

April 16, 2026

Jon Miller  
 Director of Community Development  
 City of Frostburg  
 37 South Broadway  
 Frostburg, MD 21532

RE: Proposal of Engineering Services  
 City of Frostburg Comprehensive Plan  
 Extra Work Order #1 - Comprehensive Plan Update  
 WM No.: 224027.0001

Dear Jon Miller:

In response to ongoing discussions with the City of Frostburg (Frostburg) about the ongoing Comprehensive Plan update, Wallace Montgomery and Associates, LLP (WM) is pleased to submit this Extra Work Order (EWO) to finalize the Plan.

WM has been working with the City since June 2024 to complete the Comprehensive Plan Update. The initial schedule included with our proposal assumed a completion date of October 2025, but ongoing coordination with City staff, and additional community engagement, particularly with Frostburg State University and key stakeholders, has extended that period into 2026.

WM has been meeting monthly with the Steering Committee to review the draft chapters. As of April 2026, this is the current status of the Draft Plan:

Chapter	Name	Status
1	Introduction	Drafted
2	Plan Vision and Guiding Principles	Drafted
3	City Profile	Drafted
4	Community Facilities	Drafted
5	Land Use	In Progress
6	Municipal Growth	In Progress
7	Housing	Drafted
8	Transportation	Drafted
9	Economic Development and Tourism	Drafted
10	Environmental Resources	Drafted
11	Water Resources	In Progress
12	Mineral Resources	Drafted
13	Sustainability	Drafted
14	Implementation and Development Regulations	In Progress

WM has coordinated closely with your predecessor, Bethany Fife, and with City Planner Jamie Klink throughout this process.

This EWO request will provide funding to complete WM's development of the Comprehensive Plan Update for the City. WM proposes to continue to provide the services noted below.

**SERVICES PROVIDED OUTSIDE OF SCOPE BY WALLACE MONTGOMERY (PREVIOUSLY COMPLETED)**

- **Supplemental Engagement Effort #1: Frostburg State University Survey Supplement** – WM created supplemental survey in an effort to engage the opinions of FSU students, faculty, staff, and affiliates.
- **Supplemental Engagement Effort #2: Frostburg State Student Questionnaire** – WM worked with University Stakeholders to formulate and launch a student questionnaire that would be distributed specifically to student leaders at FSU.
- **Vision and Guiding Principles Chapter** – WM used the input from the Stakeholder Visioning Session to draft a Vision and Guiding Principles Chapter for the Comprehensive Plan.

**ADDITIONAL SERVICES BE PROVIDED BY WALLACE MONTGOMERY**

- Revise all drafts once data requests to the client have been received
- Update all drafts once comments from client review have been received
- Update drafts once comments from 60-Day Agency review have been received
- Complete the additional Sustainability Chapter, as requested

**SUBMISSION SCHEDULE**

WM anticipates completion of the Out-of-Scope Services described above, and completion of the overall project within six months from Notice to Proceed of this EWO. The anticipated breakdown of the schedule is as follows:

- Three months to complete all outstanding Chapters and submit them to State for review.
- 60 days state review.
- One month for WM to address all comments and submit Frostburg for adoption.

WM will make every effort to maintain the agreed upon schedule and will inform the City of Frostburg consistently of the progress of this effort in addition to any delays to the schedule.

**COMPENSATION**

This EWO requests an additional Twenty-Seven Thousand Nine Hundred Forty Dollars (\$27,940.00) for completion of the scope of work presented above. WM will only charge the time required to complete the tasks described above up to, but not to exceed the total cost. The included Staff-Hour Estimate forms detail the staff hours allocated to this work effort.

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We thank you for the opportunity to submit this EWO proposal and we look forward to working with you to complete this important project.

Sincerely,

**WALLACE MONTGOMERY & ASSOCIATES, LLP**

A handwritten signature in blue ink, appearing to read 'T. M. Foglietta', with a long horizontal flourish extending to the left.

Theodore M. Foglietta, AICP  
Associate Vice President-Planning

AAM/TMF/jlr  
Task1 EWO1  
Enclosures

Wallace Montgomery & Associates, LLP  
 10150 York Road, Suite 200  
 Hunt Valley, Maryland 21030  
 Phone: 410-494-9093

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4/2/2026

WM No. 224027.0001 EWO1

TASK DESCRIPTION	Associate	Project Manager	Senior Engineer	Project Planner	Project GIS Analyst	Env Scientist	TOTAL HOURS
<b>Services Outside of Scope of Work to be Provided by WM</b>							
Frostburg State University Survey Supplement	1	10		20	20		51
Frostburg State Student Questionnaire	1	10		20	20		51
Addition of Sustainability Chapter (compose, address comments)	1	2	2	8	8	8	29
Vision and Guiding Principles Chapter	1	2	2	8	10	10	33
Address all comments from both Client and Review Agencies	1	2	2	10	10	5	30
Update All Chapters with Data when Recieved from Client	1	2	2	10	10	5	30
<b>TOTALS</b>	<b>6</b>	<b>28</b>	<b>8</b>	<b>76</b>	<b>78</b>	<b>28</b>	<b>224</b>
	\$230.00	\$185.00	\$155.00	\$120.00	\$100.00	\$115.00	
	<b>\$1,380.00</b>	<b>\$5,180.00</b>	<b>\$1,240.00</b>	<b>\$9,120.00</b>	<b>\$7,800.00</b>	<b>\$3,220.00</b>	<b>\$27,940.00</b>

Denotes work previously completed out of scope