



*The Jewel of the Chesapeake Bay*  
**North Beach, Maryland**

8916 Chesapeake Avenue | Post Office Box 99  
North Beach, MD 20714

410.257.9618 | 301.855.6681  
[www.northbeachmd.org](http://www.northbeachmd.org)

**TOWN COUNCIL MEETING  
NORTH BEACH TOWN HALL  
September 12, 2013  
7:00 p.m.**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. APPROVAL OF MINUTES
  - A. Minutes from the August 8, 2013 Town Council Meeting
  - B. Minutes from the September 5, 2013 Work Session
  - C. Executive Minutes from the September 5, 2013 Meeting
- V. SCHEDULED APPOINTMENTS
  - A. Grace Mary Brady – Bayside History Museum
  - B. Ms. Joannie Kilmon and Ms. Carrie Plymire from the Calvert County Library
  - C. Jenny Plummer Welker – Draft Calvert County Parks and Recreation Plan
- VI. PUBLIC SAFETY REPORT
- VII. TREASURER’S REPORT
- VIII. REPORTS
  - A. Public Works Supervisor
  - B. Code Enforcement Officer
  - C. Town Engineer
  - D. Waterfront Manager
- IX. BOARDS AND COMMISSIONS

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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## X. BUSINESS ITEMS

- A. MOU Understanding with Calvert County on the Historic Preservation Commission
- B. Wetlands Trail Material bid
- C. RFP for Economic Development Consultant

## XI. ORDINANCES AND RESOLUTIONS

## XII. MAYOR AND COUNCIL REPORTS

## XIII. PUBLIC COMMENT

## XIV. CLOSED SESSION MEETING

## XV. ADJOURNMENT

### **Upcoming Meetings and Events**

- 1) Friday, September 20, 2013 – Campfire on the Beach at 6:00 p.m.
- 2) Saturday, September 21, 2013 – Drive – In Movie “Avengers” at dusk
- 3) Thursday, September 26, 2013 – Planning Commission Meeting – 7:00 p.m.
  - 4) Thursday, October 3, 2013 – Work Session – 7:00 p.m.
  - 5) Friday, October 4, 2013 – 6:00 p.m. – last Farmers Market
- 6) Saturday, October 5, 2013 – Bay Harvestfest – 12:00 p.m. to 6:00 p.m.

All agendas are subject to change up until the time of the meeting.

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



Minutes from the August 8, 2013  
Town Council Meeting  
7:00 pm

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Mayor Frazer | <input checked="" type="checkbox"/> Joanne Hunt     | <input type="checkbox"/> Buddy Jenkins              |
| <input type="checkbox"/> Mr. Benton              | <input checked="" type="checkbox"/> Stacy Wilkerson | <input checked="" type="checkbox"/> John Shay       |
| <input checked="" type="checkbox"/> Mr. Dotson   | <input type="checkbox"/> Donnie Bowen               | <input checked="" type="checkbox"/> Dawn Richardson |
| <input checked="" type="checkbox"/> Mr. McNeill  | <input checked="" type="checkbox"/> John Hofmann    | <input checked="" type="checkbox"/> Corporal Phelps |
| <input checked="" type="checkbox"/> Mr. Hummel   | <input type="checkbox"/> Richard Ball               |   |
| <input checked="" type="checkbox"/> Ms. Schiada  | <input checked="" type="checkbox"/> Mr. Wilcox      |   |

APPROVAL OF AGENDA AND MINUTES

- a) MOTION made by Randy Hummel to approve the agenda as submitted. Seconded by Ken Wilcox. All in favor.
- b) MOTION made by Randy Hummel to approve the Town Council Minutes from the July 11, 2013 Meeting. Seconded by Ken Wilcox. Motion carries.

SHERIFF'S DEPARTMENT REPORT

- a) In July the Sheriff's Department responded to 234 calls for service in North Beach. This is up from 220 calls in June 2013.

TREASURER'S REPORT

- a) Treasurers Report: Reporting Period: 7/1//13 – 7/31/13: Beginning Balance \$730,355.21; Total Debits: \$304,007.69; Total Credits: \$474,440.65; Ending Balance: \$559,922.25. MOTION made by Greg McNeil to accept this report as presented. Seconded by Greg Dotson. Motion carries.

REPORTS

Staff Reports: Public Works Department, Code Enforcement, Waterfront Supervisor and Town Engineer are attached to this report.

Mark R. Frazer, Mayor



## BUSINESS ITEMS:

- A. Wetlands Trail Bid. Bids were received a 3<sup>rd</sup> time for the projects. The low bidder is Heinsohn Contracting from Annapolis, Maryland in the amount of \$74,800.00. This is the labor for the installation of the pilings and frame. John Hofmann, Town Engineer recommends the contract be awarded to the firm. Motion made Gwen Schiada to award the contract to Heinsohn Contracting in the amount of \$74,800.00. Seconded by Randy Hummel. All in favor. Motion carries.
- B. Discussion on the RFP for Shoreline Stabilization – John Hofmann prepared a draft for the RFP. John Hofmann still has some work on the RFP and consult with Karyn Molines on the RFP before it can be released on the street. MOTION made by Randy Hummel to complete the RFP and solicit for interested companies. Seconded by Gwen Schiada. All in favor. Motion carries.
- C. Discussion for an RFP for business consultant for the Economic Development Committee: This monies was placed in the FY 14 budget cycle to hire a consultant for the project. A RFP was started by Town Staff based off EDC recommendations. The draft document is being forwarded to the EDC Committee along with Greg McNeil to finalize. The final document should return to the Council in September to be released for poteintial consultants.
- D. Approval of software/meter package for the Water and Sewer Billing System: MOTION made by Greg Dotson to approve the expenditure of \$12,000.00 for software/meter package from L/B Water Service. Seconded by Greg McNeil. All in favor.

## ORDINANCES AND RESOLUTIONS

- A. Resolution No: 13-04: Water Quality Bond for ENR upgrades and improvements to the Wastewater Treatment Plant: MOTION made by Ken Wilcox to pass Resolution No: 13-04. Seconded by Gwen Schiada. All in favor. Motion carries.

Meeting closed 8:20 pm on a Motion made by Randy Hummel. Seconded by Mike Benton. All in favor. Motion carries.

Submitted:

Mark R. Frazer, Mayor

Stacy L. Wilkerson, Town Clerk

Mark R. Frazer, Mayor



## Minutes from the September 5, 2013 Work session

Attendance: Mayor Frazer, Mike Benton, Greg Dotson, Randy Hummel, Greg McNeil, Gwen Schiada, Ken Wilcox, , John Shay, Donnie Bowen, Joanne Hunt, Dawn Richardson and Stacy Wilkerson.

Absent: John Hofmann

- 1) Recommendations on the 3<sup>rd</sup> Street Park: Dan Moyer from CPH was in attendance to discuss the preliminary plans for the park and go over the features for the park. Some of the features will include the park being ADA compliant, the water features will include water depths of 3 inches and 6 inches, sidewalk replacement on Bay Avenue and 3<sup>rd</sup> Street around the perimeter of the park, display locations, gazebo, and ballad lighting with electrical plugs for Christmas displays. The Parks Committee has given their approval of the plan that is presented tonight. The Mayor is working on funding sources for the park. The estimated cost of construction is approximately \$800,000.00. The Mayor will keep the Council up to date with any funding obtained for the project. The council agreed this is the plan to move forward with.
- 2) Economic Development Commission Request for Proposals: This item is being postponed until the October Work Session. The EDC committee is taking a trip to Easton on Saturday and the document that has been prepared may change based on that trip.
- 3) Discussion on raising the competitive bidding threshold: The staff is requesting a changing the competitive bidding threshold. Based on the economy and the projects the Town has recently done, it is very hard to get competitive bids based on the 7500.00 threshold. This request will have to be done in an Ordinance and also a Charter Changed. Several ideas were discussed for this item. The item will be placed on the October work session agenda for further discussion.
- 4) Problems with residential trash containers: Councilman Benton discussed the lack of trash containers located in Town at residents home. When trash sits out in bags, it causes animals to tear into the bags making a bigger mess. He would like to do a campaign to educate the citizens of the Town how to properly dispose of their trash in containers. The Environmental Committee is already discussing the topic of trash. Councilman Benton will be working with them on an education campaign.

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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Meeting closed at 8:30 p.m. on a motion made by Randy Hummel to enter into Executive Session to discuss a legal matter in regards to a bid. Seconded by Ken Wilcox. All in favor.

NOTE: Under the Maryland Opens Meeting Law the Mayor and Town Council voted to enter into Executive Session to discuss a legal matter in regards to a bid on September 5, 2013.

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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**DEPARTMENT OF COMMUNITY PLANNING & BUILDING  
MEMORANDUM**

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**TO:** Mayor Mark Frazer and Town Council of North Beach  
**VIA:** Mary Beth Cook, Acting Director/Deputy Director *MEC*  
**VIA:** Yolanda Hipski, AICP, Planning Commission Administrator *YH*  
**FROM:** Jenny Plummer-Welker, AICP, Principal Planner *JP*  
**DATE:** September 9, 2013  
**SUBJECT:** Draft Calvert County Land Preservation, Parks and Recreation Plan

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**BACKGROUND:**

At the Town Council meeting on May 9 2013, I met with you to discuss updating the 2006 Calvert County Land Preservation, Parks and Recreation Plan. The plan is required by the State of Maryland, by Maryland Natural Resources Code, Title 5 Forest and Parks, Subtitle 9 Program Open Space, §5-905. The plan is reviewed by the Maryland Department of Natural Resources and the Maryland Department of Planning. The local plans form the basis of the Maryland Land Preservation and Recreation Plan.

**DISCUSSION:**

Staff updated the 2006 plan with more recent information and data, including but not limited to, population projections, projections of recreational needs, descriptions of new/expanded recreational facilities (such as the County's Hall Aquatic Center and the Town's Wetlands Overlook Park), acres preserved through the agricultural preservation programs, and tourism program. New with this update is the section on cultural and historic resource conservation.

The County and municipal priorities for acquisition, development and rehabilitation and the potential acquisition and development projects were updated based upon information compiled for Calvert County's 2014 Program Open Space Annual Program, which was approved by the Calvert County Board of Commissioners in June, 2013.

The draft Calvert County Land Preservation, Parks and Recreation Plan (dated August 29, 2013) is attached. There are six chapters plus the appendices. There is an Executive Summary on Pages i-iii (pages 3-5 of the digital document). The chapters that may be of most interest to the municipality are Chapters I, II, III, and VI. The other two chapters are regarding agricultural land preservation and natural resource conservation.

Chapter I: Introduction (digital pages 9 and 10)  
Chapter II: Framework for the Local Plan (digital pages 11-13)  
Chapter III: Recreation, Parks, and Open Space (digital pages 15-55)  
Chapter VI: Cultural and Historic Resources Conservation (digital pages 99-100)

Steps for updating the plan:

- ✓ Prepare a draft updated Land Preservation, Parks and Recreation Plan.
- Make draft plan available for comment to the Towns of Chesapeake Beach and North Beach, Calvert County Planning Commission, Calvert County Board of Parks and Recreation, the public and the State (Maryland Department of Natural Resources and Maryland Department of Planning) – in progress.
- Review comments and prepare a revised draft plan.
- Present a revised draft plan to Calvert County Planning Commission for approval, additional opportunity for public comment.
- Forward Planning Commission’s approved plan to Board of County Commissioners for adoption.
- Board of County Commissioners holds a public hearing to consider adopting the plan, additional opportunity for public comment.
- Board of County Commissioners votes on adopting the updated Land Preservation, Parks and Recreation Plan.

**RECOMMENDATION:**

Provide comments on the draft plan to Jenny Plummer-Welker by October 1, 2013.

Attachments

Contact:

Jenny Plummer-Welker, AICP  
Principal Planner  
Calvert County Community Planning and Building Department  
150 Main Street, Suite 300  
Prince Frederick, MD 20678  
410-535-1600, ext. 2333  
301-855-1243, ext. 2333  
410-414-3092 fax  
[plummejl@co.cal.md.us](mailto:plummejl@co.cal.md.us)

Memo



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## CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: September 3, 2013

To: Stacy Wilkerson

From: First Sergeant Roscoe Jones

Re: Sheriff's Office Report-North Beach

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In August, the Sheriff's Office handled 205 calls for service in North Beach. This is down from 234 calls in July.

Call Breakdown for August:

109 calls were self-initiated (patrol checks, follow-up investigations, etc)

96 calls were received by other means (citizens, alarm companies, etc)

Of the 205 calls, we handled:

- 1 Assault (Closed by arrest)
- CDS Violations
- 4 Thefts (All under investigation)
  - *Theft of copper*
  - *GPS stolen from unlocked vehicle*
  - *Theft of gas*
  - *Theft of fishing poles*
- 0 Destruction's of Property
- 1 DWI

**Breakdown of Dispatched/Self Initiated Calls**

911 Hang up - 1	Harassment - 1	Traffic complaint - 1
Alarm - 9	Loitering - 1	Traffic assignment - 2
Animal complaint - 1	Loud party/music - 4	Trespassing - 6 (Same subject, arrested 6 times)
Assault - 1 (Closed by arrest)	Mental subject - 1 (Unable to locate)	Unknown problem - 2 (1 Unfounded, 1 Verbal domestic)
Assist sick/injured - 3	Missing person - 1	Warrant service - 1
Attempt to locate - 7	Noise complaint - 3	
Burglary - 3 (2 were unfounded )	Parking complaint - 4	
CDS Violation - 2 (1 Unfounded)	Patrol check - 89	
Check Welfare- 5	Police information - 5	
Conservator of peace - 1	Search warrant - 1 (Handled by CIT)	
Destruction of Property - 1 (Unfounded)	Special Assignment - 1	
Disorderly - 11	Summons service - 1	
Domestic -4	Suspicious person - 6	
Eviction - 2	Suspicious vehicle - 2	
Follow up - 12	Theft - 4	

\*\*Note - The reportable incident totals on page 1 may differ from the dispatched totals on page 2. The breakdown on page 2 represents all calls dispatched/self initiated by the sheriff's office. The totals listed on page 1 may be less due to factors the deputy learns upon arrival to the scene\*\*

**TOWN OF NORTH BEACH  
TREASURER'S REPORT**

Reporting Period 08/01/13- 08/31/13

**PNC Bank:**

Beginning Balance 08/01/13	\$ 559,798.05	
Total Debits (+)	\$ 744,335.64	
Total Credits (-)	\$ 285,815.41	
Ending Balance 08/31/13	\$1,018,318.28	Last Year: \$ 210,375.95
Investments (MLGIP/General Fund)	\$1,333,562.99	Last Year: \$ 902,216.92
(MLGIP/Sewer Capital)	\$ 33,966.56	Last Year: \$ 383,806.73
(MLGIP/Water Capital)	<u>\$ 7,420.27</u>	Last Year: <u>\$ 137,356.51</u>
Total Cash	\$2,393,268.10	Last Year: \$ 1,633,766.11

**CASH RECEIPTS OVER \$7,500.00**

\$ 9,420.54- Comcast/2<sup>nd</sup> Qtr.  
\$152,109.25- Calvert County Tax Payment/July 2013  
\$ 8,857.57- San Francisco Meters  
\$ 8,374.80- Water Bills/Audit 4702

**CASH DISBURSEMENTS OVER \$7,500.00**

\$ 35,671.48- Payroll W/E 8/3/13  
\$ 36,651.08- Payroll W/E 8/17/13  
\$ 10,334.70- CPH- Design 3<sup>rd</sup> St. Park  
\$ 19,845.25- John Hofmann/Engineering Services  
\$ 18,381.42- Southern Maryland Recycling/Trash

To: Mayor Frazer and Town Council Members

From: Don Bowen DPW

Date: 9-11-13

Subject: Monthly Report

The following is a list of items the Public Works Department has been working on in addition to routine task.

- 1) Performed quarterly flushing of the town water system to remove any iron build up that may have occurred. Cleaned all water valve boxes throughout town and exercised all water valves on the town's water system.
- 2) Have been cleaning storm drain ditches throughout town and grading ditches where necessary for proper flow of storm water. Replacing and cleaning driveway pipes located in these areas.
- 3) Have been working with Richard, waterfront supervisor, and Mr. Ruttkay on a plan for enlarging bathrooms at the welcome center. Plans should be complete next week. Work to begin around the second week in October.
- 4) Had a preconstruction meeting with the contractor doing the wetlands trail pier extension on 9-10-13. No issues were raised. John gave notice to precede date of 9-23-13. Work is expected to be completed early November.
- 5) Continuing to work on general maintenance items throughout town. Items include tree trimming , brush clean up , sign replacement etc.
- 6) Painted crosswalks throughout town.

**MEMORANDUM**

**TO: Mayor & Town Council**  
**FROM: John A. Hofmann, P.E. Town Engineer & Zoning Administrator**  
**RE: Monthly Report** JAH  
**DATE: September 2013**

The following is the status of activities that are being worked on:

Corps of Engineers Wetland Revitalization Project

The Corps is has obtained Division approval of the Project Scoping Report and expects Headquarters approval in the next 2 weeks. Concurrently they are developing the Project Managements Plan which will contain the budgets and, schedule for the design and permitting phase of the project. The Corps also has begun working with SHA on the coordination of the Wetlands Restoration Project and the work to raise Rt.261. The best estimate on schedule is that the design work will start this fall and take one year to complete.

Boat Slip Dredge

The Town submitted a request for waterway Improvement funding from DNR the first week in August. The next step is to work on the agreement with Chesapeake Beach on the use of their disposal site and continue to pursue federal & State permits..

9<sup>th</sup> Street Flood Mitigation Project

The response from to property owners to sign their dike easement agreements is shown on the attached status report for all the required easement agreements. Six of the twelve required easements have been signed. Three of the property owners are discussing the easement with the Town and have expressed willingness to sign the agreement. Three property owners have not responded with an approval. We are corresponding with these three owners telling them of the importance for them to sign the agreements. We are working with the federal and state permitting agencies on the tidal wetland permits.

#### New Fishing Platform for Town Pier.

Bids were received on August 6<sup>th</sup>. Attached is a summary of the bids received. Town staff and Mr. Emory are reviewing the low bidder S. E. Davis Construction's qualifications and will be providing a recommendation on the award prior to Council action on the award.

#### Wetland Trail

The work under the Heinsohn contract for the elevated walkway is scheduled to start on September 23<sup>rd</sup>.

#### DNR Parcels

The Town has now received the deed signed by the State.

#### Block 4 Parking Lot

A new plan for the walkway to 7<sup>th</sup> St. has been developed and we are working with Mr. Russo on the easement for the revised location. Mr. Russo is obtaining the concurrence of the USPS which leases the parcel over which the walkway easement is located.

#### Pier upgrade project

The design is continuing for the Pier Renovation Project which includes new decking, lighting, railing upgrade and expansion of the Welcome Center bathrooms. Mr. Emory has recommended work to repair damage or deteriorated pilings. This work is being added to the drawings and specifications for the Project.

#### 3<sup>rd</sup> Street Park

CPH is now proceeding with final design as directed by the Council at the September 5, 2013 meeting. Preliminary filling and grading will start once the County grading permit has been obtained.

#### Zoning Ordinance & Map

The Planning commission is working on drafting changes to the Zoning ordinance and Map to be recommended to Town council.

### Drainage Projects

A design is being developed for a storm drain from 9<sup>th</sup> & Bay to Chesapeake Ave. between 8<sup>th</sup> & 9<sup>th</sup> Streets to eliminate a drainage problem on Chesapeake Ave. and also for a project to improve the drainage on the east side of Erie Ave. between First & Second Streets.

**BID RESULTS  
FISHING PLATFORM & BREAKWATER PROJECT  
TOWN OF NORTH BEACH**

Bids Received August 6, 2013

BIDDER AJ Marine	BIDDER Dissen & Juhn	BIDDER SE Davis Construction	BIDDER Edwin A. & John O. Crandell	BIDDER Marine Technology
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<b>BASE BID</b>	\$580,000	\$482,150	\$423,377.00	\$436,900.00	\$658,695.00
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**SCHEDULE OF UNIT PRICES**

1. Excavation & Disposal - per CY	\$125.00	\$50.00	\$50.00	\$100.00	\$3,500.00
2. Timber Piles - Per VF	\$25.00	\$16.00	\$42.00	\$30.00	\$35.00
3. Stringers - Per BF	\$8.00	\$4.00	\$5.50	\$4.55	\$14.00
4. Caps - Per BF	\$7.00	\$6.00	\$5.50	\$4.55	\$16.00
5. 2" Wood Decking - Per BF	\$3.50	\$3.50	\$10.00	\$4.55	\$7.50
6. Bracing Splices - each	\$500.00	\$175.00	\$350.00	\$7.30	\$1,250.00
7. Hand Railings - Per BF	\$10.00	\$9.00	\$26.50	\$8.40	\$50.00
8. Hardware - Per LB.	\$4.00	\$5.00	\$2.50	\$5.00	\$6.00
9. Filter Cloth - Per SY	\$5.00	\$12.00	\$9.00	\$4.00	\$13.00
10. Bedding Stone - Per CY	\$180.00	\$100.00	\$50.00	\$150.00	\$70.00
11. Armour Stone - Per Ton	\$125.00	\$150.00	\$135.00	\$95.00	\$91.00
12. Pile Encasement - each	\$3,600.00	\$4,900.00	\$1,500.00	\$4,240.00	\$5,000.00

9th Street Flood Protection Project

EASEMENT STATUS

9/2/13

<i>GRANTEE</i>	<i>STATUS</i>
Boswell	signed
Euller/Schiada	signed
Kelley	signed
Rohrer	info requested in August provided 9/3
Murphy	discussions being held with owner on matters relative to the easement. Owner indicated willingness to sign easement agreement.
Basiliko/Lundell	signed
Lucero	
Shoopack	signed
James Warren	plat being prepared for land transfer to include easement for dike
Bowyer/Gifford	signed
Gallaudet	meeting held 8/3; waiting for response
Furches	signed

**NORTH BEACH WELCOME CENTER  
WATERFRONT REPORT  
September 6, 2013**

**Revenue**      4/28/12 to 9/6/2012    \$ 291,515.00  
                   4/28/13 to 9/6/2013    \$ 306,399.00    + \$ 14,884.00 over last year/same period

**Guest Counts**    4/28 to 9/6/13

<u>Visitors</u>		<u>Residents</u>		<u>Total</u>	
<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>
32,685	29,339	8,197	8,788	40,882	38,127

**Zip Code Report**

<u>Maryland</u>		<u>Virginia</u>	
Prince Georges	1826	Fairfax	176
Montgomery	714	Alexandria	126
Calvert County	584	Arlington	88
Anne Arundel	464	Springfield	13
Charles County	199	Falls Church	11
St. Mary's	49	Tysons	8
Maryland (Other)	341	Virginia (4/28 to 8/13)	893
		Virginia (Other 8/14 to 9/6)	138
<b>MARYLAND TOTAL</b>	<b>4,177</b>	<b>VIRGINIA TOTAL</b>	<b>1,453</b>
Washington D.C.	923		
Baltimore	199		
Other United States	410		
Outside the U.S.	63		

(Zip Code Count is per family, not per person.)

**Rentals**

	2012 Season to Date	2013 Season to Date
Single Kayak	49	51
Paddleboard	11	28
Bicycle	40	82
Double Kayak	40	77

Richard Ball, Waterfront Manager

Welcome Center: 410.286.3799

Home: 410.286.3988

Cell: 410.474.4516

[rball@northbeachmd.org](mailto:rball@northbeachmd.org) , [humphrey72357@comcast.net](mailto:humphrey72357@comcast.net)

Phone - 301-855-6681  
Fax 301-855-0113

ATT STACY

BID FORM SEPTEMBER 2013  
WETLAND TRAIL MATERIALS CONTRACT  
TOWN OF NORTH BEACH

BIDDER NAME

Coastal Wood Industries

(JAY)

302-233-0309

ITEM No.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	AMOUNT
1	10" Butt x 25' long PILINGs 2.5CCA	Ea.	48	157.50	7560.00
2	3" X 8" X 8' #1 S4S 2.5CCA	Ea.	48	21.00	1008.00
3	3" X 8" X 10' #1 S4S 2.5 CCA	Ea.	110	26.00	2860.00

BF-2

11438.00

# **REQUEST FOR PROPOSALS**

## **Business Promotion Consultant**

### **TOWN OF NORTH BEACH CALVERT COUNTY, MARYLAND**

September 10, 2013

#### **Purpose and Objective**

The Town of North Beach seeks to improve the local economy by promoting and supporting positive business environment policies and programs that attract, retain, expand and assist business activities in Town.

#### **Scope of Work**

At a minimum, the following tasks shall be performed by the consultant/firm selected by the Town for the Project.

1. Understanding the NB business environment:
  - A. Observe, learn, and document local business strategies and concerns (lessons learned; what works and what doesn't). This should be done with a comprehensive understanding of the seasonality implications on the Town's business community and the Town business footprint.
  - B. Determine what activities, programs, and measures North Beach is implementing (or should be

implementing) to attract visitors who will spend dollars in the town.

2. What we can do to advance and promote business:

- A. Research and provide suggestions and action-oriented recommendations the Town should employ to promote and advance business activities. The recommendations should focus on existing business and future businesses and may be in the form of new or revised policies, programs or services. The consultant should be aware of the business climate and promotion activities in adjacent towns and municipalities. Business promotion recommendations should provide ways to attract and retain business activity (including best communication- outreach strategies).
- B. The establishment of a small business development center should be reviewed.
- C. Review the impact and measure to benefits to local business for town-sponsored and managed events. Also, determine local business participation in the events.

3. Deliverable: Research and produce a brief (2-4 pages) “Business Summary Prospectus” for potential investors.

The consultant should also review North Beach policies which impact current and future business development and make recommendations on incentives such as tax exemptions, credits, and grants.

## **Schedule**

The Town expects to award a professional services contract for the services outlined in this RFP in October 2013.

As noted above, consultants schedule will consist of seasonal time-frames in order to gain a fuller understanding of the impact and dynamics that seasonal NB activities/events have on business.

The contract will consist of \_\_hours of work.

The Consultant(s) will report to the Economic Development Committee (EDC).

The Consultant(s) will meet with EDC after the contract has been approved to exchange information and establish work schedule.

The Consultant(s) will attend the monthly EDC public meeting to discuss the review.

## **Proposal Submittal**

To be considered for this project, the Business Promotions Consultant/Firm must submit three copies of their proposal to the Town of North Beach. At a minimum, proposals shall include the following information:

1. Description of the firm's understanding of the Town's requirements and approach to providing the required study.

2. List of proposed project personnel to be assigned to the project along with a description of their relative experience and qualifications.
3. List of the firm's experience with small town/municipality business promotion along with contact information of clients for the similar experience.
4. Information on the firm's capabilities to accomplish the Town's work in time to meet the schedule.
5. Proposed fee schedule including billing rates and any reimbursable costs.
6. Additional information that the firm can provide to assist the Town in their evaluation of proposals as described in the *Evaluation of Proposals* section in this RFP.

Proposals are due and must be received no later than November \_\_, 2013 at the following address:

Town of North Beach  
Attn: Stacy Wilkerson, Town Clerk  
8916 Chesapeake Avenue  
P.O. Box 99  
North Beach, MD 20714

Costs for preparation of requested proposals shall be borne by those submitting proposals.



## **Evaluation of Proposals**

The EDC will review all eligible proposals submitted. After reviewing the proposals, the EDC, at its discretion, may interview one or more of the firms whose proposals appear to meet the Town's requirements. The purpose of such an interview would be for the firm to elaborate upon their proposal before a recommendation or ranking of the proposal is made. Interview responses, along with the written proposal will become part of the firm's submission to be evaluated pursuant to the **Evaluation Criteria**. Upon completion of the review and evaluation of all proposals by the EDC, the EDC will make a recommendation to the North Beach Town Council, who will make the final decision on the award of a contract for professional services for the project.

The Town, in its discretion, may award the contract to the responsible and responsive proposer submitting the proposal, which is deemed to be the most advantageous to the Town, price and other factors listed in this RFP being considered.

## **Evaluation Criteria**

In order to evaluate each proposal received, the Town of North Beach will use the following evaluation criteria, listed in order of relative importance:

	<u>Max Points</u>
A. Qualifications and Relevant Experience	30
B. Firm's approach and understanding of the Town's requirements.	30

C.Costs

40

TOTAL 100

If you have questions regarding this request, please submit them in writing to the Town of North Beach at fax 301-855-0113 or [northbeach@northbeachmd.org](mailto:northbeach@northbeachmd.org).

END OF RFP