

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Catherine E. Pugh, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
Andre M. Davis, City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Dana P. Moore, Deputy City Solicitor  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The November 7, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the memorandum from my office dated November 5, 2018, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I would entertain the Motion to approve all the items contained on the routine agenda."

MINUTES

City Solicitor: "Mr. President, I move approval."

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed NAY. The motion carries. The routine agenda has been adopted."

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**MINUTES****BOARDS AND COMMISSIONS**1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

Metal Men LLC	\$ 1,500,000.00
Trison Construction, Inc.	\$ 8,000,000.00
Yugen, LLC	\$ 1,260,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

Mott MacDonald, LLC	Engineer
O'Brien & Gere Engineers, Inc.	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and architects and engineers for the listed firms.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4688 - 4689

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$206,259.00 1 <sup>st</sup> Comm. EDF	9910-910063-9600 Constr. Res. Lexington Market	
132,825.81 <u>2<sup>nd</sup> Parks EDF</u>	9910-910063-9600 Constr. Res. Lexington Market	
<b>\$339,084.81</b>	-----	9910-905360-9601 Lexington Market Improvements

This transfer will provide funds to Lexington Market, Inc. for reimbursement of construction/architectural designs, construction details, determining structural viability, schematics, site surveys, subsurface exploration, massing studies associated with the renovations and upgrades at Lexington Market.

Baltimore City Convention Center

2. \$600,000.00 Other Fund Revenue	9953-912015-9535 BCC MSA Unallocated	
375,655.00 <u>General Funds</u>	" "	
<b>\$975,655.00</b>	-----	9953-928025-9534 Kitchen Renovations

This transfer will provide funds for replacing and installing the food service equipment at the Convention Center. The kitchen equipment is mandatory for safe handling and storage

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City Convention Center - cont'd</u>		
of food. The current equipment is older than its useful life and it needs to be replaced. The food service is a major revenue source for the Convention Center; improper handling of food could lead to liabilities or decreased revenues.		

Department of Public Works

3. <b>\$50,000.00</b>	9956-907624-9549	9956-908653-9551-3
Wastewater	Rehab Program-	Design & Study
Revenue	Herring Run	
Bond		

This transfer will cover costs of SC 956, Improvements to Herring Run Sewershed advertisements.

Department of Recreation and Parks

4. <b>\$15,000.00</b>	9938-905123-9475	9938-906123-9474
General Fund	Robert C. Marshall	Robert C.
	(Reserve)	Marshall (Active)

This transfer will provide funds to cover the costs associated with topographic survey and design services for Robert C. Marshall Field.

**MINUTES**

Fire Department - Payment of Back Wages

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the payment of back wages for Mr. Daniel Kohner for the period April 10, 2018 through September 10, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$15,585.23 - Amount Mr. Kohner would have earned 4/10/18-9/10/18.  
4,728.18 - Amount earned outside of City employment for period  
4/10/18-9/10/18.  
**\$10,857.05** - 1001-000000-3191-308700-601061 (Amount due)

**BACKGROUND/EXPLANATION:**

On April 10, 2018, Mr. Daniel Kohner was terminated by the Fire Department. He appealed this decision through the Civil Service Commission (CSC). It was determined by the CSC that Mr. Kohner be reinstated and that he receive a retro payment from the date of termination April 10, 2018 through the date of the determination, September 10, 2018, less any amount earned outside of City employment.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the payment of back wages for Mr. Daniel Kohner for the period April 10, 2018 through September 10, 2018.

**MINUTES**

Fire Department - Payment of Back Wages

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the payment of back wages for Mr. Antonio V. DiLeonardi for the period October 26, 2017 through August 2, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$51,528.12 - 1001-000000-2121-264000-601061

**BACKGROUND/EXPLANATION:**

In a hearing with the Civil Service Commission (CSC), it was determined that Mr. DiLeonardi be reinstated. In addition to the reinstatement, Mr. DiLeonardi must receive retro pay. Mr. DiLeonardi was terminated by the Fire Department on October 26, 2017.

On August 2, 2018, the CSC upheld its previous determination that the Fire Department appealed, and granted return to employment after termination and retro pay for the period October 26, 2017 through August 2, 2018 (date of the decision).

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the payment of back wages for Mr. Antonio V. DiLeonardi for the period October 26, 2017 through August 2, 2018.

## MINUTES

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is July 1, 2018 through December 31, 2018, unless otherwise indicated.

1. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC.** **\$393,995.00**

Account: 1001-000000-3572-772800-603051

The Volunteers of America Chesapeake, Inc. will use the funds to operate the "Bridge Housing" transitional housing project for up to 40 homeless men and women. Funds will be used to cover facility rent, personnel, facility repairs, utilities, furnishing, client emergency needs, food, and shelter supply expenses.

The agreement is late because of a delay in budget negotiations with Volunteers of America Chesapeake, Inc.

**MWBOO GRANTED A WAIVER.**

2. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC.** **\$188,394.00**

Account: 1001-000000-3572-772800-603051

The Volunteers of America Chesapeake, Inc. will use the funds to operate a rapid rehousing project for up to 20 homeless men and women. The project will provide clients with case management services, assistance with locating and securing permanent housing units, and rental assistance. Funds will be used to cover personnel costs, program operating expenses, client rental assistance, and administrative expenses.

The agreement is late because of a delay in receiving the federal grant award notice.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

MOHS - cont'd

3. **PROJECT PLASE, INC.** **\$70,478.00**

Account: 4000-407017-3572-756101-603051

Project PLASE, Inc. will use the funds to provide supportive services to ten formerly homeless individuals. Clients served in this program are individuals struggling with chronic mental illness, substance abuse and HIV/AIDS. The period of the agreement is October 1, 2018 through September 30, 2019.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Provider Agreements.

**MINUTES**

Police Department - Intergovernmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Intergovernmental Agreement with the Circuit Court of Baltimore City. The period of the agreement is October 1, 2018 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$135,000.00 - 4000-421819-2255-793400-603026

**BACKGROUND/EXPLANATION:**

On August 15, 2018, the Board approved and authorized a grant award for the "Jag 13" grant, Award 2017-DJ-BX-0314. A portion of the funds was allocated to the Circuit Court of Baltimore. The Circuit Court will utilize the funds to support crime reduction and deterrence by offering crime prevention programs in the community, in addition to developing community services opportunities and support for offenders.

The Intergovernmental Agreement is late because of the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with the Circuit Court of Baltimore City.

**MINUTES**Police Department - Grant Award**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the "Domestic Violence Witness/Liaison Award VAWA-2018-0002. The period of the grant award is October 1, 2018 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$ 94,939.00	- 4000-405019-2021-667600-607004	Grant Funds
31,647.00	- 1001-000000-2042-220000-601062	Cash Match
<b>\$ 126,586.00</b>		

**BACKGROUND/EXPLANATION:**

The Baltimore Police Department's Domestic Violence/Witness Liaison Program assists in developing and implementing strategies specifically intended to provide assistance to domestic violence victims in the City of Baltimore. The program strives to heighten the provision of law enforcement and provide services to victims of domestic violence as they progress within the criminal justice system. Program funds provide personnel, specifically three contractual positions to serve as Domestic Violence Victim/Witness Liaisons, and overtime specifically for service of domestic warrants by sworn personnel. They will provide a coordinated and structured response to reduce occurrences of domestic violence in Baltimore City.

This request is late because the award documents were recently received.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

**MINUTES**

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the "Domestic Violence Witness/Liaison Award VAWA-2018-0002.

**MINUTES**

Police Department - Ratify Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify a Grant Adjustment Notice (GAN) for a grant award from the United States Department of Justice. The GAN will extend the period of the award through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved acceptance of a grant for JAG XI, award number 2015-DJ-BX-0281, in the amount of \$693,488.00. The period of this award was October 1, 2014, through September 30, 2018. This no cost time extension extends the period of the award through September 30, 2019.

The City of Baltimore will utilize the award funding to continue supporting crime reduction and prevention strategies. Additionally, the grant funding will enable the Police Department to aim to reduce violent crime while continuing the commitment to community-based crime prevention programs.

This request is late because the GAN was recently received.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board ratified the Grant Adjustment Notice for a grant award from the United States Department of Justice.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4699 - 4703

The EWO was reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

**MINUTES****EXTRA WORK ORDERS**

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext. Compl.</u>

Department of Public Works/Office  
of Engineering and Construction

1. EWO #006, \$134,536.00 - WC 1190, Montebello Filtration  
Plant 1 Improvements - Electrical Distribution  
\$12,083,000.00    \$ 415,330.00    The Whiting-Turner    211    72  
Contracting Co.,    days  
Inc.

The Office of Engineering & Construction (OEC) requests Proposed Change Order (PCO) approval for an additional 211 calendar days for WC 1190. While excavating for the generator equipment pad, an old buried structure was found. After the investigation, it was determined that it was the Roundhouse foundation built in 1911 and demolished in the 1960's. The Design Engineer, Whitman, Requardt & Associates, LLP (Whitman) did not show the foundation on the drawings. Subsequent discussions with Whitman, Environment Services, the Plant Personnel, and Construction Management took place. It was agreed to move the equipment from the old foundation to preserve the integrity of the Montebello-Cromwell finished water tunnel that is directly underneath the Roundhouse foundation. We concluded that placing a fuel tank over the tunnel was risky; as well, vibration caused by the demolishing of the foundation walls for the duct banks and vaults could jeopardize the integrity of the tunnel as well. The OEC directed Whitman to redesign the generator, fuel tank, load bank and primary switchgear of the Roundhouse foundation at no additional cost-to the City.

**MINUTES****EXTRA WORK ORDERS**

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext. Compl.</u>

Department of Public Works/Office  
of Engineering and Construction - cont'd

Moreover, the OEC put Whitman on notice that the OEC alleges that Whitman's failure to show the foundation on the drawings was a design omission and the City will seek compensation from Whitman for the additional construction costs that resulted from the omissions. The work delay caused by the discovery of the foundation was reviewed by the Project Controls Office and found that the 211-day time extension is justified. Per the Time Impact Analysis (TIA) review report, the generator pad issue is an unforeseen condition that required a redesign, and had an impact on the schedule. The first 140 days of delay is considered concurrent with the contractor switchgear delays, and therefore granted as non-compensable. The remaining 71 days to complete the additional work may be granted as compensable. The contractor has disagreed with this assessment and is pursuing a division head hearing for more compensation. The Whiting Turner Contracting Co., Inc. feels that they are entitled to a 266-day time extension due to the delays of the project. The contractor wants this time extension to be all compensable which would make the cost of this time extension \$504,000.00. The City will pay only for 71 compensable days and will add 140 days as non-compensable time to the project schedule. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MINUTES

EXTRA WORK ORDERS

Contract	Prev. Apprvd.		Time	%
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>

Department of Public Works/Office  
of Engineering and Construction - cont'd

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The goals assigned to the original agreement are 28% for MBE and 8.1% for WBE.

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 23, 2018.**

- 2. EWO #002, \$ 0.00 - WC 1302, O/C Carbon Fiber Reinforced Polymer Large Water Main Repairs

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- \$ 2,730,570.00 \$ 0.00 Structural Preservation Systems, LLC 1 Year 13.540

The Office of Asset Management is requesting a 365-day non-compensable time extension for WC 1302, On-Call Carbon Fiber Reinforced Polymer Large Water Main Repairs. This project is necessary for the City to be able to quickly mobilize a contractor for repairing Prestressed Concrete Cylinder Pipe (PCCP) main inspections and condition assessments. The services provided under this contract are critical to the Office of Asset Management to be able to deal with emergencies in the water distribution system, such as an imminent catastrophic break on a large diameter Prestressed Concrete Cylinder Pipe Main. The City reserves the right to extend this contract for two additional terms of one year each. Under this change order, the City is exercising the second time extension, which will increase the completion date of the contract by 365 days. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MINUTES

**EXTRA WORK ORDERS**

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Ext.</u>	<u>Compl.</u>

Department of Public Works/Office of Engineering and Construction - cont'd

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The goals assigned to the original agreement are 0% for MBE and 0% for WBE.

**MWBOO FOUND VENDOR IN COMPLIANCE ON SEPTEMBER 11, 2018.**

Department of Transportation

3. EWO #002, \$	0.00	- TR 17015, Resurfacing Highways at		
<u>Various Locations, Northeast Sector I</u>				
\$ 2,538,225.00	\$	0.00	P. Flanigan &	240 93.33
			Sons, Inc.	

The Department of Transportation, Engineering and Construction Division is requesting authorization to provide a 240-day non-compensable time extension. The extra time is needed to complete the ongoing work on 28<sup>th</sup> Street, which was one of the original locations scheduled for this contract. The work was delayed due to the Department of Public Works' ongoing water main work, which was scheduled to be completed in October. The Board approved one previous time extension for a total of 180 days, which included a completion date of October 08, 2018.

This second request for a time extension will result in a new completion date of June 05, 2019.

**MBE/WBE PARTICIPATION:**

The contract has a goal of 22% for MBE and 8% for WBE.

**MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 10, 2018.**



**MINUTES**

Health Department - Expenditure of Funds for  
Transportation Subsidy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City. The expenditure period is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$252,752.00 - 1001-000000-3024-750700-603041

**BACKGROUND/EXPLANATION:**

Approval of this request will allow the Department to support Senior Centers (Centers) located in Baltimore City by subsidizing their transportation program services. This enables the Centers to transport their senior participants to and from the Centers and to special events and activities throughout the City.

The Department will subsidize transportation funding for the following Senior Centers: Action-in-Maturity, Allen Center Board, Inc., Department of Recreation & Parks, Forest Park Senior Center, Inc., Govans Ecumenical Development Corporation (GEDCO)/Harford Senior Center, and Greenmount Senior Center, Inc.

The Expenditure of Funds for Transportation Subsidy is late because the Department recently received the award.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City.

**MINUTES**Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements and amendment to agreement. The period of the Agreement is July 1, 2018 through June 30, 2019, unless otherwise indicated.

AGREEMENTS

1. **VICTOR A. FERRANS, M.D.** **\$ 20,000.00**

Account: 4000-425519-3110-306700-603018

Dr. Ferrans will provide comprehensive reviews and complete the Pre-Admission Screening and Resident review (PASRR) certification on each evaluation conducted by the Adult Evaluation and Review Services (AERS) multi-disciplinary team and/or the clients private physicians and/or nursing home professional staff for clarification of mental health treatment plan/needs; and at the request of the AERS team, provide an on-site psychiatric evaluation of nursing home residents.

2. **UNIVERSITY OF MARYLAND, BALTIMORE COUNTY** **\$ 77,300.00**

Account: 1001-000000-3150-790400-603051

The Department's Office of Public Health Preparedness and Response (OPHPR) has worked with the University of Maryland Baltimore County (UMBC's) Emergency Health Services Program (EHS) through graduate student internships and advising on health hazard vulnerability assessments. The UMBC's EHS's program focus on emergency medical services and disaster health services matches with the mission of OPHPR to prepare for and respond to public health emergencies.

The UMBC EHS will provide the services of a UMBC EHS Professional with involvement of the UMBC Project Advisor, to

**MINUTES**Health Department - cont'd

assist in advancing the Department's public health emergency response capacity by developing reference materials, checklists, and protocols that improve public health preparedness, developing and implementing Zika response activities, conducting weather and biosurveillance activities, and other preparedness and response initiatives under the direction of the Department's OPHPR Director.

The agreement is late because revisions to the agreement delayed processing.

**MWBOO GRANTED A WAIVER.**

3. **PROJECT PLASE, INC. \$342,248.00**

Account: 5000-569719-3023-273358-603051

Project PLASE, Inc., will provide limited short-term assistance to support emergency, temporary or transitional housing to enable a client or family to gain and maintain outpatient/ambulatory health services. Housing related referral services include assessment, search placement advocacy, and the fees associated with these services.

This Agreement is late because the State of Maryland Department of Health and Mental Hygiene's prevention and Health Promotion Administration programmatically manages State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

4. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.**      **\$ 25,000.00**

Account: 5000-569719-3023-273302-603051

The AIDS Interfaith Residential Services, Inc. will provide clients with food items and/or gift cards that can be used to purchase food, and deliver hot meals to home bound and medically fragile HIV positive clients.

This Agreement is late because the State of Maryland Department of Health and Mental Hygiene's prevention and Health Promotion Administration programmatically manages State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

5. **HOME OF TENDER CARE, LLC**      **\$ 15,600.00**

Account: 5000-534019-3254-767800-607001

6. **BEST CARE ASSISTED LIVING, LTD**      **\$ 15,600.00**

Account: 5000-534019-3254-767800-607001

7. **CARING FOR YOU ASSISTED LIVING, LLC**      **\$ 31,200.00**

Account: 5000-534019-3254-767802-607001

These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program. They will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The senior assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

**MINUTES**

Health Department - cont'd

The agreements are late because the Department was waiting for information and signatures from the providers.

AMENDMENT TO AGREEMENT

8. **HEALTH MANAGEMENT ASSOCIATES** **\$75,030.00**  
**OF MARYLAND, INC.**

Account: 1001-000000-3001-568000-603051

On August 15, 2018, the Board approved the original agreement in the amount of \$10,000.00 for the period of July 1, 2018 through April 30, 2019.

The Consultant will provide additional services to assist the Department in establishing Affordable Health Care quality management and improvement measures, standard operating procedures, and partnerships agreements. The Consultant will assist in hiring, training, coaching quality management and improvement interns and staff, as well as quality leads from partner organizations.

The Consultant will also assist the Department with preparing for meetings and site visits with the Centers for Medicare and Medicaid Services, and provide external review reports and materials before external dissemination. This amendment will make the total agreement amount \$85,030.00.

The Amendment to Agreement is late because of the delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and the amendment to agreement.

**MINUTES**

Department of General Services - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Agreement with the Housing Authority of Baltimore City (HABC). The period of the Memorandum of Agreement is October 1, 2018 through September 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The HABC has requested access to the City's fuel facilities and fuel supply via the Department's Fleet Management Division. The HABC has agreed to compensate the City via the Faster Monthly Billing Module.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement with the Housing Authority of Baltimore City.

**MINUTES**

Department of Housing and                    - Grant Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Agreement with The Maryland Department of Housing and Community Development, Maryland Energy Assistance Program (MEAP). The performance period of the Grant Agreement is the date the Grant Agreement is fully executed through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$130,000.00 - 5000-585919-5971-439500-787800

**BACKGROUND/EXPLANATION:**

The Maryland Department of Housing and Community Development has designated the DHCD as the Local Weatherization Agency for the federal Weatherization Assistance Program and the state's EmPOWER Maryland program. The DHCD receives MEAP funds from the Maryland Department of Human Resources, and then provides the City of Baltimore with funding for emergency heating system repair and replacement services to low-income families. The DHCD is providing the City of Baltimore with \$130,000.00 under this grant agreement to meet the heating system needs of weatherization program clients.

**MBE/WBE PARTICIPATION:**

N/A

The goals that were set for the Request for Bids for the Residential Energy Conservation Program in August of 2015 were 27% MBE and 4% WBE.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Agreement with The Maryland Department of Housing and Community Development, Maryland Energy Assistance Program.

**MINUTES**Department of Transportation - Minor Privilege Permit  
Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 5406 Harford Road	Hokendo, LLC	Two single face electric signs 14' x 4' each
		\$1,780.08 - Flat Charge
2. 5113 Roland Avenue	5114 Roland Avenue, LLC	A-Frame sign 62" x 30"
		\$ 52.80 - Flat Charge

UPON MOTION duly made and seconded, the Board approved the Minor Privilege Permit Applications.

**MINUTES**

Department of Transportation - Developer's Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Developer's Agreement with Federal Hill Apartments Owner, LLC.

**AMOUNT AND SOURCE OF FUNDS:**

\$950,906.00

**BACKGROUND/EXPLANATION:**

Federal Hill Apartments Owner, LLC, is in the process of constructing a new apartment building. The apartments will have an address of 501 E. Cross Street. The Developer would like to install water services and water meters to their new building. This agreement will allow the Developer to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$950,906.00 has been issued to Federal Hill Apartments Owner, LLC, who assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for the project. Therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement with Federal Hill Apartments Owner, LLC.

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 2 to Wallace, Montgomery & Associates under Project 1257 On-Call Conduits Infrastructure Design Services. The period for this Task assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$1,110,475.30 - 9962-906072-9562-900000-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for construction management support services to the Conduits Division. The scope of services will include the services of a Construction Project Supervisor I, Public Works Inspector II, and Public Works Inspector III. The scope of work includes, but is not limited to 1) overall project coordination and sub-consultant management, 2) attend construction kickoff meetings, 3) consult with technical staff, contractors, and other City agencies to expedite the completion of contracted construction for conduit infrastructure within multiple construction contracts, 4) supervise the field inspection of projects including assign and review work, train, evaluate work performance, and provide technical guidance, and 5) perform daily inspections and inspector daily reports, mainly provided by the sub-consultants.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 27 of the Baltimore City Code and MBE/WBE goals established in the original agreement.

**MBE:** 27%

**WBE:** 10%

**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

The Consultant has met the 27% MBE goals on this task. There is no WBE goal on this task. However, there remains enough capacity to meet the goal.

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$1,110,475.30	9962-932007-9563	9962-906072-9562-5
Other	Construction	Inspection Conduit
	Reserve - Conduit	Facilities Management
	Construction	Services

This transfer will fund the costs associated with Task No. 2 on Project 1257, On-Call Conduits Infrastructure Design Services.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 2 to Wallace, Montgomery & Associates under Project 1257 On-Call Conduits Infrastructure Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.



MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board,  
UPON MOTION duly made and seconded,  
awarded the formally advertised contract  
listed on the following page:

4719

to the low bidder meeting the specifications,  
or rejected bids on those as indicated  
for the reasons stated.

The Transfer of Funds was approved  
SUBJECT to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works

- |    |   |                        |              |
|----|---|------------------------|--------------|
| 1. | SC 950R, Caroline Street Stormwater Pumping Station Upgrade | Metra Industries, Inc. | \$893,000.00 |
|    | <b>MBE:</b> Native Sons, Ltd.                               | \$98,500.00            | 11.03%       |
|    | <b>WBE:</b> R&R Contracting Utilities, Inc.                 | \$18,000.00            | 2.01%        |

TRANSFER OF FUNDS

2.	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
	<b>\$964,440.00</b>	9956-923025-9549	9956-904549-9551-6
	Wastewater Revenue Bond	Caroline Street Pumping Station	Construction

This transfer will cover costs of SC 950R, Caroline Street Stormwater Pumping Station Upgrade.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

## 1. BRENNTAG NORTHWEST

LLC	\$ 200,000.00	Renewal
Contract No. B50004779 - Hydrogen Peroxide for Wastewater Treatment Plants - Department of Public Works - Wastewater Facilities - P.O. No. P537510		

On November 9, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained four 1-year renewal options. On September 20, 2017, the Board approved the first renewal in the amount of \$200,000.00. This second renewal in the amount of \$200,000.00 is for the period November 15, 2018 through November 14, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On September 15, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## 2. EMSL ANALYTICAL,

INC.	\$ 13,119.00	Renewal
Contract No. B50004825 - Giardia and Cryptosporidium Analyses - Department of Public Works, Water and Wastewater Maintenance Division - P.O. No. P537687		

On November 29, 2016, the City Purchasing Agent approved the initial award in the amount of \$13,881.00. The award contained three 1-year renewal options. On October 6, 2017, the City Purchasing Agent approved the first renewal in the amount of \$11,000.00. This second renewal in the amount of \$13,119.00 is for the period December 1, 2018, through November 30, 2019,

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The award amount was below the MBE/WBE subcontracting threshold of \$50,000.00. On September 15, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

3. RACE-PACE INCORPORATED  
BALTIMORE \$ 25,000.00 Renewal  
Contract No. B50004810 - Maintenance and Repair of Bicycles -  
Baltimore Police Department - P.O. No. P537770

On December 8, 2016, the City Purchasing Agent approved the initial award in the amount of \$15,557.43. The award contained two 1-year renewal options. This first renewal in the amount of \$25,000.00 is for the period December 8, 2018 through December 7, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable.

4. RAND WORLDWIDE  
SUBSIDIARY, INC.  
d/b/a IMAGINiT TECHNOLOGIES \$ 29,500.00 Renewal  
Contract No. 08000 - Archibus Maintenance and Support Agreement  
- Department of General Services - P.O. No. P527708

On June 4, 2014, the Board approved the initial award in the amount of \$29,400.00. The award contained five 1-year renewal options. Subsequent actions have been approved and three renewal options have been exercised. This fourth renewal in

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

the amount of \$29,500.00 will provide the required maintenance and support for the Archibus system, which coordinates building maintenance, renovations and construction projects for various City facilities. The period of the renewal is November 1, 2018 through October 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement.

5. T.E.A.M. SERVICE CORPORATION  
OF NEW YORK  
THE ELECTRIC MOTOR REPAIR  
COMPANY

\$1,000,000.00

Increase

Contract No. B50004670 - Repair and Maintenance Services for Electrical Motors up to 300 H.P. - Departments of Public Works, General Services, Transportation and others - P.O. Nos. P537114 and P537115

On September 28, 2015, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. This increase in the amount of \$1,000,000.00 is needed to continue to repair and maintenance services for electric motors. This increase will make the award amount

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

\$2,000,000.00. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 29, 2016, MWBOO set goals at 4% MBE and 2% WBE. On August 6, 2018, MWBOO found T.E.A.M. Services Corporation in compliance. On October 18, 2018, MWBOO found The Electric Motor Repair Company in compliance.

T.E.A.M. Service Corporation of New York

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Personal Electric, LLC	4%	\$16,744.70	4.09%
<b>WBE:</b> Oelmann Electric Supply Co., Inc.	2%	\$ 6,151.21	0.53%
Robnet, Inc.		\$ 2,172.15	0.53%
Fireline		\$ 406.24	0.01%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

The Electric Motor Repair Company

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Roane's Rigging & Transfer Co.	4%	\$ 0.00	0.00%
<b>WBE:</b> Horton Mechanical Contractors, Inc.	2%	\$ 0.00	0.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

- |   |              |             |
|---|--------------|-------------|
| 6. GEIGER PUMP &<br>EQUIPMENT COMPANY   | \$ 42,400.00 | Sole Source |
| Contract No. 08000, KBS Pumps - DPW, Waste Water Facilities -<br>Req. No. R795525 |              |             |

The vendor is the manufacturer's sole authorized source of these products, which must be compatible with currently installed equipment at the water treatment plants.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is not applicable. This award meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

- |   |              |             |
|---|--------------|-------------|
| 7. WESCAM, INC.   | \$ 42,415.22 | Sole Source |
| Contract No. 08000, Wescam Helicopter Camera Repair - Baltimore<br>Police Department - Req. No. R804294 |              |             |

The vendor is the manufacturer's sole authorized source of these products, which are currently installed in all Baltimore City Police helicopters. This is a one-time purchase. The above amount is the City's estimated requirement. However, the vendor will supply the City's entire requirement, be it more or less. The period of the award is September 18, 2018 through September 17, 2019. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

- |    |   |                     |                    |
|----|---|---------------------|--------------------|
| 8. | <u>PROMEGA CORPORATION</u>  | <u>\$411,771.00</u> | <u>Sole Source</u> |
|    | Contract No. 08000, DNA Consumables and Kits - Baltimore Police Department - Req. No. R803942 |                     |                    |

The vendor is the manufacturer's sole authorized source of these reagents and consumables for DNA analysis, which must be compatible with currently installed equipment at the forensic laboratories in the Police Department. The period of the award is November 7, 2018 through November 6, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

available from the distributor, and are not available from subcontractors.

- |   |              |           |
|---|--------------|-----------|
| 9. WEST PUBLISHING CORPORATION  | \$ 55,746.00 | Extension |
| Contract No. 08000 - Investigative Resource Software for Law Enforcement - Baltimore Police Department - P.O. No. P545347 |              |           |

On September 26, 2018, the Board approved the initial award in the amount of \$74,328.00. An extension in the amount of \$55,746.00 is necessary to provide for the continuation of software services for the Police Department while a new agreement is approved by the Law Department. The current contract expires on November 30, 2018. The period of the extension is December 1, 2018 through April 30, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to the Contracts and the Extension. The Comptroller **ABSTAINED** on item no. 5.

**MINUTES**Department of Human Resources - Personnel Matter

The Board is requested to approve the Personnel matter below:

Department of Real Estate

	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>GUY THOMAS JACOBS</b>	\$32.88	<b>\$39,456.00</b>

Account: 1001-000000-1320-158100-101009

Mr. Jacobs, a retiree, will continue to work as a Contract Services Specialist I. He will prepare appraisal reports; review and evaluate appraisals of independent appraisers; prepare financial models such as cash flow projections, anticipate returns on investment; perform analysis on income and expense projections for City financed development projects; determine fair market value for sales and rental rates, analyze and evaluate Tax Increment Financing, Payments in Lieu of Taxes, Low Income Housing Tax Credits, and other atypical financing methods. The period of the agreement is effective upon Board approval for one year.

**THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**

UPON MOTION duly made and seconded, the Board approved the above-listed Personnel matter.

**MINUTES**

Department of Real Estate - Renewal of License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Renewal of License Agreement with University of Maryland Baltimore County (UMBC), Licensee, for the rental of a portion of the property known as 3301 Waterview Avenue for the use of 12% of space in lower level, containing 36 seats and rowing related equipment. The period of the License Agreement Renewal is November 16, 2018 through November 15, 2019 with the no options remaining.

**AMOUNT OF MONEY AND SOURCE:**

\$1,800.00

**BACKGROUND/EXPLANATION:**

On October 4, 2017, the Board approved the License Agreement for the period of November 16, 2016 through November 17, 2017. The first renewal option for the period of November 18, 2017 through November 15, 2018 was approved on November 15, 2017.

All other rentals, conditions and provisions of the License Agreement dated October 4, 2017, will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the Renewal of License Agreement with University of Maryland Baltimore County, Licensee, for the rental of a portion of the property known as 3301 Waterview Avenue for the use of 12% of space in lower level, containing 36 seats and rowing related equipment.

## MINUTES

Department of Real Estate - Amendments and Third Renewals to  
Inter-departmental Lease Agreements

The Board is requested to approve and authorize execution of the Amendment and the Third Renewal of Inter-departmental Lease Agreements between the Department of General Services, Landlord and the Baltimore Police Department, Tenant for the below-listed locations. The period of the lease renewal is July 1, 2018 through June 30, 2019, unless otherwise indicated.

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
1.	601 E. Fayette St. Headquarters Building	\$351,078.33	\$ 4,212,940.00

Account: 1001-000000-2041-716600-603096

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016 for the rental of property located at 601 E. Fayette Street consisting of 319,857 sq. ft. On June 29, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This amendment increases the square footage to 414,267 sq. ft.

2.	601 E. Fayette St. Headquarters Annex Building	\$ 79,957.58	\$ 959,491.00
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Account: 1001-000000-2041-716600-603096

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016 for the rental of property located at 601 E. Fayette consisting of 95,298 sq. ft. On June 29, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This amendment increases the square footage to 129,919 sq. ft.

## MINUTES

Department of Real Estate - cont'd

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
3.	411 Holliday St. Police Department Mounted Police	\$ 26,844.50	\$ 322,134.00

Account: 1001-000000-2041-716600-603096

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016 for the rental of the property located at 411 Holliday consisting of 10,467 sq. ft. On June 29, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal for the period July 1, through June 30, 2018. This amendment increases the square footage to 11,015 sq. ft.

4.	3101 Swann Drive K-9 Unit	\$ 2,018.42	\$ 24,221.00
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Account: 1001-000000-2041-716600-603096

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016 for the rental of the property located at 3101 Swann Drive consisting of 2,866 sq. ft. On June 29, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2017. This amendment decreases the square footage to 2,644 sq. ft.

The Landlord will be responsible for maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and for all utilities. The Tenant will be responsible for the cost of improvements, providing equipment for Tenant operations, telephone and computer services and providing security to the lease premises.

**MINUTES**

Department of Real Estate - cont'd

All other rentals, conditions and provisions of the original Lease Agreement will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment and the Third Renewal of Inter-departmental Lease Agreements between the Department of General Services, Landlord and the Baltimore Police Department, Tenant for the foregoing locations.

**MINUTES**Space Utilization Committee - Inter-departmental Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Inter-departmental Lease Agreement between Department of Recreation and Parks, Landlord and the Baltimore City Police Department, Tenant, for the rental of a portion of the property known as 3201 Boston Street, consisting of 3,671 sq. ft. on the first floor. The period of the Interdepartmental Lease Agreement is July 1, 2018 through June 30, 2019, with the option to renew for five one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$20,472.00	\$1,706.83

Account Number: 1001-000000-2617-197500-603096

**BACKGROUND/EXPLANATION:**

The leased premises will be used by the Tenant for administrative offices.

The Landlord is responsible for interior & exterior of the building including: foundations, roof, walls, gutters downspouts, maintenance & repairs of HVAC systems, providing heat & air conditioning (not individual window ventilation systems) except for damaged caused by sole negligence of the Tenant, employees, guests, agents, and contractors. The Landlord is also responsible for janitorial maintenance.

The Tenant accepts premises in its existing condition; Tenant will not make any alterations, additions, or improvements without the Landlord's written consent, will provide all equipment including refrigerators or any other kitchen appliances, telephone and computer services, placing debris into trash receptacles; keeping

**MINUTES**Space Utilization Committee - cont'd

common break room free of debris that cause infestation of insects and/or rodents, keeping entrance, passageways areas clean and orderly condition free of Tenant's equipment and furniture; which shall not impede ingress and egress.

The Space Utilization Committee approved this Lease Agreement on October 16, 2018.

The Inter-departmental Lease Agreement is late coming to the Board due to the administrative process.

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-departmental Lease Agreement between Department of Recreation and Parks, Landlord and the Baltimore City Police Department, Tenant, for the rental of a portion of the property known as 3201 Boston Street, consisting of 3,671 sq. ft. on the first floor.

**MINUTES**

Fire and Police Employees' - Subscription Agreement  
Retirement System (F&P)

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the F&P to approve a Subscription Agreement for its investment in the Capstone Equity Replacement Fund, (Cayman) Ltd. managed by Capstone Investment Advisors, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000,000.00 - (approximately) of F&P funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The F&P Board of Trustees conducted a search for a risk premia investment strategy hedge fund manager and, as a result of that search, selected Capstone Investment Advisors, LLC to initially receive and invest \$20 million of F&P funds in its Capstone Equity Replacement Fund (Cayman), Ltd. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the Subscription Agreement for its investment in the Capstone Equity Replacement Fund, Ltd. managed by Capstone Investment Advisors, LLC. The Comptroller **ABSTAINED**.

**MINUTES**

Fire and Police Employees' - Subscription Agreement  
Retirement System (F&P)

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the F&P to approve a Subscription Agreement for its investment in Man Alternative Risk Premia SP, managed by Man Solutions Limited.

**AMOUNT OF MONEY AND SOURCE:**

\$52,000,000.00 - (approximately) of F&P funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The F&P Board of Trustees conducted a search for a risk premia investment strategy hedge fund manager and, as a result of that search, selected Man Solutions Limited to initially receive and invest \$52 million of F&P funds in its Man Alternative Risk Premia SP. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

The Board was requested by the Board approved the Subscription Agreement for its investment in Man Alternative Risk Premia SP, managed by Man Solutions Limited. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Public Works/ - 2018 Sewer Surcharge Adjustment  
Bureau of Water and Wastewater

**ACTION REQUESTED OF B/E:**

The Board is requested to concur with an adjustment of the 2018 Sewer Surcharge assessed to the Coca Cola Bottling Co., Consolidated (CCBCC).

**AMOUNT OF MONEY AND SOURCE:**

\$412,631.03 - 2070-000000-5500-506500-402190

**BACKGROUND/EXPLANATION:**

Article 25 of the Baltimore City Code (2000 ed., as amended) grants the City the authority to assess industries a sewer surcharge for industrial waste. Industries are billed in advance each January covering the period of January 1 through December 31 of each billing year. The CCBCC was originally assessed \$548,645.56 for Calendar Year 2018. However, in an email dated September 11, 2018, the CCBCC requested that the surcharge be reconsidered as Customer Support and Services had recently adjusted the company's sewer consumption for the period of July 2016 to October 2017, to reflect credit for the water that was used in production and not discharged to the sanitary sewer.

The Bureau of Water and Wastewater agreed that reconsideration was warranted and recalculated the surcharge utilizing the credited sewer exemption data. This resulted in a revised assessment of \$136,014.53 and represents a reduction of \$412,631.03. As the CCBCC has paid the original surcharge amounts, a refund would be necessary.

The Bureau of Water and Wastewater requests that the Board concur with the decision to assess the CCBCC \$136,014.53 for Calendar Year 2018 and to refund the company \$412,631.03.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Public Works/ - cont'd  
Bureau of Water and Wastewater

UPON MOTION duly made and seconded, the Board concurred with the adjustment of the 2018 Sewer Surcharge assessed to the Coca Cola Bottling Co., Consolidated.

**MINUTES**

Department of Public Works/Office - Release of Retainage  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement with Metra Industries, Inc. for SC 890 Quad Ave Wastewater Pumping Station & Force Main.

**AMOUNT OF MONEY AND SOURCE:**

\$263,677.93 - 9956-904754-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of February 21, 2018, Metra Industries, Inc. has completed 100% of all work for Sanitary Contract No. 890. The Contractor has requested a Partial Release of Retainage for \$263,677.93. Currently, the City is holding \$376,682.75 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$113,004.82.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with Metra Industries, Inc. for SC 890 Quad Ave Wastewater Pumping Station & Force Main.

**MINUTES**

Department of Public Works/Office - Partial Release of Retainage  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with Spiniello Companies for Water Contract No. 1366 - Urgent Need Water Infrastructure Rehabilitation.

**AMOUNT OF MONEY AND SOURCE:**

\$229,015.50 - 9960-910146-9557-000000-200001

**BACKGROUND/EXPLANATION:**

As of June 13, 2018, Spiniello Companies has completed 55% of all work for WC 1366 - Urgent Need Water Infrastructure Rehabilitation. The Contractor has requested a Partial Release of Retainage for \$229,015.50. Currently, the City is holding \$327,165.00 in retainage for the reference project and the contractor is requesting to reduce the amount of retainage to \$98,149.50.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with Spiniello Companies for Water Contract No. 1366 - Urgent Need Water Infrastructure Rehabilitation.

**MINUTES**

Department of Public Works/Office - Ratify Amendment  
of Engineering and Construction No. 2 Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Amendment No. 2 to Agreement with O'Brien & Gere Engineers, Inc., under SC 921, Wastewater Engineering Services for Improvements to the Gwynns Falls Sewershed Collection System - Area B. This Amendment No. 2 to Agreement will extend the period of the agreement through August 15, 2019 or until the upset limit is reached, which occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

The project is to provide engineering services for the Gwynns Falls Sewershed Collection System to comply with Paragraph 9 of the Consent Decree as part of Project 1149 (SC 921). The project involves the design of improvements recommended by the Gwynns Falls Sewershed Study and Sewershed Plan, Project 1032.

The Department is requesting ratification of Amendment No. 2 to Agreement because this contract will complete the design for the Consent Decree projects mandated by U.S. Environmental Protection Agency. During the early stages of design, there were numerous basement backup incidents in the project area. Therefore, the City directed the Design Consultant to perform additional engineering services to add capacity to the Powder Mill Run Interceptor. Later, the City decided to add the stream restoration work at the same location of the project for cost-effective purposes.

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

The additional scope of work required additional time to complete the design to comply with the Consent Decree requirements and no additional cost is required. The current expiration date was August 15, 2018 and the new expiration date is August 15, 2019. This Amendment No. 2 to Agreement is within the original scope of work and was requested by the Department.

The scope of the original agreement includes a condition assessment, preliminary and final design for replacement sewers, point repairs, rehabilitation of sewers using Cured in Place Pipe lining, heavy cleaning of sewers, locating/opening/inspection of manholes, and replacement/rehabilitation of sanitary sewers and manholes within the Gwynns Falls Sewershed.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 9% WBE goals established in the original agreement.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THE NO-COST TIME EXTENSION.**

Upon Motion duly made and seconded the Board ratified the Amendment No. 2 to Agreement with O'Brien & Gere Engineers, Inc., under SC 921, Wastewater Engineering Services for Improvements to the Gwynns Falls Sewershed Collection System - Area B.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF THE B/E:**

The Board is requested to approve the assignment of Task No. 001 with EA Engineering, Science and Technology, Inc. under Project 1272E in accordance with their proposal dated August 17, 2018. The period of the Task Assignment is three years.

**AMOUNT OF MONEY AND SOURCE:**

\$697,354.38 - 9948-902047-9517-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting approval of Project 1272E, Task 001 - Quarantine Road Landfill Expansion Design. This request is for EA Engineering, Science and Technology, Inc. to perform professional engineering services in support of the expansion of the Quarantine Road Landfill over the adjacent Millennium Landfill managed by the Office of Engineering & Construction.

The scope of the original agreement includes: The purpose of this project is to provide On-Call Solid Waste Engineering Services related to the permit application and concept design of Quarantine Road Landfill Expansion to the Maryland Department of Environment. The scope of work includes geotechnical engineering of landfill stability, installation of monitoring wells, field sampling and evaluation of ground water analysis in the preparation of the Phase II report to the MDE, and the evaluation of alternatives for traffic and utilities that will be affected by the expansion of the landfill over Quarantine Road.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 27% and WBE goals of 10% assigned to the original agreement.

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**MWBOO FOUND CONSULTANT IN COMPLIANCE.**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works</u>		
<b>\$720,000.00</b>	9948-931012-9516	9948-902047-9517-3
2 <sup>nd</sup> Parks & Public Facilities	Quarantine Rd LF Expansion	Design

This transfer will cover the costs associated with design services for Task No. 001, under Project No. 1272E, On-Call Solid Waste Engineering Services.

Upon motion duly made and seconded the assignment of Task No. 001 with EA Engineering, Science and Technology, Inc. under Project 1272E in accordance with their proposal dated August 17, 2018. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF THE B/E:**

The Board is requested to approve the assignment of Task No. 002 with KCI Technologies, Inc. under Project 1254K, WC 1380 On-Call Environmental Services in accordance with their proposal dated December 13, 2017. The period of the Task is nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$161,035.28 - Water Revenue  
105,888.77 - Baltimore County  
**\$266,924.05** - 9960-915980-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting approval of Project 1254K, Task 002, On-Call Environmental Services. The Consultant will provide engineering and technical services for W.C. 1380-Concrete Dams, including the lower dam, Liberty Dam and Prettyboy Dam located at the corresponding reservoirs. This work will include performing site inspection of the facilities to evaluate the condition of the mechanical, electrical and structural features of the dam. The assessment will also incorporate information documented in the Maryland Department of Environment (MDE) Dam Safety reports and information gathered during site visits. The findings from this evaluation along with recommendations and cost estimates will be presented in a preliminary engineering report. This report will be prepared to address the items required in the MDE Dam Safety Inspection Report.

The scope of the original agreement includes: Providing Civil, Environmental, Structural, Process, Mechanical, Electrical, and Instrumentation and Control Engineering Services to the office of Engineering and Construction.

MINUTES

Department of Public Works/Office - cont'd  
of Engineering and Construction

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 10% WBE goals assigned to the original agreement. Currently, this On-Call agreement is not in compliance because the Consultant will have higher MBE/WBE participation in Task 005.

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$173,918.10	9960-907158-9558	
Wastewater	Dam Rehabilitation	
Revenue Bonds		
114,359.87		
<u>County Revenue</u>		
<b>\$288,277.97</b>	-----	9960-915980-9557-3
		Design & Study

This transfer will cover the costs associated with design services for Task No. 002, under Project No. 1254K - WC-1380 O/C Environmental Services.

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

Upon motion duly made and seconded the assignment of Task No. 002 with KCI Technologies, Inc. under Project 1254K, WC 1380 On-Call Environmental Services in accordance with their proposal dated December 13, 2017. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 003 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1238J (SC 987), On-Call Mechanical Engineering Services. The period of the services under Task No. 003 is approximately 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$127,364.40 - Wastewater Revenue Bonds  
270,649.35 - Baltimore County Grants  
**\$398,013.75** - 9956-913932-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction requests the study and design upgrade of SC 987 - Return Sludge Pump Station No. 2 at Patapsco Wastewater Treatment Plant. Under this proposed task, Johnson, Mirmiran & Thompson, Inc. will evaluate the improvements to the existing polymer system, ferric chloride system, waste activated sludge pumping system, return sludge pumping system, sludge injectors, architectural work, and other miscellaneous work, all within Return Sludge Pump Station No. 2.

The scope of the original agreement includes On-Call Consulting for various tasks assigned by the Office of Engineering & Construction, on an as needed basis. In addition, the scope involves mechanical consulting, engineering services for various water & wastewater facilities including treatment plants and pumping stations, and may include planning, design, and construction phase services.

MINUTES

Department of Public Works/Office - cont'd  
of Engineering and Construction

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 10% WBE goals assigned to the original agreement.

**MWBOO FOUND CONSULTANT IN COMPLIANCE.**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$137,553.55	9956-905680-9549	
Wastewater	Patapsco Return	
Revenue Bonds	Sludge No. 2	
292,301.30	" "	
<u>County Revenue</u>		
<b>\$429,854.85</b>	-----	9956-913932-9551-3 Study and Design

This transfer will cover the costs of Task No. 003, under Project No. 1238J (SC 987), On-Call Mechanical Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1238J (SC 987), On-Call Mechanical Engineering Services. The Transfer of Funds was approved, SUBJECT to the

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

**MINUTES**

Department of Planning - Baltimore City Public School System  
Capital Improvement Program for  
FY 2020-2025

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**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the report of the Planning Commission on the Baltimore City Public School System's (BCPSS) Capital Improvement Program (CIP) for FY 2020-2025.

**AMOUNT OF MONEY AND SOURCE:**

\$276,329,000.00 - FY 2020-2025 in State funding  
\$114,000,000.00 - Local General Obligation GO bonds for  
FY 2020-2025  
\$ 82,420,000.00 - FY 2020 State funding  
\$ 19,000,000.00 - Local GO bond for FY20

**BACKGROUND/EXPLANATION:**

Annually the BCPSS must submit an updated and detailed CIP for the upcoming fiscal year and the forthcoming five years to the State of Maryland. This CIP submission receives approval from the Board of School Commissioners, the City of Baltimore Planning Commission, Board of Finance, and the Board of Estimates.

On September 27, 2018, the Planning Commission approved the BCPSS CIP for FY 2020-2025.

The requested funding will complete the much larger 21<sup>st</sup> Century Schools initiative by providing funding for critical systemic improvements, such as fire alarms, HVAC systems and other urgent needs in schools that are not currently funding through 21<sup>st</sup> Century Schools. It will also allow for renovation and replacement of additional schools to take place. The Board of Estimates' support of this plan will assist the BCPSS' effort to provide enhanced learning environments and improve educational opportunities for the children of Baltimore City.

**MINUTES**

Department of Planning - cont'd

UPON MOTION duly made and seconded, the Board **NOTED** the report of the Planning Commission on the Baltimore City Public School System's Capital Improvement Program for FY 2020-2025.

**MINUTES**

Board of Finance - Baltimore City Public School System  
 Capital Improvement Program,  
 FY 2020 - 2025

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Baltimore City Public School System (BCPSS) Fiscal Year 2020-2025 Capital Improvement Program (CIP).

**BACKGROUND/EXPLANATION:**

Procedures for administration of the school capital program require that the BCPSS submit annually an updated detailed capital program for the upcoming year and ensuing five fiscal years to the State Interagency Committee on School Construction. As a condition of receiving State school construction aid, the BCPSS is required to submit the CIP by the end of November of each year.

This action requires approval of this program by the appropriate local governing body. As a condition of gaining approval of this local government, a review process has been established that includes the School Board, Planning Commission, Board of Finance, and the Board of Estimates, to serve as the means by which the Mayor will support and endorse the program.

The Board of Finance, at a scheduled meeting on October 22, 2018, considered and endorsed the FY 2020 Capital Budget totaling \$101,420,000.00 and the FY 2020-2025 CIP totaling \$390,329,000.00. Annual program distributions are as follows:

**BCPSS Fiscal Year 2020 – 2025**  
**Capital Improvement Plan (\$000)**

<b>Source/FY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Total</b>
<b>State</b>	82,420	56,338	44,664	39,280	14,140	39,487	276,329
<b>City</b>	19,000	19,000	19,000	19,000	19,000	19,000	114,000
<b>Total</b>	101,420	75,338	63,664	58,280	33,140	58,487	390,329

**MINUTES**

Board of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved the Baltimore City Public School System Fiscal Year 2020-2025 Capital Improvement Program.

**MINUTES**

Bureau of the Budget and - Grant Award and AAO No. 25  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the 2018 Port Security Grant Award from the U.S. Department of Homeland Security. The period of the Grant Award is September 1, 2018 through August 31, 2021.

The Board is further requested to approve Appropriation Adjustment Order No. 25 to transfer Federal grant funds within the Police Department from Service 621: Administration to Service 638: Marine Unit.

**AMOUNT OF MONEY AND SOURCE:**

\$297,071.00 - From: 4000-400019-667600 (Service 621)  
Administration

To: 4000-425919-197500 (Service 638)  
Marine Unit

**BACKGROUND/EXPLANATION:**

This Investment allows for the purchase of one patrol vessel that will assist the Police Department in continuing to meet the Marine Tactical Operations Group mission to support Sector Baltimore's Strategic Risk Management Plan to thwart small vessel terrorist threats. The vessels, with necessary accessories including law enforcement options, are similar to those used by members/partners within the Maryland Marine Tactical Operations Group.

This request is late because of delays in the administrative process.

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the 2018 Port Security Grant Award from the U.S. Department of Homeland Security. The Board further approved the Appropriation Adjustment Order No. 25 to transfer Federal grant funds within the Police Department from Service 621: Administration to Service 638: Marine Unit.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Sara Paraniyam	Building Healthy Equitable Communities Convening Nov. 7 - 11, 2018 Oakland, CA (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00

ChangeLab Solutions will pay the cost of airfare, ground transportation, hotel accommodations and meals during the convention for the days of November 8-9, 2018.

Ms. Paraniyam will incur the cost of travel and all expenses for the day of November 10, 2018 at her own expense. City funds will not be expended.

2. Walter Gallas	Past Forward 2018 - National Preservations Conference Nov. 13 - 24, 2018 Oakland, CA (Reg. Fee \$395.00)	Non-City Funds	\$1,039.80
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The Department is requesting the airfare cost of \$464.80, ground transportation of \$60.00, the subsistence of \$120.00 for food and incidentals, and registration cost of \$395.00.

Mr. Gallas will incur the cost of travel and all expenses for the days of November 16 - 24, 2018 at his own expense.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
3. Amanda Rodrigues -Smith	International Urban Cooperation Programme Turin, Italy Nov. 13 - 16, 2018 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00

International Urban Cooperation will pay the cost of airfare, ground transportation, hotel accommodations and meals during the Programme. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

4. Colin Tarbert	International Urban Cooperation Programme Turin, Italy Nov. 13 - 16, 2018 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00
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International Urban Cooperation will pay the cost of airfare, ground transportation, hotel accommodations and meals during the Programme. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Small, Minority &amp; Women Business</u>			
5. Myra Blanchard	ICCC National Capital Conference Nov. 12 - 13, 2018 Boston, MA (Reg. Fee \$0.00)	General Funds	\$ 691.17

The airfare cost of \$231.96, hotel cost of \$299.00 plus hotel taxes of \$43.21 have been prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Ms. Blanchard is \$117.00.

Office of Council President**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

6. John Bullock	Local Progress 2017 Conference Minneapolis, MN July 12 - 14, 2018 (Reg. Fee \$.00)	General Funds	\$ 320.51
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On July 12 - 14, 2018, Mr. John Bullock traveled to Minneapolis, MN to attend the Local Progress 2017 Conference.

This request is late because the Mr. Bullock was not certain of all charges due to the event host providing financial aid. The host covered the hotel cost and \$200.00 of the transportation cost.

The Department requests retroactive travel approval. The requested reimbursement to John Bullock is \$320.51 as follows:

## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of Council President - cont'd</u>			
\$263.79	- Transportation		
14.40	- Shuttle		
42.32	- Food		
<b>\$320.51</b>			
<u>Department of Transportation</u>			
7. Tamarisk Walters	2018 Association for Commuter Trans- portation Conference Anaheim, CA Jul. 27 - Aug. 1, 2018 (Reg. Fee \$980.00)	State Grants	\$ 3,039.22

Ms. Walters traveled to Anaheim, California on July 27 through August 1, 2018 for the Association for Commuter Transportation Conference. Ms. Walters extended her stay in California from August 1 - 3, 2018 at her own expense.

The subsistence rate for this location was \$237.00 per day. The hotel rate was \$233.00 per night, plus hotel taxes of \$34.95 per night, a tourism fee of \$4.66 per day, and a resort fee of \$1.29 per day.

The airfare in the amount of \$547.96 and the registration fee in the amount of \$980.00 were prepaid on a City-issued credit card assigned to Dharendra Sinha. Ms. Walters personally incurred the total costs of the hotel, the hotel taxes, meals and incidentals, and ground transportation. Therefore, Ms. Walters will be reimbursed \$1,511.26.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

Department of Transportation - cont'd

\$1,165.00	- Hotel (@ \$233.00 x 5)
174.75	- Hotel taxes (@ \$34.95 x 5)
23.30	- Tourism fee (@ \$4.66 x 5)
5.16	- Resort fee (@ \$1.29 x 5)
60.00	- Ground transportation
<u>83.05</u>	- Meals and incidentals
<b>\$1,511.26</b>	<b>- Total Reimbursement</b>

The retroactive travel approval and reimbursement is late because of delays at the administrative level.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests and the Retroactive Travels approvals and Reimbursements. The President **ABSTAINED** on item no. 6.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to Dewberry Engineers, Inc. under Project 1267D, (WC 1385) On-Call Water Design and Engineering Services. The period for this Task Assignment is approximately 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$185,525.40 - Baltimore City Water Revenue Bond  
30,201.81 - Baltimore County Grant  
**\$215,727.21** - 9960-911985-9557-900020-703032

**BACKGROUND/EXPLANATION:**

Dewberry Engineers, Inc. will provide on-call water design and engineering services for various water main appurtenances projects. It may also include planning, design for rehabilitation and construction phase services related to evaluation, assessment inspections as well as repairs, maintenance and new construction for the improvements to the City water system.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, subtitle 28 of the Baltimore City Code and the MBE 27% and WBE 10% goals assigned to the original agreement.

**MBE:** 27%

**WBE:** 10%

**MWBOO APPROVED ON AUGUST 21, 2018.**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

MINUTES

Department of Public Works/Office - cont'd  
of Engineering and Construction

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$202,877.79 Revenue Bond	9960-921089-9558 Water Infrastructure Rehabilitation Urgent	
33,026.62 <u>County Revenue</u>	"        "	
<b>\$235,904.41</b>	-----	9960-911985-9557-3 (Design and Study)

The transfer will cover the cost of Project 1267D, On-Call Water Design and Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to Dewberry Engineers, Inc. under Project 1267D, (WC 1385) On-Call Water Design and Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

**MINUTES****PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/Office of Engineering and Construction - WC 1388, Urgent Need Water of Infrastructure Rehabilitation and Improvements-Phase III - FY19  
**BIDS TO BE RECV'D: 12/05/18**  
**BIDS TO BE OPENED: 12/05/18**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above Proposal and Specifications to be advertised for receipt and opening of bids on the date indicated.

MINUTES

President: "There being no more business before this Board, we will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

**MINUTES**

Clerk: "Good afternoon. The Board of Estimates is now in session for the receiving and opening of bids."

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of Transportation - TR 00073, Reconstruction of  
Hawkins Point Road Bridge and  
Roadway Improvements  
**BIDS TO BE RECV'D: 11/21/2018**  
**BIDS TO BE OPENED: 11/21/2018**

Bureau of Procurement - B50005554, Management of  
Parking Garages Group IV  
**BIDS TO BE RECV'D: 11/21/2018**  
**BIDS TO BE OPENED: 11/21/2018**

## MINUTES

Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bids to the respective departments for tabulation and report:

Bureau of Procurement - B50005574, Police Canines

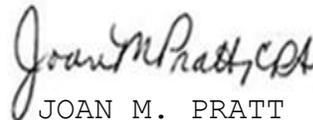
Shallow Creek Kennels, Inc.

Department of Public Works - SC 956, Improvements to Sanitary Sewer Collection System in the Herring Run Sewershed Part 1: Sanitary Sewers

Monumental Paving & Excavating, Inc.  
Spiniello Companies  
Anchor Construction Corporation

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, November 14, 2018.



JOAN M. PRATT  
Secretary