bowen & Friedel, Inc., 23 North Walnut Street, Milford, Delaware, 19963, (302) 424-1441, upon payment of **\$200.00** for each set, non-refundable. Checks should be made payable to Davis, Bowen & Friedel, Inc.

This project is funded by the State of Delaware Drinking Water State Revolving Fund and is subject to the requirements of the program including State and Davis-Bacon wage rates, Disadvantaged Business Enterprise (DBE) and Equal Opportunity requirements. Responsible

bidders will be required to provide bid security in the amount of 10% of the bid sum. The successful bidder must post Performance and Payment Bonds equal to 100% of the contract price upon execution of the contract.

A MANDATORY PRE-BID meeting will be held at 2:00 p.m. on March 20, 2014, at Georgetown Town Hall.

The Town reserves the right, as the interest of the Town of Georgetown may appear, to reject any and all bids, to waive any informality or irregularity in bids received, and to accept or reject any items of any bid.

Thank you for your consideration of this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Erik Retzlaff", with a horizontal line extending to the right.

Erik F. Retzlaff, P.E.
Associate

Enc.

cc: Eugene Dvornick, Town Manager
Doug Lodge, DHSS