

TOWN OF OCEAN VIEW

201 CENTRAL AVENUE
OCEAN VIEW, DE 19970

MEMORANDUM

TO: Mayor and Town Council Members

FROM: Carol S. Houck, Town Manager *CSH*

VIA: Kenneth L. Cimino, Planning Director *kc*

Date: January 13, 2026

SUBJECT: Request for Additional Funding for Design of Amenities for the Berzins Nature Park and Trail

Background: The initiative to preserve this parcel of land located at the intersection of Muddy Neck Road and Double Bridges Road began in August 2022 with the approval to purchase the parcel. To date, the purchase of the parcel, development and design of the Nature Center and Trail have been funded completely by various grants that were pursued and acquired by the Town Manager and Planning Director, except for \$5,000.00. The total amount of grants received to date is \$1,689,102.00.

To complete the design of bathrooms, the outdoor education center and a pavilion, the Town will need to pay for the design of these amenities should we not be able to acquire any additional grant funding.

The design fee for our consultant engineer, Wallace Montgomery LLP is \$75,980.24.

Construction of the major portion of the Berzins Nature Park and Trail is scheduled to commence in September of 2026 and is funded by the Delaware Department of Transportations "Transportation Alternatives Program (TAP)".

Funding: Funding is available from

Balance of our Emerging Projects fund totaling	\$37,550.00
Unassigned fund balance (if our FY 2026 revenues can't cover*)	\$38,430.24

*We fully expect to be in a position to fund this amount from FY26 revenues as we are trending ahead of our budgeted revenues due to interest income and permits as referenced in the Financial Report. If that were not the case the unassigned fund balance can fund this need.

Staff Recommendation: It is recommended that Mayor and Council approve the additional funding of \$75,980.24 necessary to complete the design for the Berzins Nature Center and Trail.



**WALLACE
MONTGOMERY**

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December 3, 2025

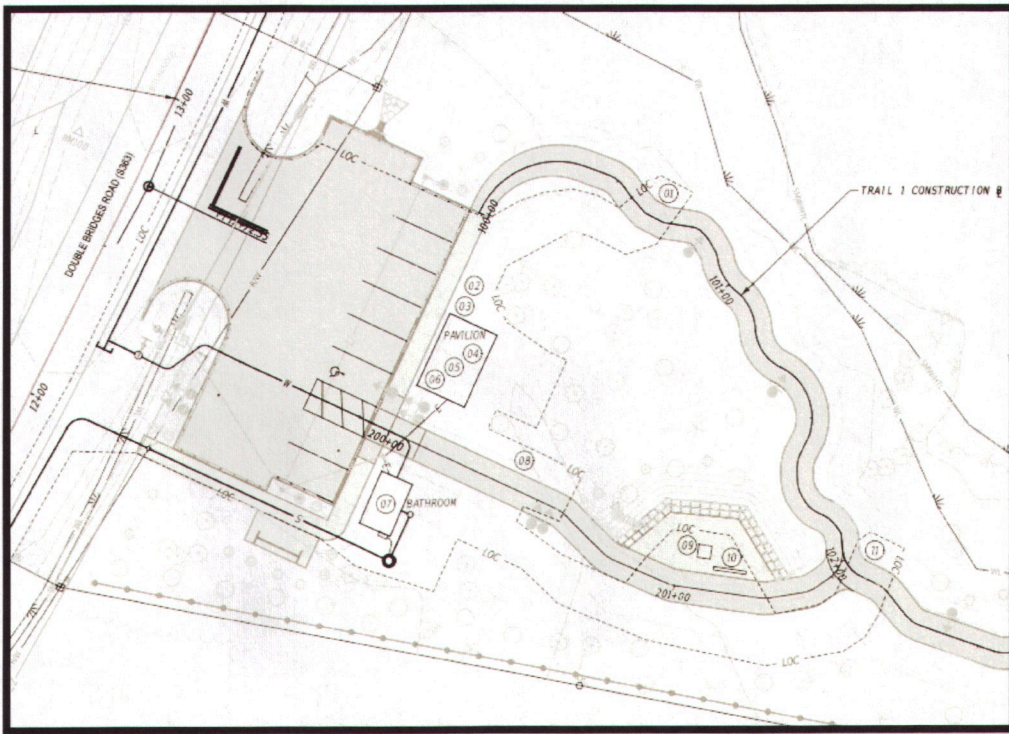
Kenneth L. Cimino
Town of Ocean View
Director of Planning, Zoning & Development
201 Central Ave. – 2nd Floor
Ocean View, DE 19970

RE: Proposal of Engineering Services, Revision 2
Berzins Town Improvements Final Design
Contract No. OVPZ&D 26-02, Task 02
WM No.: 225046.0002

Dear Kenneth Cimino:

Wallace Montgomery (WM) is pleased to submit this revised Proposal to provide engineering design services for the Town of Ocean View (Town)'s on the Town owned parcel (Berzins) located southeast of the Muddy Neck Road and Double Bridges Road intersection and titled parcel 134-17.00-30.00. These design services include final design, utility designations, survey, Advertisement support, and coordination for site improvements that are not funded through the TAP Grant used for the rest of the site design (Berzins Nature Trail). The site improvements include a pavilion, outdoor classroom features, nature themed climbers, a seasonal restroom facility and associated utility connections and right-of-way. WM is pleased to submit this proposal to provide the following:

Figure 1 – Preliminary Plans



DETAILED SCOPE OF SERVICES

SERVICES PROVIDED BY WM

1. Prepare a Project Specific QA/QC plan and hold an internal project plan Kick Off meeting.
2. Perform utility coordination regarding relocation, cost, and connection point of utility providers (water, sewer, and electric) for the restroom facility and pavilion. WM will evaluate if a separate, dedicated circuit with a new connection to the power source will be required for the additional needs of the bathroom and grinder pump.
3. Coordinate with Sussex County Engineering Department and Submit the engineering plans with the completed checklist to Sussex County for a plan review and On-site Sewer Review.
4. Perform topographic survey within the expanded project limits in the areas proposed for sewer and water line installation. Topographic surveys will be conducted within the area along Double Bridges Road and 50 feet around the alignment of the proposed sewer and water lines. Surveys will be prepared in accordance with DeIDOT's EI PM-16-0001 Surveying Standards. Surveys will be tied to the previous survey's control stations and be on NAD 83/91 horizontal datum and NAVD 88 vertical datum. Survey data will provide existing topographic features, etc. Specific items of work include:
 - a. Perform subsurface utility exploration quality level 'B' designations – collect utility archive plan records and designate utility markings following the Miss-Utility request.
 - b. Establish Horizontal and Vertical controls.
 - c. Perform topographic surveys, generate base mapping of existing features, including topography, utilities, and existing structures within the expanded project area, etc.
5. Perform research on the Tidalwalk subdivision property (134-17.00-30.04), Nguyen property (134-17.00-1192.00), Rogers property (134-17.00-1191.00) and the White Banks LLC property (134-17.00-15.03) where the utility tie-ins will occur and add any property, right of way and easement linework to our previously prepared workmap for picture purposes only. Develop a property mosaic to be used during the metes and bounds survey.
6. Perform a metes and bounds survey on the properties adjacent to the sewer utility tie-in area between lots 49 and 50 of the Tidalwalk Subdivision.
7. Make property, existing right of way and existing easement determinations utilizing found monumentation during the metes and bounds survey.
8. Transportation Management Plan, TMP B Light. DeIDOT coordination for Maintenance of Traffic for pipe crossings at Muddy Neck Road (S361) and Double Bridges Road (S363).

9. Perform Final Design engineering services and prepare a Final Submission Package which will include the following:

a. Final Construction Plans:

- i. Title Sheet
- ii. Legend Sheet
- iii. Notes
- iv. Horizontal and Vertical Control (3 sheets assumed)
- v. Construction Plans (20-scale, 2 sheets assumed)
- vi. Construction Details for Proposed Structures (4 sheets assumed)
 1. Kingston 14'x24' Timber Frame Pavilion from Lancaster County Backyard Pre-engineered pavilion, including slab foundation schematic, and aesthetic features.
 2. CXT Denali 10'x17' Two single-user ADA compliant flush bathroom Pre-engineered Seasonal Bathroom, including foundation schematic, and aesthetic features.
 3. Stone/Masonry Teaching Podium
 4. Nature themed climber structures (Inchworm, Mushrooms, Turtle)
- vii. Pre-Construction Site Stormwater Management Plan (E&S Plan) (3 sheets assumed)
- viii. Construction Site Details and Notes (2 sheets assumed)
- ix. Landscape Plans (2 sheets assumed)
- x. Utility (Sewer, water, and electric) Connection Plans, Profiles, and details (4 sheets assumed)
- xi. Signing, Striping and Conduit Plans (2 sheets assumed)
- xii. Maintenance of Traffic Plan and Notes (3 sheets assumed)

Final Plan Set Total = 28 Plan Sheets

b. Engineer's Construction Estimate

c. Special Provisions (4 assumed)

d. Description of Utility Conflicts

10. Develop and apply for Standard Plan approval to the Sussex Conservation District. Submission will include the Final Design Plans, application, SWM narrative, and checklist.

11. PS&E Construction Submission Package:

- a. Advertisement Package Support.
- b. Finalize the Engineer's Construction Estimate
- c. Updates to Special Provisions (4 assumed)
- d. Prepare one (1) easement exhibit to be used by the Town of Ocean View for Sewer Easement and address one (1) round of review comments.

12. Project Management, QA/QC, and Meetings:

- a. Project Management – preparing project status reports and invoices, ensuring defined project schedules and submission dates are being adhered to, and efficiently address any issues that are identified.
- b. QA/QC – WM will perform QA/QC reviews on each submittal made for this task per WM's QA/QC Manual.
- c. Project Coordination Meetings - Coordination with the Town in the development of the type, size, and locations of amenity improvements throughout the project site. (Assumes 4 virtual meetings).
- d. WM Internal Coordination Meetings – WM will hold internal virtual project team meetings or progress calls to coordinate details, progress, and submissions. Two (2) meetings are assumed.

DELIVERABLES

The following will be provided at the completion of the project:

1. Final Design Plan Submission.
2. Sussex County Standard Plan Submission.
3. Sussex County Sewer Plan Submission.
4. PS&E Submission which includes Advertisement Package.

SERVICES TO BE PROVIDED BY THE TOWN OF OCEAN VIEW

The following services are to be provided by the Town:

1. Overall project supervision and coordination.
2. Review of submissions.
3. Provide information on size, type, color of amenities desired on the project i.e., details on the pavilion, bathroom, etc.
4. Advertisement Support.
5. Proposed easement negotiations and/or acquisitions to obtain the Sewer Utility Easement to make the sewer connection at the Tidalwalk subdivision.

6. Provide funding for the cost of any new utility service connections.

EXCLUSIONS AND LIMITATIONS

1. Detailed environmental delineations, permitting and design services are excluded. WM assumes the installation of the sewer line will be done via directional boring and therefore no DNREC or Army Corps. of Engineers permits will be required.
2. Preparation of deed descriptions are excluded.
3. Subsurface Utility Exploration Quality Level 'A' test pits are excluded. Utility companies will perform any utility relocation design.
4. Excludes Permitting and agency coordination.
5. Exclude Pavilion and Restroom Facility structural and interior design.
6. WM assumes any costs or fees related to Utility companies' relocation construction and design above the assumed direct expense amount is excluded from this proposal and shall be paid for by the Town.
7. Design for utility service connections will be limited to water, sewer and electric only; design of detailed electric and/or telecommunication connections (if needed) will be prepared by the respective utility owner.
8. WM assumes that the proposed sewer connection will be made from existing Town-owned sewer facilities located along Tibbets Point Way approximately 300 feet southwest of the proposed restroom facility; we anticipate utilizing a sewage grinder pump and low-pressure sewer line for the restroom facility. WM assumes that the proposed water service connection will be taken either from the existing 12" water main in Tibbets Point Way or the existing 10" water main along Muddy Neck Road.
9. Analyses and design of SWM facilities beyond the items listed above are excluded. We have assumed no SWM BMP will be needed and that the proposed design qualifies for the Sussex Conservation District Standard Plan.
10. Formal riverine hydrologic analyses using TR-55 or TR-20 or similar programs is excluded.
11. Formal tidal hydrologic analyses using TIDEROUT2, or similar programs is excluded.
12. Formal hydraulic analyses using HEC-RAS or similar programs is excluded.
13. This proposal excludes obtaining any building permits and plumbing/electrical permitting, as this will occur by the contractor.
14. WM assumes that the Town of Ocean View will be responsible for the cost of any new utility service connections or relocations.
15. WM assumes the Town of Ocean View will be responsible for obtaining a Trespass Agreement or Easement the adjacent property owner Tidalwalk, for the sewer connection.

16. WM assumes the selected contractor will be responsible for purchasing the prefabricated/pre-engineered pavilion and seasonal bathroom kits to fit the details and specifications provided by WM.
17. Based on coordination with the Town, WM assumes the proposed pavilion will be the Kingston 14'x24' Timber Frame Pavilion from Lancaster County Backyard and the bathroom will be the CXT Denali 10'x17' Two single-user ADA compliant flush bathroom.
18. WM assumes that the proposed adjacent DelDOT T201769009 project along Double Bridges Road will be constructed after this project.
19. 60-year Title Searches for properties within the survey limits and preparing a property mosaic is excluded. WM assumes GIS level right-of-way information will be used for plan purposes.
20. WM assumes traffic data collection is not required.
21. WM assumes vehicular detour is not required for construction.
22. WM assumes property owner coordination /field meetings are not required.
23. WM assumes any Wetland/Stream mitigation will not be required; we assume impacts will be under the thresholds to trigger mitigation. Mitigation coordination and design is excluded.
24. We assume no sensitive environmental resources, no existing historic, cultural, or archeological resources and that no rare, threatened, or endangered species are within the project area. We assume no Section 4(f) analysis or NEPA requirements.
25. A Phase I Environmental Site Assessment is not included.
26. Formal Air/Noise Analysis is not included in this proposal.
27. We assume hazardous material investigations are excluded in this proposal.
28. Any items not specifically included in the Scope of Services are excluded.
29. Assumes the develop the bid package and construction management and inspection services will be under a separate task.

SCHEDULE

WM is prepared to initiate work tasks immediately upon receiving authorization. The schedule for each task will proceed as mutually agreed by both the Town and WM.

COMPENSATION

WM proposes to perform the work described herein with a maximum upset limit that shall not exceed Seventy-Four Thousand, Nine Hundred and Eighty Dollars and Twenty-Four Cents (\$74,980.24). Our Person Hour Estimate and Cost and Price Summary are included.

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December 3, 2025
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We are prepared to begin work immediately upon receipt of Notice to Proceed (NTP). We thank you for the opportunity to submit a revised proposal for these services and we look forward to providing quality professional services. Please do not hesitate to contact me at (302) 232-6963 with questions and/or concerns.

Sincerely,

WALLACE, MONTGOMERY & ASSOCIATES, LLP

A handwritten signature in black ink that reads "Darren O'Neill". The signature is written in a cursive, flowing style.

Darren O'Neill, P.E., DBIA
Vice President

DMO/JHB
225046.0002_Berzins Town Improvements Final Design_R2
Enclosures