

## **FIRM QUALIFICATIONS AND COMPANY PROFILE**



& Associates, Inc. is highly qualified to perform all of the surveying, planning, environmental and engineering services for any and all residential, municipal and commercial improvement projects. Our design teams are situated in Frederick and Hagerstown, Maryland, at the offices of Fox & Associates, Inc. Our close proximity to major development centers give our firm the ability to provide prompt coordination with all regulatory agencies.

Fox & Associates, Inc. is a Washington County, MD based firm established in 1966, specializing in surveying, civil engineering, land planning and environmental services. Our professional team, through the years, has successfully worked with all the local, state, and federal regulatory agencies that provide input and/or approvals for a variety of construction projects. Our familiarity with these agencies enhances our ability to expedite all agency approvals required for each project. In addition, our team has the manpower and facility resources to meet the proposed requirements for each project in an efficient manner. Our professional team will dedicate themselves completely to the client's needs with regard to scope of work and scheduling.

Throughout every phase of a given project, our principal and project manager assigned to the project will monitor the manpower used and time required to finish each task to ensure our work is performed correctly and within budget. In addition, these two (2) individuals will be ultimately responsible for ensuring that the design is cost beneficial to the Client and can be constructed in an efficient and environmentally acceptable manner.

Our team at Fox & Associates, Inc. has the technical expertise and the managerial experience to effectively complete the typical scope of services for each task order of a project as defined by the contract proposal. The surveying and engineering services for this project will be performed by our professional planning, civil design, and surveying firm with over forty-eight (48) years experience in design of public and private improvement projects. Fox & Associates, Inc. is committed to prioritizing our personnel and technical resources required to complete each project.

Specific services performed by Fox & Associates include drainage studies; environmental assessments; grading plans; development plans; design of public and private roads, sewers, water lines, and overall site drainage systems; water distribution modeling; floodplain modeling (FEMA, MDE & USACE); storm water management and erosion control plan preparation; wetland and stream bank disturbance and restoration. We provide these services to government entities, private corporations, and public utilities.

Fox has experience in all aspects of land surveying, our capabilities range from boundary, ALTA surveys, residential subdivisions, right-of-way dedication plats, topographic surveys, as-builts and construction stakeout services. Our technicians take advantage of the latest technology allowing down loading of raw survey data from the data collectors directly to our CADD systems, processing of the data and plotting all with very little or no human input, thus greatly reducing the chance of error. Our field crews are equipped with two Topcon QS Series Robotic instruments, one Topcon PS series robotic instrument and one Carlson Surveyor RTK GNSS unit. All units are equipped with Carlson Surveyor plus data collectors. The aforementioned equipment provides us the capability to run four survey crews. Use of data collectors allows for instantaneous download of raw survey data into our CADD workstations. In addition, our computer equipment and software allows us to exchange all data and drawings with our clients, architects, and sub-consultants via e-mail and ftp sites.

Fox & Associates, Inc. has performed wetland services, from delineation through full permit processing, in four (4) states. We provide wetland delineations that meet the specific needs of all private and public projects. In addition, we have a very good relationship and rapport with the Baltimore and Pittsburgh District offices of the Army Corps of Engineer's, the Maryland Department of the Environment Water Management Administration and the West Virginia Department of Environmental Protection, which have jurisdiction over the states of Maryland and West Virginia, respectively. Our past projects have included both private and public sector work and range greatly in size and type of wetlands.

Fox & Associates, Inc., as part of our environmental permitting services, can provide all services necessary to obtain permits or authorization to perform a regulated activity in Waters of the U.S., including jurisdictional wetlands, and 100-year floodplain. Our staff has the expertise to perform all Hydrologic/Hydraulic studies required to determine existing floodplain boundaries as well as analyze impacts due to proposed encroachment. We also have expertise in dealing with all the issues that may be encountered as part of the permit process. These issues include, but are not limited to, addressing mitigation requirements and/or site restoration requirements for authorized wetland losses, addressing Federal and State rare, threatened, and endangered species issues, and compliance with Section 106 of the National Historic Preservation Act of 1966, as amended.

Fox & Associates, Inc. also has extensive experience with the Maryland Forest Conservation Act (FCA). We will be able to determine whether or not a project will have to comply with the FCA and if it will, provide all the services necessary to meet the requirements. We are also capable and proficient at coordinating the process of meeting FCA requirements with all other development review processes. Our firm has prepared and obtained approval of Forest Stand Delineation Plans and Forest Conservation Plans as part of the development process for a wide range of projects in many different jurisdictions. Our staff includes Mr. Ross Lillard, R.L.A., Mr. William C. Pompeii, R.L.A. and Mr. Mark Fream all of whom are approved by DNR Forestry Service as "Qualified Professionals". To provide our clients with the best possible service, we go to great efforts to keep up with any and all updates or changes to the Forest Conservation Regulations (State and local) which may be beneficial to our clients. As part of the FCA process we also provide consultation to help our clients deal with the legal issues, such as bonding, maintenance, and signage protection which may be required. For those projects that apply, we can prepare the applicable Declaration of Intent and file for exemption from the FCA.

Fox utilizes the most up-to-date equipment available to provide expert AutoCAD drafting services. Our Cad Technicians utilize computer work stations equipped with AutoCAD Land Development and Carlson Civil Suite. Plotting is done on high speed large format color inkjet plotters. In addition, our computer equipment and software allows us to exchange all data and drawings with our clients and sub-consultants via e-mail and ftp sites. Our staff is supported by a full administrative staff, state-of-the-art field equipment, and the latest in computer hardware and

software.

Fox & Associates, Inc. also utilizes QuickBooks Premier Professional Services Financial Management Software for Architects and Engineers. The Business Management capabilities of our system allow us to manage our projects and budgets through a series of concise status reports. The reports can be produced on three organizational levels: by department, phase, and task. The level most appropriate for a particular project or client is utilized. The reports include labor and expense analysis, cost analysis, project activity budget analysis, project expense budget analysis, and work-in-progress. By effective use of these project management reports, Fox & Associates, Inc. can keep its projects on time and on budget as well as track project profit and overhead costs.

Fox & Associates, Inc. is a corporation licensed to do business in the States of Maryland, West Virginia and Pennsylvania. The principal owners of Fox & Associates, Inc. are: Michael H. Shifler, President; John E. Mazelon, Vice President; Joseph H. Ceci, Vice President; James A. Zanelli, Vice President; Russell E. Townsley, Treasurer; and Gordon S. Poffenberger, Corporate Secretary;. In addition to being the principals of Fox & Associates, Inc., they are also partners in Fox Lair Limited Partnership. Fox Lair L.P. is a real estate limited partnership that owns the office building in Worman's Mill Industrial Park which is leased by Fox & Associates, Inc. None of these principals mentioned above or the business have any other involvements, investments, or affiliations in other partnerships, businesses, or corporations including general contractors, materials manufacturers, or distributors.

Fox & Associates, Inc. leases a 6,300 s.f. single-story office building in Hagerstown, Maryland which is our main office, and a 3,680 s.f. two-story office building at Worman's Mill Industrial Park, which houses our branch office in Frederick, Maryland.