

**REVISED: 11-16-16**

**AGENDA  
REGULAR MEETING OF THE MAYOR AND COUNCIL  
November 22, 2016  
SEAFORD CITY HALL - 414 HIGH STREET**

- 7:00 P.M.** - Mayor David Genshaw calls the Regular Meeting to Order.
- Invocation
  - Pledge of Allegiance to the Flag of the United States of America.
  - Changes to agenda for this meeting.
  - ~~Approval of the Special FY18 Budget Workshop minutes on October 18, 2016~~
  - Approval of minutes of the regular meeting on November 7, 2016.

**CORRESPONDENCE:**

1. Letter from Ms. Judith Lawson, World War I Monument Fund of thanks for the donation and support given.
2. Letter from Ms. Maria Heysel, Seaford Historical Society, Inc. of thanks for the donation and support given.

**7:05 P.M. PUBLIC HEARING:**

1. Present the request for annexation by the Bierman Family, LLC property owner and petitioner Cerwin Holdings, Inc.; 1602 Sussex Highway.
2. Sussex County and City of Seaford to develop an application to the State of Delaware Community Development Block Grant (CDBG) Program to provide residents decent housing, a suitable living environment, and expanding economic opportunities principally for persons of low and moderate income. Also to give a status report for FY-16.

**NEW BUSINESS:**

1. Berley Mears, Director of Public Works to present information for the non-budgeted repair of the 30" cmp storm water pipe on E. Ivy Drive which failed during a heavy rain in October.
2. Charles Anderson, ACM to present draft amendments to Chapter 6, Article 22 "Renewable Energy".

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**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

November 22, 2016

**NEW BUSINESS (CONTINUED):**

3. Mayor Genshaw to request Stacie Spicer be appointed to the Planning and Zoning Commission.
4. Present options for sanitary sewer extension to serve the Bierman lands at 1602 Sussex Highway once annexed into the City.
5. Present the proposal from George, Miles and Buhr for Porter Street Storm Drain Modifications.

**OLD BUSINESS:**

1. Mayor Genshaw to request from Council any follow-up questions or comments regarding the General Pension Benefit Plan presentation by Buck Consultants.
2. Mayor Genshaw to request from Council any follow-up questions or comments regarding the annual Audit for the year ending June 30, 2016 as presented by Mr. William Seymour, S B & Company, LLC.

**SPECIAL PRESENTATION:**

1. Abby Harger to do an on-line presentation for their See-Click-Fix as an added communication tool for the Seaford Community.

**REMINDER OF MEETINGS & SETTING NEW MEETINGS**

1. City Offices closed for the Thanksgiving Holiday on November 24<sup>th</sup> and 25<sup>th</sup>.
2. Caroling in Gateway Park, Monday - November 28<sup>th</sup> @ 7 p.m. and please bring a canned good with current date for the Community Food Closet. Rain date is Friday - December 2<sup>nd</sup>.
3. 2016 Christmas Parade, "Candy Cane Christmas", Saturday, December 3<sup>rd</sup> @ 7 p.m. Rain date is Sunday, December 4<sup>th</sup> @ 7 p.m.
4. 2016 Employee Christmas dinner, SVFD banquet hall, Saturday, December 10<sup>th</sup> @ 5:30 p.m.

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**AGENDA**

**REGULAR MEETING OF THE MAYOR AND COUNCIL**

**November 22, 2016**

**LEAF MACHINE WILL BE IN OPERATION STARTING OCTOBER 1<sup>ST</sup> THROUGH DECEMBER 31<sup>ST</sup>. In rain events help us to help you by clearing a catch basin or calling Public Works to have the catch basin cleaned at 302-629-8307 or after hours 302-629-4550.**

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**COMMITTEE REPORTS:**

- 1. Police & Fire - Councilwoman Leanne Phillips-Lowe**
- 2. Administration - Councilman Orlando Holland**
- 3. Code, Parks and Recreation - Councilwoman Grace Peterson**
- 4. Public Works & WWTF - Councilman William Mulvaney**
- 5. Electric - Councilman Dan Henderson**

**Mayor Genshaw solicits a motion to adjourn the regular council meeting.**

**NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))**

C-1  
11-22-16



*World War I Monument Fund*  
*305 N Front Street*  
*Georgetown DE 19947*  
November 5, 2016

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Members of Town Council  
P O Box 1100  
Seaford, DE 19973

Dear Members of Town Council.

The World War I Monument Fund Committee has completed their task of having a monument placed on The Circle in Georgetown. This monument will be dedicated on Friday, November 11th at 11 a. m., you are cordially invited to attend this dedication.

We have almost met our goal of \$20,000.00 for the purchase and maintenance of the monument because of you and the generosity of other Sussex County individuals, organizations and communities. Thank you for your donation of \$250.00 and support!

This project was the idea of Mrs. Thelma Folke, great-grandniece of Raymond Reynolds - one of the veterans who will be honored on the monument. After a Memorial Day Service, a couple years ago she made some contacts to set in motion what has become a reality. It was in June of this year American Legion Post 8 Commander, Rowland Scott, began asking volunteers to join a committee, our first meeting was in August.

It has been a humbling experience for me to be the chairman of this committee. In just under three months to go from concept to dedication has been a huge but rewarding process.

Again, thank you for your generosity in making this monument possible.

Sincerely,  
*Judith A Lawson*  
Chairman



# Seaford Historical Society, Inc.

C-2  
11-22-16

www.seafordhistoricalsociety.com

Email: seafordsociety@verizon.net

## SEAFORD MUSEUM

203 High Street  
Seaford, DE 19973  
(302) 628-9828  
Fax: 302-628-2984  
(office located in Museum)

## ROSS MANSION & PLANTATION

23669 Ross Station Road  
Seaford, DE 19973  
(302) 628-9500

### President

Maria Heyssel

### Vice President

Jim Blackwell

### Secretary

Aileen Watkins

### Interim Treasurer

Rob Hutton

### Executive Director

Amanda Goebel

### Ross Plantation Manager

Margaret Alexander

### Past President

Jim Larson

### Grants Administrator

Jim Blackwell

### Honorary Trustees

Anne Nesbitt

### Trustees

Sharlana Edgell  
Ric Marvel  
Mary Noel  
Lori Westcott  
John Farquhar  
Dick Mickels  
Dan Parsons  
Phyllis Williams  
Beverly Hutton

Mayor David Genshaw

November 4, 2016

City of Seaford

414 High Street

Seaford, DE 19973

Dear Mayor Genshaw,

On behalf of the Seaford Historical Society, thank you so much for the City of Seaford's FY17 donation of \$1,750.00. Your gesture of goodwill and support is very greatly appreciated, and this donation will go far in supporting our Museums and our mission.

The goal of the SHS is to "To preserve, protect, and present Seaford history". You have helped assure our continued success and contributed significantly to the community pride and educational value which our facilities offer.

Seaford Historical Society is a section 501(c)(3) corporation and has provided no goods or services for your contribution. Your gift is deductible in accordance with current tax law.

Sincerely yours,

Maria Heyssel  
President, Seaford Historical Society

*Thank you so very much!!  
You have been and are a  
great asset to us and to  
Seaford!*

*Best,  
Maria*

N.B.Z  
11-22-16

**ORDINANCE #2016-02**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD**, an ordinance to amend Chapter 6, of the Municipal Code of Seaford, Delaware relating to "Electricity", in the manner following, to wit:

Chapter 6 of the Municipal Code of Seaford, Delaware is hereby amended by striking out all of Article 22 "Renewable Energy" and substituting in lieu thereof a new Article 22 "Renewable Energy" to read as shown on the following pages.

<b>11/22/2016</b>	First Reading Date
	Second Reading Date & Adoption
	Advertisement Date
	Effective Date of Ordinance

**CITY OF SEAFORD**

By: \_\_\_\_\_  
Mayor

Witness: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Manager

**ARTICLE 22 – RENEWABLE ENERGY**

[Amended on 01/10/2012 by Ordinance #2011-04]

[Amended on 06/24/2014 by Ordinance #2014-01]

[Amended on \_\_\_/\_\_\_/\_\_\_ by Ordinance #2016-02]

**§ 6.22.1 Green Energy Program.**

- A. In order to fulfill the requirements of the State's renewable energy portfolio standards; a Green Energy Fund charge was established. The money collected will be used for the development, promotion and support of energy management programs.
- B. These costs can be found in the "City of Seaford Schedule of Fees and Rates".

**§ 6.22.2 Net Energy Metering policy; purpose.**

- A. The Net Metering policy is intended to provide a program of net metering for electric utility customers with small-scale, electric generating facilities utilizing approved renewable fuels.
- B. It is to encourage private investment in renewable energy sources, provide customers with options to reduce demand for utility provided power, increase energy independence and security, enhance the continued diversification of energy resources and abide with the provisions of the Delaware Code, Title 26, Chapter 10
- C. This policy addresses Net Energy Metering (NEM), Aggregated Net Energy Metering (ANEM), and Community Energy Facility Metering (CEFM) methodologies.

**§ 6.22.3 Net Metering.**

- A. Net Metering measures the difference between the electricity supplied by an electric utility and the electricity generated by a customer-generator over the applicable billing period which is intended primarily to offset part or all of the customer-generator's requirements for electricity.
- B. Net energy meters are used to measure the flow of electricity in either direction, automatically "netting" the two readings.

**§ 6.22.4 Availability of Net Energy Metering (NEM)**

- A. Net Energy Metering is available to customers who own and operate, lease and operate, or contract with an approved ~~third-party~~ provider that owns and operates an electric generation facility on the customer's premises. A Purchase Power Agreement (PPA), or any other form of agreement that constitutes the sale of electric energy to a customer within the City of Seaford service territory is prohibited. Leases and/or agreements shall be provided to the City for verification of this requirement. Approval of the agreement/contract form is at the sole discretion of the City of Seaford.
- B. The capacity of the customer's system must not be more than 25 kilowatts (AC) for residential customers, not more than 1 megawatt (AC) for non-residential customers.
- C. The primary source of fuel must be a City approved source of renewable energy such as Photovoltaic (solar), wind, hydro, a fuel cell, or gas from the anaerobic digestion of organic material.

- A. Aggregated Net Energy metering is available to customers with multiple meters who own and operate, lease and operate, or contract with a third party that owns and operates an electric generation facility on the customer's premises.
  - B. The capacity of a residential customer's system must be not more than 25 kilowatts (AC) per City meter, for non-residential customers not more than 1 megawatt (AC) per City meter. When the Customer's multiple meters include multiple service classifications, the maximum facility capacity will be the cumulative total of these meter capacity limits subject to the limit described in Section 6.22.5.G below
  - C. The primary source of fuel must be a City approved source of renewable energy such as Photovoltaic (solar), wind, hydro, a fuel cell, or gas from the anaerobic digestion of organic material.
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- D. This policy is applicable to generation interconnected and operated in parallel with The City of Seaford's transmission and/or distribution facilities.
  - E. Any customer who elects to participate in this program must apply by completing the Municipality Generator Interconnection Application Form at least ninety (90) days in advance of the proposed activation date.
  - F. Approval of the application by the City of Seaford must be granted prior to activation of the electric generation facility.
  - G. Customer-generator system must be designed to produce no more than ~~110~~100% of the Host Customer's expected aggregated meters electrical consumption, calculated on the average of the two previous 12 month periods of actual electrical usage at the time of installation of the energy generating equipment and subject to the capacity limits specified above. For new building construction or in instances where less than two previous 12 month periods of actual usage is available, electrical consumption will be estimated at ~~110~~100% of the consumption of units of similar size and characteristics at the time of installation of the energy generating equipment and subject to the same capacity limits specified above.
    - 1. Should the annual kWh output of the generator system exceed the 100% limit greater than 10% as calculated in Paragraph G above during any calendar year of operation, the facility shall be deemed non-compliant and the facility owner or operator shall be required to take any and all corrective actions necessary to bring the facility into compliance.
    - 2. If for any reason the City believes the annual electrical consumption of the aggregated loads has been reduced to a level such that kWh credits accumulated at the end of the year will exceed 10% of the average annual consumption as calculated in Paragraph G above, the City may require the generator to be disconnected until the cause of the excessive kWh credit accumulation can be determined and corrected. The reasons for such actions to be taken would include but not be limited to: a change in building occupancy, whether seasonal or permanent; building vacancy (owner or tenant moves out); or significant energy efficiency improvements within the building.
  - H. Customer-generator system is owned by one Customer that is the same person or legal entity which has multiple meters under the same account or different accounts, regardless of the physical location and rate class. The Customer may aggregate the



alone facility with its own meter, or behind the meter of a subscriber that is an owner or customer designated as a 'Host'.

- B.** Community Energy Facility metering is available to any customer who becomes one of multiple owners or customers, as the Host or Subscriber, who share the energy production of a Community Energy Facility with meters served under Service Classifications "R", "C" or "I". This metering is available to any Community Energy Facility that:
1. For residential customers which have a capacity of not more than 25 kilowatts (AC) per City meter, for non-residential customers, a capacity of not more than 1 megawatt (AC) per City meter, and for farm customers, a capacity that will not exceed 100 kilowatts (AC) per City meter unless granted a waiver in accordance with Delaware Code – Title 26, Section 1014(d)(1)b;
  2. The primary source of fuel is a City approved source of renewable energy such as Photovoltaic (solar), wind, hydro, a fuel cell, or gas from the anaerobic digestion of organic material.
  3. Is interconnected and operated in parallel with the City's transmission and/or distribution facilities;
  4. A Community Energy Facility is designed to produce no more than ~~110~~100% of the community's aggregate electrical consumption of its individual Host and Subscriber(s), calculated on the average of the two previous 12 month periods of actual electrical usage. For new building construction or in instances where less than two previous 12 month periods of actual usage is available, electrical consumption will be estimated at ~~110~~100% of the consumption of units of similar size and characteristics at the time of installation of energy generating equipment;
    - (a) Should the annual kWh output of the facility exceed the 100% limit by greater than 10% as calculated in Paragraph 4 above during any calendar year of operation, the facility shall be deemed non-compliant and the facility owner or operator shall be required to take any and all corrective actions necessary to bring the facility into compliance.
    - (b) If for any reason the City believes the annual electrical consumption of the aggregated loads has been reduced to a level such that the total kWh credits will exceed 10% of the average annual consumption as calculated in Paragraph 4 above, the City may require the generator to be disconnected until the cause of the excessive kWh credit accumulation can be determined and corrected. The reasons for such actions to be taken would include but not be limited to: a change in building occupancy, whether seasonal or permanent; building vacancy (owner or tenant moves out); or significant energy efficiency improvements within the building.
  5. If the total generating capacity of all Customer-generation using net metering systems served by ~~an electric utility~~ the City exceeds five percent (5%) of the capacity necessary to meet the electric ~~Supplier's~~ utility's aggregated Customer monthly peak demand for a particular calendar year, the ~~Electric Supplier~~ City may elect not to provide net metering services to any additional ~~customers~~ Customer-generators; Should net metering services be closed for these reasons, the City will periodically re-evaluate the City's peak demand vs. the total customer

Three (3) primary issues that must be addressed at the utility when a customer is authorized to produce electricity on-site are as follows.

***A. Safety and Reliability:***

Of the utmost importance to the utility, its personnel, utility customers and property is that the interconnection of the customer owned generation with the utility be maintained in a safe and reliable manner. The City utility must approve and insure all customer owned generation is properly interconnected and that all protective & disconnect devices are in place before the utility permits interconnection and energization.

***B. Legal & Regulatory:***

All potential Net Metering customers must complete and submit the appropriate "Generator Interconnection Application" form for review and approval by The City of Seaford prior to any interconnection to the utility system.

***C. Financial and Retail Rates:***

Retail net metering customers will be billed on the same bundled retail rates as all other retail customers in the same rate classification, which includes the cost for power supply, delivery (wires) services, transmission costs, meter reading costs, billing costs, administrative costs, accounting & financial costs, utility operating costs and net margins of the utility.

**§ 6.22.8 Connection to the City's electric utility system.**

- A.** The electric generation system cannot be connected to the City's Electric Utility system unless it meets all applicable safety and performance standards set forth by the following:
- 1.** The Technical Considerations Covering Parallel Operations of Customer Owned Generation of Less than one (1) Megawatt and Interconnected with the City of Seaford, including all IEEE standards referenced within. (Refer to §6.17)
  - 2.** National Electric Code, with special attention to sections 690 and 705
  - 3.** Underwriter Laboratories
  - 4.** All other applicable City of Seaford Electric Rules and Regulations
- B.** The customer must, at their expense, obtain any and all necessary permits, inspections and approvals required by any local public authorities and any other governing regulations in effect at that time.

**§ 6.22.9 Delivered voltage.**

The delivered voltage and delivery point of the customer's electric generation shall be at the same delivered voltage and delivery point that would be supplied by the City if the customer purchased all of its electricity from the City.

**§ 6.22.10 Contract term.**

During any subsequent billing period prior to the end of the Annualized Billing period, the crediting of excess energy kWh will result in the reduction of cost paid by the customer for the equivalent volumetric energy kWh at the applicable retail rates.

- (b) At the end of the Annualized Billing Period, a Customer may request a payment from the City for any excess kWh credits. The payment shall be calculated by multiplying the excess kWh credits by the Energy Supply Cost in effect at the end of the Customer's Annualized Billing Period, excluding non-volumetric charges, such as the transmission capacity charge and/or demand charges. If such payment would be less than \$25.00, the City may credit the Customer's account through monthly billing. In no case will payment be made for excess kWh credits exceeding 10% of the customer's average annual aggregate consumption as calculated in §6.22.5.G above.

3. **CEFM Customers:** during any billing period when the energy produced by the Community Energy Facility exceeds the consumption of the Host Customer, payment for the value of the excess kWh credits will be made to the Host Customer on a monthly basis. Payment shall be calculated by multiplying the excess kWh credits by the Energy Supply Cost in effect at the end of the monthly billing period. Payment will be made to the Host Customer only. It will be the responsibility of the Host Customer to distribute this payment to the other Subscribers participating in the Community Energy Facility. Only for the purposes under this section 6.22.11.B.3 will this not be considered "resale" of electricity but will be considered distribution of dividends for a Community Energy Facility. CEFM Subscribers shall be metered and billed normally at their applicable rates. In no case will payment be made for excess kWh credits when the total of kWh credits accumulated in the calendar year exceeds 110% of the customer's average annual aggregate consumption as calculated in §6.22.6.B.4 above.

- C. Any excess kWh credits shall not reduce any fixed monthly Customer charges imposed by the City.
- D. The City shall assess the stand-alone Community Energy Facility or Host Customer of Community Energy Facility a customer charge equivalent to the load and energy output characteristics of the generating facility which would be equivalent to the load and energy characteristics of a similarly situated retail electric customer, i.e., an equivalent retail rate.
- E. The Customer shall retain ownership of Renewable Energy Credits (RECs) associated with electric energy produced from all eligible energy resources of the Customer-Generator Facility and consumed by the Customer unless the Customer has relinquished such ownership by contractual agreement with a third party.
- F. The City shall provide net-metered Customers electric service at nondiscriminatory rates that are identical, with respect to rate structure and monthly charges, to the rates that a Customer who is not net-metering would be charged. The City shall not charge a net-metering Customer any stand-by fees or similar charges.
- G. If a net metered (NEM, ANEM or CEFM) customer terminates its service with the City, the City shall treat the end of service period as if it were the end of the Annualized Billing Period for any excess kWh credits.

**6.22.14 Modification of the City's system and liability.**

- A. If it is necessary for the City to extend or modify portions of its systems to accommodate the delivery of electricity from the electric generation facility, such extension or modification shall be performed by the City at the Customer's expense.
- B. For new services, such expense shall be determined by the difference between total costs and the investment the City would make to install a normal service without the Customer's electric generation facility.
- C. The City accepts no responsibility whatsoever for damage or injury to any person or property caused by failure of the Customer to operate in compliance with City's requirements.
- D. The City shall not be liable for any loss, cost, damage or expense to any party resulting from the use or presence of electric current or potential which originates from the Customer's electric generation facility, except as the City would otherwise be liable under the City's Electric Rules and Regulations.
- E. Connection by the City under this Policy does not imply that the City has inspected or certified that any Customer-generator's facility has complied with any necessary local codes or applicable safety or performance standards.
- F. All inspections, certifications and compliance with applicable local codes and safety requirements are the sole responsibility of the Customer-generator and must be provided to the City prior to system acceptance and parallel operation with the utility system.
- G. Any requirements necessary to permit interconnected operations between the Net Energy Metering Customer and the City, and the costs associated with such requirements, shall be dealt with in a manner consistent with the Electric Rules and Regulations of the City of Seaford.
- H. The City shall not require eligible Net Energy Metering customers who meet all applicable safety and performance standards to install excessive controls, perform or pay for unnecessary tests, or purchase excessive liability insurance.
- I. The equivalent retail tariff shall also be used to assess the stand-alone Community Energy Facility non-volumetric charges to recover the otherwise applicable supply, transmission, and distribution delivery costs. Subscribers to the stand-alone Community Energy Facility remain subject to only their otherwise applicable Commission-approved tariff.

**§ 6.22.15 Failure to comply.**

- A. The City may disconnect the Customer's service from the City's electric utility system if the customer fails to comply with any of the stipulations of this policy; The Technical Considerations Covering Parallel Operations of Customer Owned Generation of Less than One (1) Megawatt and Interconnected with the City of Seaford Electric System, the National Electric Code, Underwriters Laboratories, Interstate Renewable Energy Council Model Interconnection Rules and Best Practices as identified by the U. S. Department of Energy, the Generator Interconnection

N.B.4  
11-22-16

MEMORANDUM

November 18, 2016

TO: Mayor and Council

FR: Dolores J. Slatcher, City Manager *DCP*

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RE: Cerwin/Bierman Sewer Extension

All,

Attached is the memorandum given to the Economic Development Committee for review. In addition as of today Mr. Czerwinski, the purchaser and developer of the Bierman Family, LLC property has contacted me after my email to him advising the City is seeking the \$88,000 from him for the sewer extension.

He has sought a negotiation which will have to be up to the Mayor and Council. His offer is to provide \$69,000 which is one-half between the \$88,000 originally shown for force main construction just to serve his property (These numbers were his original project estimate.) and what he sought to pay being \$50,000. I had advised him I believed the City would need more than \$50,000 due to the cost for the sewer extension. He wanted to split the cost. Also he will be paying all of the fees the Building Official puts forth once the drawings are complete and approved for construction. Based on very preliminary information the estimated fees are \$33,696.60, which I advised would have to be paid in addition to the \$69,000.

If we agree to do this then the \$19,000 would be suggested to come from the Realty Transfer Tax Reserve, since this is principally for economic development and re-development of one of the primary entrances to the City of Seaford creating a first impression.

This is an amendment to the memo provided to the Economic Development Committee on November 4, 2016.

N.B.4

11-22-16

November 4, 2016

~~TO: Economic Development Committee~~

FR: Dolores Slatcher, City Manager

RE: Sewer Extension – Annexation Bierman/Cerwin

Based on the review of the engineering information and options there are two options to consider.

Option 1 - The short view without any future benefit to the City's economic development on Sussex Highway and one that will create additions maintenance by the City to serve only this property is Option E – Force Main Extension across Route 13/Sussex Highway. This is a single sewer lateral to serve just this property. Therefore while the City has to own the force main crossing Route 13/Sussex Highway for it to be in public right-of-way the owner should bear the cost of installation and future maintenance of the pump. Estimated cost \$74,635.00.

Option 2 - The long view taking into consideration the opportunity to serve additional properties discharging into the Nanticoke River and Williams Pond and redevelopment along Route 13/Sussex Highway would be Option B – Gravity Sewer Extension across Route 13/Sussex Highway. The estimated cost is \$510,522.38. This option is less maintenance cost too. The recommended method of payment would be through reserves that have been set aside for future infrastructure projects creating economic development.

- The recommended reserves and owner contribution are listed here:
  - Realty Transfer Tax - \$150,000
  - Sewer Impact - \$150,000
  - Downstream Impact - \$122,522.38
  - Owner Contribution - \$ 88,000 (#Owner's Estimate originally provided for Force Main)

These two options are for your consideration in making a recommendation to Council for a path forward. Also once Council decides then the owner can be advised and they will make their decision to pursue the annexation or withdraw from continuing in the process.



N.B.5  
11-22-16

## ELECTRONIC PROPOSAL

ARCHITECTS  
ENGINEERS

400 HIGH STREET  
SEAFORD, DE 19973  
PH 302 628 1421  
FAX: 302 628 8350

SALISBURY  
BALTIMORE  
SEAFORD

www.gmbnet.com

DATE: November 15, 2016 GMB NO:

TO: City of Seaford 414 High Street Seaford, DE 19973 RE: Porter Street Storm Drain Modifications Seaford, Delaware

ATTN: Charles D. Anderson

**PROJECT DESCRIPTION:** Installation of flanking inlets on Porter Street to be located upgradient of existing sump inlets to catch debris and supplement inlet capacity

- SCOPE OF WORK:**
1. Supplemental field survey of existing grades and preparation of a base drawing showing existing roadway, curbing, driveways, trees, signs, poles, manholes, inlets and other pertinent items.
  2. Layout and design of new inlets and storm drain modifications.
  3. Preparation of a plan, profiles, and details to be issued for insertion in paving bid package issued by the City of Seaford.
  4. Assist City during bidding phase.
  5. Exclusions: SCD permit not required. DeIDOT permit not required.

- FEE ESTIMATE:** Estimated Fee -\$5,800 broken down as follows:
- Survey and Base Map (Item 1) - \$1,050
  - Design and Construction Plan (Items 2-3) -\$3,750
  - Bidding Assistance (Item 5) - \$1,000

ACCEPTED FOR THE OWNER:

BY: \_\_\_\_\_  
Signature Printed Name

DATE: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If acceptable, please print this form, sign, FAX to 302.628.8350 and mail the original. Thank you

**CONTRACT TERMS:** GMB will bill the City of Seaford in accordance with the GMB Hourly Rate Schedule and General Conditions effective June 30, 2016.

**SUBMITTED BY:** Judy A. Schwartz, P.E.

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**ACCEPTED FOR THE OWNER:**

**BY:** \_\_\_\_\_  
Signature Printed Name

**DATE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

If acceptable, please print this form, sign, FAX to 302.628.8350 and mail the original. Thank you