



**MOTION OF THE MAYOR AND COUNCIL 2026-23**

A motion of the Mayor and Council of the Town of Berlin APPROVING:

- A. CHANGE ORDER NO. 1 FOR THE ADDITION OF THE HEADSTART BUILDINGS TO THE MULTIPURPOSE BUILDING DEMOLITION CONTRACT AWARD FOR BENNET CONSTRUCTION IN THE AMOUNT OF \$187,038
- B. ASSIGNMENT OF FUNDS FROM COMMUNITY CENTER FUND

**DEMOLITION CONTRACT:**

PREVIOUSLY AWARDED CONTRACT TOTAL: \$121,436.37 MULTI-PURPOSE BUILDING CHANGE ORDER NO. 1: ADDING HEADSTART BUILDINGS: \$187,038

**NEW CONTRACT TOTAL: \$308,474.37**

**UPDATED PROJECT BUDGET**

DEMOLITION: \$308,474.37

A&E: \$47,600

**TOTAL PROJECT BUDGET: \$356,074.37**

**CDBG FUNDS AWARDED: \$297,449**

**TO BE FUNDED FROM COMMUNITY CENTER FUND: \$58,625. 37**

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Approved this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

\_\_\_\_\_  
Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator





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**RE: Multi-Purpose Building Demolition Additional Scope of Work**

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**From** Nicholas S. Bradley Jr. <nsb@dbfinc.com>

**Date** Mon 4/27/2026 13:05

**To** Mary Bohlen <mbohlen@berlinmd.gov>; Sara Gorfinkel <sgorfinkel@berlinmd.gov>; James Charles <Jcharles@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>; Jamey Latchum <jlatchum@berlinmd.gov>; Laura Brown, SHRM-CP <lbrown@berlinmd.gov>

Good afternoon Mary,

There are additional costs that need to be included in the motion.

The contractor had specifically excluded grass seeding/matting, and silt fencing for the additional areas.

These items should be included in this motion, their amounts are as follows:

- 490lf Silt Fence - \$1,600.00
- 1,800sy Seeding/Matting - \$7,343.00

For a total of \$8,943.00 in addition to the previous quoted amount of \$178,095.00.

**New contract total of \$308,474.37**

Please note that we are tracking some potential credits, that may reduce the total cost of the project later on.

The Contractor is executing a change order for Town review at this time and should be sent over shortly.

**Nicholas S. Bradley Jr., P.E.**

Civil Engineer

Department of Municipal Public Works

**Davis, Bowen & Friedel, Inc.**

Office: 410-543-9091 | Fax: 410-543-4172

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**From:** Mary Bohlen <mbohlen@berlinmd.gov>

**Sent:** Monday, April 27, 2026 12:39 PM

**To:** Nicholas S. Bradley Jr. <nsb@dbfinc.com>; Sara Gorfinkel <sgorfinkel@berlinmd.gov>; James Charles <Jcharles@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>; Jamey Latchum <jlatchum@berlinmd.gov>; Laura Brown, SHRM-CP <lbrown@berlinmd.gov>

**Subject:** Re: Multi-Purpose Building Demolition Additional Scope of Work

Nick,

Disregard my earlier email - we'll use this for the packet.

@Laura Brown, SHRM-CP I've attached the motion for tonight, please revise the agenda accordingly. I've also put a pdf in the folder.



**Mary Bohlen - Town Administrator**  
**Town of Berlin**

10 William Street, Berlin, MD 21811

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**From:** Nicholas S. Bradley Jr. <nsb@dbfinc.com>

**Sent:** Friday, April 24, 2026 11:42

**To:** Mary Bohlen <mbohlen@berlinmd.gov>; Sara Gorfinkel <sgorfinkel@berlinmd.gov>; James Charles <Jcharles@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>; Jamey Latchum <jlatchum@berlinmd.gov>

**Subject:** Multi-Purpose Building Demolition Additional Scope of Work

Good morning all,

We have received the quote from Bennett Construction for the additional scope of work related to the Multi-Purpose Building Demolition.

For ease of reference the current contract costs are as follows:

- Construction Contract: \$121,436.37
- AE Services: \$ 47,600.00

**Total Current Project Costs: \$169,036.37.**

Attached is a description plan provided by the Bennett Construction to help clarify the quotes provided.

**Total proposed quote: \$178,095.00.**

Breakdown as follows:

- Building Demolition (Each) - \$16,950.00 x QTY 3
- Removal of concrete slabs and footings (Each): \$4,500.00 x QTY 5
- Backfill and Topsoil (Each) - \$6,875.00 x QTY 5
- Building 1: \$40,345.00
- Building 2: \$16,250.00
- Building 3: \$13,775.00

Assuming that the Town is utilizing the available funding for both AE services and Construction cost, the inclusion of the additional work brings the project total to **\$347,131.37.**

If the Town does not intend to utilize CDBG Funding to cover AE services, the project total for funding reimbursement would be **\$299,531.37.**

Please let me know if the Town would like to proceed with the full proposed scope of additional work, and we will proceed with coordinating the necessary change orders and notify Bennett Construction.

Bennett Construction is prepared to move forward with asbestos abatement of all buildings ASAP, as early as next week, dependent on the Town's Decision.

Where does Shore-up stand on moving out of the buildings?

Please let me know if there are any questions or concerns.

Thank you,  
Nick

**Nicholas S. Bradley Jr., P.E.**

Civil Engineer

Department of Municipal Public Works