



**TOWN OF CENTREVILLE**  
**Queen Anne's County, Maryland**

**Water and Wastewater Plant Full-Service**  
**Operator**

**Invitation to Bid**  
**(ITB)**

<b>Documents Available:</b>	<b>March 1, 2023</b>	<b>@ 1:00 p.m.</b>
<b>Mandatory Pre-bid Meeting:</b>	<b>March 17, 2023</b>	<b>@ 1:00 p.m.</b>
<b>Bid Due:</b>	<b>March 31, 2023</b>	<b>@ 1:30 p.m.</b>
<b>Bid Location:</b>	<b>Centreville Town Hall 101 Lawyers Row Centreville, MD 21617</b>	

**CONTACT:**

**Michael C. Whitehill, Project Administrator**  
**(c) 443-988-1947 or by e-mail - [michael@whitehillconsultingllc.com](mailto:michael@whitehillconsultingllc.com)**

**Town Hall**  
**101 Lawyers Row**  
**Centreville, MD 21617**  
**410-758-1180**

## **Bid Package Contents**

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## **Town of Centreville Invitation to Bid Water and Wastewater Plant Full-Service Operator**

The Town of Centreville (Town) is accepting sealed bids from fully qualified and licensed interested bidders to operate the Town's existing wastewater and water plants for a period of three years with the option to extend at the discretion of the Centreville Town Council and/or Town Manager. Current potable water storage is provided by three (3) elevated tanks with capacities of 100,000, 200,000, and 300,000- gallons. There are two Arsenic removal water treatment plants serving the Town. The Wastewater Treatment Plant (WWTP) has a design capacity for an average daily flow of 542,000 gallons per day (gpd) utilizing an Aqua-Aerobics Sequencing Batch Reactor (SBR) method of treatment operating to Biological Nutrient Removal (BNR) standards. The Town also has a Water Reuse/Spray Field Farm for seasonal discharge of the treated wastewater effluent.

The Town's WWTP currently has an average daily flow of .507 million gallons per day (MGD) with a peak flow average daily flow of .694 MGD (flow data from 2021). The Town's WWTP operates under a Surface Water discharge permit and a Ground Water discharge permit attached hereafter.

Bid packages will be available **March 1, 2023 at 1:00 p.m.** at Town Hall, Town of Centreville, 101 Lawyers Row, Centreville Maryland, 21617, 410-758-1180, or found as a download in .pdf form on the Town's website: [www.townofcentreville.org/publicworks/page/invitation-bid-request-proposals](http://www.townofcentreville.org/publicworks/page/invitation-bid-request-proposals)

There will be a **mandatory pre-bid meeting** held **March 17 beginning at 1:00 p.m.** at the Centreville Wastewater Treatment Plant at 335 N. Liberty Street, and proceeding immediately thereafter to the Water Reuse Farm, elevated storage tanks, and water treatment facilities. (See Vicinity Maps Appendix One).

**Bids must be received at Town Hall by March 31, 2023 at 1:30 p.m.** at which time they will be publicly opened and read aloud. The Town reserves the right to reject any and all bids, to waive any requirements and to accept all or part of any bid considered to be in the best interest of the Town. Award(s) of the contract is subject to the approval of the Town Manager and Town Council of Centreville.

The Town is an Equal Opportunity Employer. Discrimination based on age, race, sex, handicap or national origin is expressly prohibited.

**Contact:**

Michael D. Whitehill, Project Administrator (c) 443-988-1947/ email – [michael@whitehillconsultingllc.com](mailto:michael@whitehillconsultingllc.com)  
Clifford Matthews, Director of Public Works (c)443-480-0783 / email – [cmatthews@townofcentreville.org](mailto:cmatthews@townofcentreville.org)

# Invitation to Bid Specifications

## REQUIRED SUPPLEMENTAL INFORMATION

1. Each bidder shall provide three (3) references for similar sized or larger plant operations undertaken by the bidder within the last three (3) years. Provide description of the facilities, contract award amount, municipal/county client/organization name, reference name/point of contact and cell phone number.
2. Each bidder shall provide a list of all relevant licenses and certifications meeting the requirements of the Maryland Department of the Environment (MDE) and to fulfill the needs of the Town of Centreville. MDE will be consulted prior to award.
3. The Bidder shall provide a current Certificate of Good Standing from the MD Dept. of Assessment and Taxation.
4. The Bidder shall provide a written description of their technical approach as to how they intend to fulfill the terms and conditions of this contract.
5. The bidder shall describe their chain of command. (Superintendent, operators, etc.)
6. A current Certificate of Insurance shall be provided to the Town five (5) days after notice of award. The Town Council of Centreville shall be named an additional insured thereon.

## Insurance Certificate

The Contractor and subcontractors must obtain at its own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary. Within five (5) days after contract award the Contractor shall submit to the Town of Centreville, 101 Lawyers Row, Centreville, MD 21617, a certificate of insurance with all endorsements.

In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful contractor shall be required to maintain for the life of the contract and to furnish the Town evidence of insurance as follows:

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
<b>Workers' Compensation Employers' Liability</b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <b>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement signed and dated.</b>
<b>Commercial General Liability</b> Bodily Injury Property Damage	Each Occurrence: \$1,000,000	Town shall be listed as additional provided 30-day notice of cancellation or material changes in coverage. <b>CG 20 37 07 04 and CG 20 10 07 04 forms to be signed and dated.</b>
Contractual Liability Premise/Operations Independent Contractors Products/Complete Operations Personal Injury		
<b>4. Automobile Liability</b>  All Owned Autos Hired Autos Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.  <b>Form CA20 48 02 99 to be signed and dated.</b>
<b>5. Excess/Umbrella Liability</b>	Each Occurrence / Aggregate: \$1,000,000	Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.
<b>6. Professional Liability</b>	Each Occurrence / Aggregate: \$1,000,000	

The bidder is responsible for inspecting all facilities to be under contract to their satisfaction prior to bid.

The Town is and shall remain the owner of the Centreville Water Treatment Plants, Wastewater Treatment Plant and the Water Reuse/Spray Field Farm. All equipment, vehicles, or any other property provided by the Operator or purchased and used by the Operator shall remain the property of the Operator.

### **MINIMUM OPERATING REQUIREMENTS**

The Operator will base this proposal on providing the following basic services. The final scope of services and terms of the operating contract may be negotiated with the successful Operator.

The Operator will use only Town approved vendors and subcontractors.

The Operator will staff the Facilities with appropriate personnel experienced in treatment facility process control procedures. Operator shall furnish the level of manpower needed to provide proper treatment process control. Operator will provide all wages and salaries for the assigned personnel. The Operator will manage the facilities with employees possessing the necessary operator certification as required by the appropriate regulatory agency.

The Operator will maintain and monitor the five (5) sanitary sewer pump stations, to include maintenance, daily checks, and respond to any alarms or concerns.

The Operator will pay and be responsible for the normal operation of the facilities which include but not limited to:

- Personnel Costs
- Regulatory Reporting
- Certificate of Liability Insurance
- Daily Inspection of Water and Wastewater Facilities
- Daily Performance Monitoring and Operating Data Collection
- Daily Checks on all Operating Mechanical Components
- Equipment Service and Preventive Maintenance According to the Manufacturers Schedule or Operating Requirements
- Collection of Wastewater Samples for Permit Compliance
- Preparation of Monthly Reports to Regulatory Authorities
- Preparation of Annual Consumer Confidence Report for the Water System
- Collection of Water System Compliance Samples
- Annual Preparation of Capital Improvement Recommendations
- Annual Preparation of Major Maintenance Recommendations
- Daily Recording of Water and Wastewater Meter Readings at Outlet Facilities, Potable Well Flow Totalizers and Wastewater Plant Flow Totalizers

The Operator will order and use Chesapeake Environmental Lab Inc., Stevensville, MD for laboratory service which are to be billed directly to the Town.

The Operator will order and receive all required chemicals from Intercoastal Inc., Cambridge, MD which are to be billed directly to the Town.

The Operator shall keep all the Town facilities in a neat, clean, and orderly manner.

The Operator shall ensure that all flow measurement devices are calibrated at least one time a year by Horney Industrial Electric, Bridgeville, DE and billed directly to the Town.

The Operator shall procure all necessary supplies which are to be billed directly to the Town. The Operator will provide maintenance and repairs for the facilities per accepted practices and/or manufactures specifications. The Operators maintenance program will include ordering all required replacement parts, materials, and supplies, which are to be billed directly to the Town.

The Operator shall furnish all labor, tools and documentation of repairs and maintenance performed.

The Operator's personnel will be on-call outside of normal operating hours for emergency requirements related to the operations of the Facilities.

The Operator will provide an effective management system for process control to ensure proper and efficient operation of the Facilities and meet all permit requirements.

The Operator will provide all sampling and laboratory testing as required for daily onsite tests for Water Treatment Plant (WTP) iron, pH, chlorine, turbidity, arsenic; (WWTP) pH, chlorine, total nitrogen, total phosphorous, ammonia, solids, settleometer, etc. and process control in accordance with the applicable permit requirements. Such sampling and testing will be performed by the operator personnel using approved procedures.

The Operator will prepare, sign, submit and maintain all monthly operating reports, discharge monitoring reports, community water supply reports and semi-annual water withdrawal reports etc. as required by the federal, state, and local government. The Operator shall indemnify the Town and hold the Town harmless from any regulatory penalties and/or fines and all associated costs that are solely the result of Operator's negligence.

The Town may request that the on-site Operator's personnel perform services outside this Scope of Services. Such services authorized by written work or change order, as agreed to be performed by the operator (time permitting as determined by the operator), will be invoiced to the Town by the operator and the Town agrees to pay for such additional services at actual cost plus a negotiated % overhead plus a negotiated % profit.

Within the design capacity and capability of the treatment facilities, the operator shall operate said facilities within permit limit requirements as now currently in effect and in accordance with the terms and conditions contained in this Agreement.

The Operator will make a good faith effort to meet all National Pollutant Discharge Elimination System (NPDES) contaminant concentration limits regardless of flow volume and influent concentration.

The Operator will make a good faith effort to meet all Buy American Build American (BABA) rule per State and Federal regulations.

The Operator agrees to assist the Town with enforcement of any existing equipment warranties and guarantees at the Facilities and maintain all warranties on any new equipment purchased after this contract is signed and implemented. The Town shall maintain any existing guarantees and warranties for the mutual benefit of the Town and the operator.

The Operator shall advise the Town of capital improvements which are needed. These may include major rehabilitation maintenance, if any, to be provided by the Town to provide continued treatment within permit standards.

The Operator will provide the necessary records for the operation of the facilities.

The Operator agrees to properly secure the Facilities within the limits of existing security devices as provided by the Town.

The Operator agrees to prepare an annual Consumer Confidence Report and submit to the required federal, state and local government and the Town.

The Operator will respond to consumer complaints referred by the Town and recommend action to address consumer concerns.

The Operator shall provide 24-hour emergency response for any problem that may arise related to the operations or maintenance of the facilities. An emergency service fee shall be paid by the Town separately and in addition to the Monthly Operating Fee.

The Operator will submit to the Town monthly operational reports of the Town's facilities by the 10<sup>th</sup> of the following month.

**Town of Centreville responsibilities not to be included in the bid price:**

**Water Treatment Plants**

- Generator Fueling and Maintenance
- Grass Mowing and Trimming

**Wastewater Treatment Plant**

- Generator Fueling and Maintenance
- Grass Mowing and Trimming
- 4-yard Dumpster Trash Service
- Sludge Removal and Disposal from Drying Beds

**Five (5) Sanitary Sewer Pump Stations**

- Generator Fueling and Maintenance
- Grass Mowing and Trimming

**Water Reuse Farm**

- Grass Mowing and Trimming
- Tree Maintenance
- Pivot Tire Changing
- Pivot Tire Tract Maintenance



## **INFORMATION TO BIDDERS**

### **BID INSTRUCTIONS**

Bids shall be submitted to the Town of Centreville, 101 Lawyers Row, Centreville, Maryland 21617. Bids must be received no later than the date and time listed on the Invitation to Bid. All proposals must be in a sealed envelope with the title of the project, the submitting Contractor's name and address, and the words "Do Not Open". Bids will be opened and read publicly immediately after the deadline for Bid acceptance.

### **BID OPENINGS**

All bids will be opened and publicly read by the Town or its designee at 101 Lawyers Row, Centreville, Maryland 21617

### **BID PROCEDURE**

Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid of any Bidder if the Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful Bidder.

More than one Bid for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the work may be cause for disqualification of the Bidder and the rejection of all Bids in which that Bidder has an interest.

In evaluating Bidders, the Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted as provided in the Supplementary Conditions.

The Owner may conduct such investigations as the Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the work in accordance with the Contract Documents.

If the Contract is to be awarded, the Owner will award the Contract to the Bidder whose Bid is in the best interest of the Town and the Project.

## BID FORMS

All Bids must be made on the attached Standard Bidding Forms. All blank spaces for the bid prices must be filled in, in ink or typewritten, and the Bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. A conditional or qualified bid will not be acceptable. The base price on the Lump Sum Bid form shall be the total cost of the item(s) being bid in accordance with the Invitation to Bid and specifications in the contract documents. Alternates shall only be used to reflect increases or decreases in the base Bid price. Only those alternates which are specifically requested by the Town will warrant consideration. [No alternates are anticipated for this project].

## WAIVER OF TECHNICALITIES

The Town Council of Centreville reserves the right to waive formalities or technicalities in Bids acting on behalf of the best interest of the Town of Centreville.

## CONTRACT AWARD

It is the intent of the Town Council of Centreville to award a contract using the criteria provided herein within thirty (30) calendar days following the Bid opening. Acceptance of a Bid proposal and award of the contract is subject to the approval of the Town Council and the Town Manager. The Town Council reserves the right to reject any and/or all Bids.

## TAX EXEMPTION

The Town of Centreville is exempt from paying all Federal, State and Local Tax.

## BASIS OF AWARDS

1. Qualifications based with secondary consideration for total cost.
2. Compliance with specifications.
3. Compliance with terms of Bid Package.

## MODIFICATION OR WITHDRAWAL OF BIDS

1. Pre-Opening Modification or Withdrawal of Bids
  - a. Procedure: Bids may be modified or withdrawn by written notice received by the Town Manager before the time and date set for bid opening.
  - b. Disposition of Bid Bond: If a bid is withdrawn in accordance with this regulation, the Bid Bond, if any, shall be returned to the Bidder. [Not required for the Project].

2. Late Bids, Late Withdrawals, and Late Modifications

- a. Policy: Any bid, request for withdrawal, or request for modification received at the place designated in the invitation for bids after the time and date set for receipt and opening of bids is late.
- b. Treatment: A late bid may not be considered under any circumstances and will be mailed to the Bidder's last known address unopened. Late modifications and late withdrawals may be considered by the Town Council and allowed if in the best interest of the Town.

ADDENDA

Addenda and/or answers to interrogatories made at the mandatory pre-bid meeting will be faxed and/or mailed/delivered to all vendors who are known to have received a complete set of bidding documents. Copies of addenda/ answers to interrogatories will be made available for inspection wherever bidding documents are on file for that purpose. No addenda will be issued later than two (2) working days prior to the posted date for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement or extension of the date for receipt of bids.

CONTRACT DOCUMENTS

The contract documents shall include the Invitation to Bid, Standard Bidding Forms, Specifications, Information to Bidders, BID Envelope and Addenda and/or any other documents which are clearly intended to be a part of this contract.

FEDERAL ASSISTANCE

The Town of Centreville shall comply with Title VI of the Civil Rights Act of 1964 which provides that no person shall be denied on the grounds of race, color, or natural origin, be excluded from, be denied the benefits of, or discriminated against under any program or activity receiving Federal Financial Assistance.

EQUAL OPPORTUNITY EMPLOYMENT

Bidding Firms shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, or age. The bidder affirms this by submission of the Bid form.

Any bidder taking an exception to requested specifications must make these exceptions.

# STANDARD BIDDING FORMS

To: Town Manager, Town of Centreville

We hereby submit for your review the following bid as requested by the Invitation for Bids. This Bid Form includes and incorporates all information and specifications as required by the Contract Documents, as described in "Information to Bidders", the same as if specifically written herein.

-----

**TOWN OF CENTREVILLE**  
**Water and Wastewater Systems Full-Service Operator**  
Use Only Form on Pages 12-17 for this Item

Emergency Call Out Service Rate  
Monthly Operating Fee

Year One \_\_\_\_\_

Year Two \_\_\_\_\_

Year Three \_\_\_\_\_

**BID AMOUNT (LUMP SUM)**  
Not including Emergency Call Outs

Year One \_\_\_\_\_

Year Two \_\_\_\_\_

Year Three \_\_\_\_\_

Standard hourly rate for service not  
Covered by the ITB.  
(Requires Prior Town Approval)

Year One \_\_\_\_\_

Year Two \_\_\_\_\_

Year Three \_\_\_\_\_

BIDDER: \_\_\_\_\_

AGENT: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_  
(Title)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

-----  
**TOWN OF CENTREVILLE USE:**

Additional Information: \_\_\_\_\_

ATTEST:

ACCEPTED:

\_\_\_\_\_

\_\_\_\_\_  
Charles Koogle, Town Manager

## **AFFIDAVIT OF QUALIFICATION TO BID**

I hereby affirm that:

1. I am the (Title) \_\_\_\_\_ and the duly authorized representative of the Company of (Name of Corporation) \_\_\_\_\_

\_\_\_\_\_ whose address is \_\_\_\_\_

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any State or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).
3. (State "none" or as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, position with the firm, and the sentence or disposition, if any). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that this affidavit is to be furnished to The Town Council of Centreville, the Town Attorney, and where appropriate, the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, The Town Council of Centerville may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

---

(Signature)

---

(Date)

## NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the \_\_\_\_\_

(Title)

and the duly authorized representative of the firm of \_\_\_\_\_

\_\_\_\_\_

whose address is \_\_\_\_\_

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm or any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
  
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken into action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed or Typed Name)



## SIGNATURE FORM

Name of Bidder/Contractor: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title of Authorized Person: \_\_\_\_\_

Street Name & Number: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder's Federal Employers Identification No.: \_\_\_\_\_

Bidder's Professional License or Affiliations No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Proposed Subcontractors

Portion of Work to Be Performed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





1: 3,757



DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "tagged description". The map scale displayed is not accurate and serves as a general representation only.



1: 7.514



DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "legal description". The map scale displayed is not accurate and serves as a general representation only.

# APPENDIX TWO

## Water Appropriation and Use Permit



### MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230

410-537-3000 • 1-800-633-6101 • [www.mde.maryland.gov](http://www.mde.maryland.gov)

Larry Hogan  
Governor

Ben Grumbles  
Secretary

Boyd Rutherford  
Lieutenant Governor

August 26, 2015

**CERTIFIED MAIL – 7012 2920 0001 7800 9624**

Return Receipt Requested

Town of Centreville.  
101 Lawyers Row  
Centreville MD 21617

RE: State Water Appropriation and Use Permit No. QA1967G002(07)

Dear Permittee:

Enclosed is your State Water Appropriation and Use Permit. The Permittee is responsible for complying with all permit conditions. Accordingly, you are advised to carefully read the Permit and become thoroughly familiar with its requirements.

A semi-annual Water Withdrawal Report is required by this permit. Forms for making this report will be mailed to you in June and December of each year and shall be submitted to this office by the following July and January respectively. If you have any questions, please contact this office at (410) 537-3590.

Sincerely,

A handwritten signature in blue ink, appearing to read "N. Lazarus", is written over a blue horizontal line.

Norman Lazarus  
Water Supply Program

cc: Queen Anne's County Health Department

**STATE OF MARYLAND**  
DEPARTMENT OF THE ENVIRONMENT  
WATER MANAGEMENT ADMINISTRATION

**WATER APPROPRIATION AND USE PERMIT**

Permit Number:       QA1967G002(07)  
Effective Date:       August 26, 2015  
Expiration Date:      July 31, 2027  
First Appropriation:   September 1, 1966



**TOWN OF CENTREVILLE**

Hereinafter referred to as the "Permittee", is authorized by the Water Management Administration, hereinafter referred to as the "Administration" pursuant to the provisions of Title 5 of the Environment Article, Annotated Code of Maryland (2007 replacement volume) as amended, to appropriate and use waters of the State subject to the following conditions:

1. Allocation - The water withdrawal granted by this permit is limited to:  
A daily average of 645,000 gallons on a yearly basis and  
A daily average of 775,400 gallons for the month of maximum use.
2. Use - The water is to be used for a municipal water supply.
3. Source - The water shall be taken from two wells in the Aquia Formation.
4. Location - The point(s) of withdrawal shall be located at 151 Comet Drive (well 5) and 500 Wexford Drive (well 6), in Centreville, Queen Anne's County, Maryland.

CONTINUED ON PAGE 2

5. Right of Entry - The Permittee shall allow authorized representatives of the Administration access to the Permittee's facility to conduct inspections and evaluations necessary to assure compliance with the conditions of this permit. The Permittee shall provide such assistance as may be necessary to effectively and safely conduct such inspections and evaluations.
6. Permit Review - The Permittee will be queried every three years (triennial review) regarding water use under the terms and conditions of this permit. Failure to return the triennial review query will result in suspension or revocation of this permit.
7. Permit Renewal - This permit will expire on the date indicated on the first page of this permit. In order to renew the permit the Permittee shall file a renewal application with the Administration no later than 45 days prior to the expiration.
8. Permit Suspension or Revocation - This permit may be suspended or revoked by the Administration upon violation of the conditions of this permit, or upon violation of any regulation promulgated pursuant to Title 5 of the Environment Article, Annotated Code of Maryland (2007 Replacement Volume) as amended.
9. Change of Operations - Any anticipated change in appropriation which may result in a new or different use, quantity, source, or place of use of water shall be reported to the Administration by the Permittee by submission of a new application.
10. Additional Permit Conditions - The Administration may at anytime (including triennial permit review or when a change application is submitted) revise any condition of this permit or add additional conditions concerning the character, amount, means and manner of the appropriation or use, which may be necessary to properly protect, control and manage the water resources of the State. Condition revisions and additions will be accomplished by issuance of a revised permit.
11. Drought Period Emergency Restrictions - If the Administration determines that a drought period or emergency exists, the Permittee may be required under the Department's direction to stop or reduce water use. Any cessation or reduction of water use must continue for the duration of the drought period or emergency, or until the Administration directs the Permittee that water use under standard permit conditions may be resumed.
12. Non-Transferable - This permit is non-transferable. A new owner may acquire authorization to continue this appropriation by filing a new application with the Administration. Authorization will be accomplished by issuance of a new permit.
13. Flow Measurement - The Permittee shall measure all water used under this permit by a method which shall be approved by the Administration.

CONTINUED ON PAGE 3

14. Withdrawal Reports - The Permittee shall submit to the Administration, semi-annually (July-December, no later than January 31st and January-June, no later than July 31st), pumping records. These records shall show the total quantity of water withdrawn each month under this permit.
15. Water Level Measurements - For all the Permittee's wells four (4) inches in diameter or larger, pumping equipment shall be installed so that water levels can be measured during pumping and nonpumping periods without dismantling any equipment. Any opening for tape measurements of water shall have a minimum inside diameter of 0.5 inches and be sealed by a removable cap or plug. The Permittee shall provide a tap for taking raw water samples before water enters a treatment facility, pressure tank, or storage tank.
16. Well Pump Placement - For all the Permittee's wells, the Permittee shall not place a submersible well pump or water intake part of the well pump lower than the top of the confined aquifer from which the water is being withdrawn.
17. Permit Supersession - This permit has been reviewed and revised and supersedes the Appropriation and Use granted by the following prior permit(s) issued to:  
TOWN OF CENTREVILLE effective on August 1, 2003 (QA1967G002(06))

By Authority of the Director  
Water Management Administration



August 26, 2015

For  
John Grace, Chief  
Source Protection and Appropriation Division

## **APPENDIX THREE**

### **Groundwater Discharge Permit**

(See Appendix Three Attachment)

## **APPENDIX FOUR**

### **SURFACE WATER DISCHARGE PERMIT**

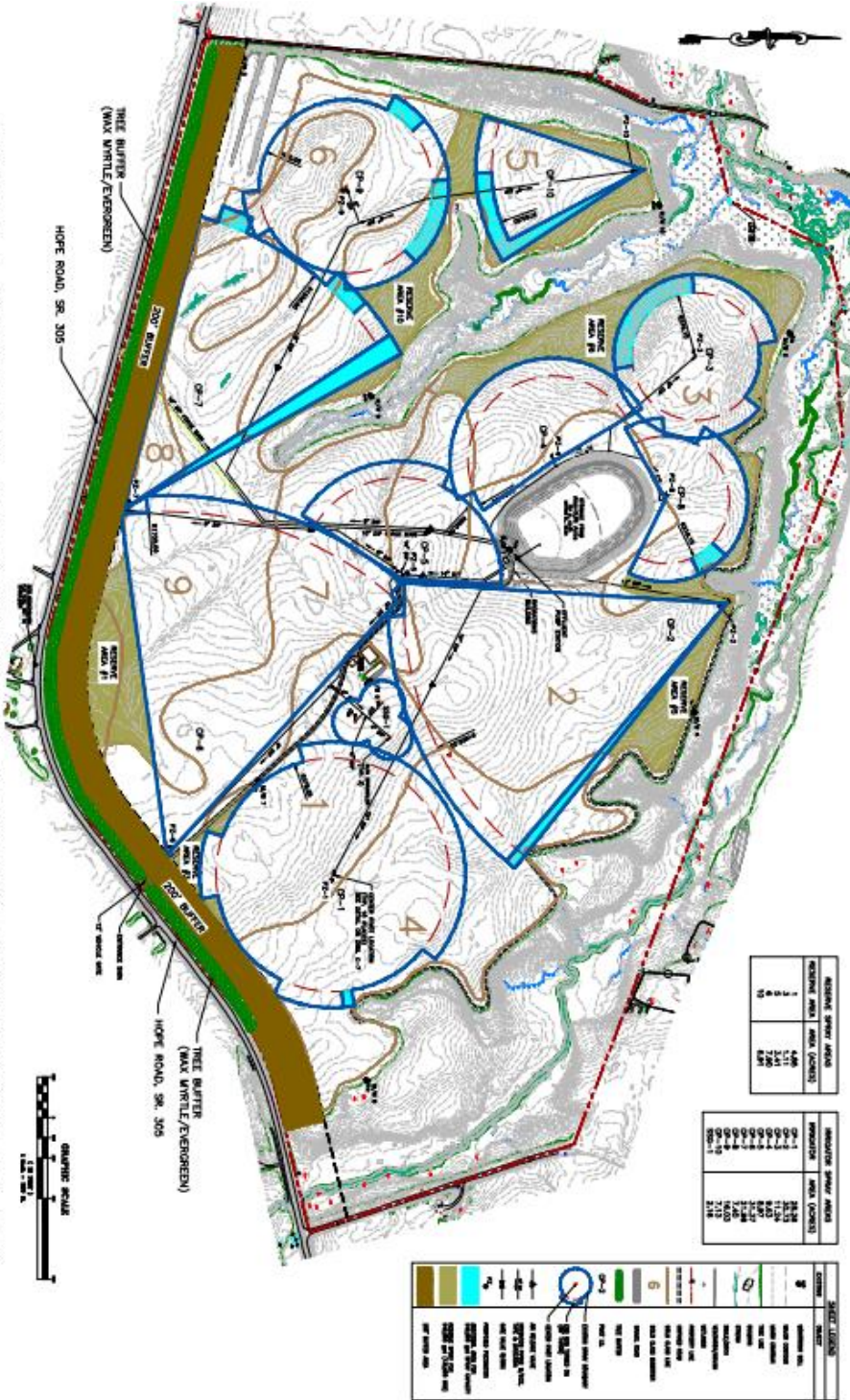
(See Appendix Four Attachment)



# APPENDIX FIVE

## FARM FIELD & PIVOT MAP

MAP B. LOCATIONS OF CENTREVILLE SPRAY IRRIGATION FIELDS



## **APPENDIX SIX**

### **FACILITY ADDRESSES**

#### **Centreville Water & Wastewater Locations**

Wastewater Treatment Plant	335 N. Liberty Street
Well 5 Water Treatment Plant	151 Comet Drive
Well 6 Water Treatment Plant	500 Wexford Drive

#### **Pump Station Locations**

North Pump Station	335 N. Liberty Street
South Pump Station	416 S. Liberty Street
Wharf Lane Pump Station	201 Wharf Lane
Cypress Pump Station	160 Cypress Street
Symphony Village Pump Station	186 Symphony Way

## **APPENDIX SEVEN**

### **TOWN APPROVED CONTRACTOR LIST**

(See Appendix Seven Attachment)

## **APPENDIX EIGHT**

### **Water & Wastewater Operation Requirements**

(See Appendix Eight Attachment)