

## MINUTES

REGULAR MEETING

Honorable Brandon M. Scott, President  
Honorable Bernard C. "Jack" Young, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary - **ABSENT**  
Andre M. Davis, City Solicitor  
Rudolph S. Chow, Director of Public Works - **ABSENT**  
Dana P. Moore, Deputy City Solicitor  
Matthew W. Garbark, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The October 23, 2019 meeting of the Board of Estimates is now called to order. In the interests of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. 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 would direct the Board members attention to the memorandum from my office dated October 21, 2019 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all the items contained on the routine agenda."

MINUTES

City Solicitor: "Move approval Mr. President."

Deputy Director of Public Works: "Second."

President: "All of those in favor say Aye. All of those opposed, say Nay. The routine agenda items have been adopted."

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## MINUTES

BOARDS AND COMMISSIONS1. 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:

Artisan Electrical, LLC	\$ 940,000.00
Baltimore Pile Driving and Marine Construction, Inc.	\$ 8,000,000.00
CTG, Inc.	\$ 1,500,000.00
Contracting Specialists Incorporated-DC	\$ 6,590,000.00
Covington Machine and Welding, Inc.	\$ 8,000,000.00
DSM Properties, LLC	\$ 7,850,000.00
Denver-Elek, Inc.	\$153,680,000.00
Dutchland, Inc.	\$ 8,000,000.00
Guardrail, etc., Inc.	\$ 8,000,000.00
Manuel Luis Construction Co., Inc.	\$135,830,000.00
SEH Excavating, Inc.	\$ 8,000,000.00
Solara Flooring Group, Inc.	\$ 1,500,000.00
Superior Painting & Contracting Co., Inc.	\$ 8,000,000.00

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:

CES Consulting LLC	Engineer
Essential Corrosion Protection, LLC	Engineer
Limno-Tech, Inc.	Engineer
Simpson Gumpertz & Heger Inc.	Engineer

## MINUTES

BOARDS AND COMMISSIONS - cont'd

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

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rate at the City-owned Baltimore Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rates charged at the Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Baltimore Street Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 12 hours	\$20.00	\$21.00	February 2018
Up to 24 hours	\$21.00	\$22.00	February 2018

## MINUTES

Parking Authority of Baltimore City - cont'd

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Baltimore Street Garage that is managed by the PABC.

## MINUTES

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rate at the City-owned Arena Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the possibly return on the City's parking investment.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at the Arena Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Arena Garage Transient Rate Adjustment			
Rates to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 1 hour	\$9.00	\$10.00	October 2017
Up to 2 hours	\$12.00	\$13.00	October 2017

## MINUTES

PABC - cont'd

Arena Garage Transient Rate Adjustment			
Rates to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 3 hours	\$15.00	\$16.00	October 2017
Up to 12 hours	\$19.00	\$20.00	February 2018
Up to 24 hours	\$21.00	\$22.00	February 2018

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Arena Garage that is managed by the PABC.

**MINUTES**Space Utilization Committee - License Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with German American Marketing, Inc., for the right to enter upon and use a portion of the premises located in the Inner Harbor area of Baltimore City known as Westshore Park. The period of the License Agreement is November 11, 2019 through December 31, 2019 with the option to renew for five additional terms.

**AMOUNT OF MONEY AND SOURCE:**

The Licensee agrees to pay a one-time license fee of \$12,500.00, payable in advance and due on or before November 10<sup>th</sup> of each year during the term of the agreement.

**BACKGROUND/EXPLANATION:**

The Licensee has chosen the City of Baltimore to serve as the site for its German-style Christmas Village, which will be known as the Christmas Village in Baltimore (the Event). The dates of the Event's operation will be November 23, 2019 through December 24, 2019. The hours of the Event's operation will be 11:00 a.m. to 8:00 p.m. In addition to maintaining liability insurance, the Licensee will be responsible for obtaining all permits, approvals and licenses required by the City. The Licensor agrees to give Licensee a temporary license to enter upon and use the premises solely for the purpose of holding the Event.

The Space Utilization Committee approved this license agreement on October 8, 2019.

## MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement with German American Marketing, Inc., for the right to enter upon and use a portion of the premises located in the Inner Harbor area of Baltimore City known as Westshore Park.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subscription Agreement with Lexington Capital Partners IX, L.P., a Delaware limited partnership.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000,000.00 - approximately of F&P funds  
\$ 150,000.00 - average annual investment fee of 1.00%

No General fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Lexington Capital Partners IX, L.P., will be managing approximately \$15,000,000.00 of F&P funds in Lexington Capital Partners IX, L.P., a secondary acquisition and co-investment private equity fund. The \$150,000.00 annual investment fee 1.00% along with all other management fees and expenses will be netted out of investment proceeds.

The F&P Board of Trustees conducted a search for a secondary acquisition and co-investment private equity fund manager and, as a result of that search, selected Lexington Partners, IX, L.P. to accept an initial investment of \$15,000,000.00 to be placed with Lexington Capital Partners IX, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, New England Pension Consulting.

**MWBOO GRANTED A WAIVER.**

## MINUTES

F&P - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Lexington Capital Partners IX, L.P., a Delaware limited partnership. The Comptroller **ABSTAINED**.

**MINUTES**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of an action brought by Mr. Michael Johansen against former police officer Wesley P. Cagle, current officers Isiah K. Smith, Kevin R. Leary, and Dancy E. Debrosse, and former Police Commissioner Anthony W. Batts.

**AMOUNT OF MONEY AND SOURCE:**

\$40,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On December 28, 2014, the officers responded to a report of break-in at a commercial property. Johansen was inside the premises. As he exited the store, an officer discharged his weapon, grazing Johansen, who apparently dropped to the floor declaring that he was unarmed. Other officers also discharged their weapons. As Johansen lay on his back, Cagle approached, stood over him, and deliberately fired his weapon at Johansen. As a result, Johansen suffered serious bodily injuries requiring significant surgeries and other medical treatment.

The federal court dismissed the case filed by Johansen based on insufficient pleading and he appealed. He also filed a companion case in the Circuit Court for Baltimore City. In order to resolve the litigation prudently and economically and to avoid the expense, time, and uncertainty of further protracted proceedings, the parties have agreed to settle all claims by a payment of \$40,000.00, in complete resolution of both cases, including attorney's fees.

The Settlement Committee of the Law Department respectfully recommends that the Board of Estimates approve the settlement as in the best interest of the City.

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Law Department - cont'd

President: "The first item on the non-routine agenda can be found on page 8, Law Department Settlement Agreement and Release. Will the parties please come forward."

City Solicitor: "I was advised by counsel that Mr. Johansen would not appear, Mr. President."

President: "Thank you. I will entertain a motion."

City Solicitor: "I would move to approve the item recommended by the Law Department, Mr. President."

Deputy Director of Public Works: "Second."

President: "All those in favor say AYE. All opposed say NAY. The motion carries."

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**MINUTES**

Baltimore Development Corporation - Office Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with Building Communities Today for Tomorrow, Inc., Tenant for the premises containing 1,200 rentable square feet, at 2901 Druid Park Drive premises. The period of the Office Lease Agreement is October 1, 2019 through September 30, 2020 with an additional one-year renewal option that may be exercised.

**AMOUNT OF MONEY AND SOURCE:**

\$18,979.83 - Base rent for the first year.

**BACKGROUND/EXPLANATION:**

Upon execution of the renewal option, the base rent will increase by an amount equal to 4% from the prior lease year.

Building Communities Today for Tomorrow, Inc. will use the premises for an administrative office and for no other purpose.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Office Lease Agreement with Building Communities Today for Tomorrow, Inc., Tenant for the premises containing 1,200 rentable square feet, at 2901 Druid Park Drive premises.

**MINUTES**

Baltimore Development Corporation - Office Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an office Lease Agreement with Sarah's House Mental Health Services, LLC., Tenant for the premises containing 2,877 rental square feet, at 2901 Druid Park Drive premises. The period of the Lease Agreement is October 1, 2019 through September 30, 2021 with an additional two-year renewal option that may be exercised.

**AMOUNT OF MONEY AND SOURCE:**

\$36,000.00 - Base rent for the first year.

**BACKGROUND/EXPLANATION:**

Upon execution of the renewal option, the base rent will increase by an amount equal to 4% from the prior lease year.

Sarah's House Mental Health Services, LLC. will use the premises for an administrative office and for no other purpose.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the office Lease Agreement with Sarah's House Mental Health Services, LLC., Tenant for the premises containing 2,877 rental square feet, at 2901 Druid Park Drive premises.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4938 - 4940

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 Housing &amp; Community Development</u>		
1. <b>\$1,400,000.00</b>	9910-922012-9587	9910-904326-9588
General Funds	Whole Block Demolition (Reserve)	Coldstream Home- stead Montebello

This transfer will fund the acquisition and relocation of properties in the Coldstream/Homestead/Montebello Community.

2. <b>\$176,000.00</b>	9910-903963-9587	9910-918171-9588
Pimlico Local Impact Aid -VLT	Park Heights Corridor Greening	Park Heights Corridor Greening

This transfer will fund various greening projects in the Park Heights Community. There are three projects that will receive funding. Cylburn greening/art/wayfinding will work with an artist on a beautification effort along Oakley Avenue to connect the Cylburn neighborhood with the Arboretum. Oakford Avenue will receive greening treatment including artistic fencing, tree trimming, a pathway and planting. Park Circle will partner with an artist from Morgan State University to beautify prominent walls on Park Heights Avenue and Springhill.

Baltimore City office of Information Technology

3. \$250,000.00	9903-915036-9117	9903-917036-9116
(General Fund Revenue)	Update Planimetric Data	Update Planimetric Data

This transfer is requested for the May cyber-attack remediation and the hardening of the environment.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
4. <b>\$90,000.00</b>	9916-904242-9194	9916-907342-9197
General Funds	Engine 57 Window Replacement (Reserve)	Engine 57 Window Replacement (Active)

The windows and HVAC units at Engine 57 are outdated and original to the building. The replacement of both will make the building more energy efficient.

5. <b>\$75,000.00</b>	9916-903193-9194	9916-906293-9197
General Funds	Engine 51 Window Replacement (Reserve)	Engine 51 Window Replacement (Active)

The windows and HVAC units at Engine 51 are outdated and original to the building. The replacement of both will make the building more energy efficient.

6. <b>\$65,000.00</b>	9916-904241-9194	9916-906341-9197
General Funds	Engine 47 Window Replacement (Reserve)	Engine 47 Window Replacement (Active)

The windows and HVAC units at Engine 47 are outdated and original to the building. The replacement of both will make the building more energy efficient.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
7. <b>\$75,000.00</b>	9916-906109-9194	9916-905209-9197
General Funds	Fire Squad 54	Fire Squad 54 Window
	Window Replacement	Replacement
	(Reserve)	(Active)

The windows and HVAC units at Fire Squad 54 are outdated and original to the building. The replacement of both will make the building more energy efficient.

**MINUTES**

Office of the State's Attorney - Grant Adjustment  
for Baltimore City Notice Nos. 1 and 2

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Grant Adjustment Notice Nos. 1 and 2 (GANs) from the State of Maryland, Governor's Office of Crime Control and Prevention. The GAN No. 2 extends the period through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-430319-1150-118000-404001

**BACKGROUND/EXPLANATION:**

On March 20, 2019, the Board approved acceptance of the award from the GOCCP in the amount of \$51,333.00 for the period of October 1, 2018 through September 30, 2019.

On January 29, 2019, GAN no. 1 changed the Project Director from Lisa Smith to Jeneffer Haslam.

On August 12, 2019, GAN no. 2 changed the grant's ending date from September 30, 2019 to December 31, 2019.

The GAN nos. 1 and 2 are late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

## MINUTES

Office of the State's Attorney - cont'd  
for Baltimore City

UPON MOTION duly made and seconded, the Board ratified Grant Adjustment Notice Nos. 1 and 2 from the State of Maryland, Governor's Office of Crime Control and Prevention.

**MINUTES**

Baltimore Police Department - First Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Agreement (First Amendment) between the Baltimore City Office of Information and Technology (BCIT) and Metrix Technology Engineering, LLC, Consultant.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - 1001-000000-2003-796300-603026

**BACKGROUND/EXPLANATION:**

On March 27, 2019 the Board approved the original agreement in the amount of \$100,000.00 for the period of March 27, 2019 through March 27, 2020, with two one-year renewal options.

The Consultant was previously under the administration of BCIT. The IT consulting services provided by the Consultant are primarily directed toward Baltimore Police Department (BPD) in compliance with the Consent Decree. The BPD joins in the amendment to acknowledge its administrative and financial responsibilities for the Agreement. Deputy Commissioner Danny Murphy under the Department's Compliance Bureau will be responsible for administrative responsibilities under the Agreement and First Amendment. The First Amendment also increases the amount of the contract by \$200,000.00 for a total amount of \$300,000.00 for the current term ending March 23, 2020.

The Consultant will assist all stakeholders, providers, and users to understand the IT Strategic Plan (ITSP) program mission, anticipated objectives, and support the six major tasks detailed with the Gartner Engagement Plan. The Consultant will facilitate timely decision-making over items such as City policies, procedures, standards hiring, salaries and benefits, etc.

## MINUTES

Baltimore Police Department - cont'd

The Consultant will assist with the coordination and alignment of the Department and BCIT's ITSP, assist City and BPD forces to define, identify, advertise, source, recruit, select, board, orient and retain top-notch IT talent and to fill the positions specified in the Consent Decree IT organization. The Consultant will participate, as requested, in the evaluation of new technology systems that are under consideration for acquisition by the Department in conjunction with the Consent Decree technology upgrade program. The Consultant will assist the BPD's users and technology providers: identifying, researching, scoping, user testing, etc. of required integrations between new and existing legacy systems, including advising on data sourcing, cleansing, migration and any additional tasks mutually agreed upon.

**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 First Amendment to Agreement between the Baltimore City Office of Information and Technology and Metrix Technology Engineering, LLC, Consultant.

**MINUTES**

Department of Housing and Community Development - Subordination and Intercreditor Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Subordination and Intercreditor Agreement (or similar agreement) with respect to Westhills Square Apartments (aka Westover Manor), located in the 700 block of Cooks Lane, by and among the Mayor and City Council of Baltimore, acting by and through its Department of Housing and Community Development, the State of Maryland's Department of Housing and Community Development, and M&T Bank.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to effectuate this transaction and execute the agreement subject to review by the Department of Law for form and legal sufficiency.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On June 26, 2002, and on January 4, 2004 (collectively the 2002 and 2004 Board Memos), the Board approved the expenditure of HOME Investment Partnerships Program loan funds in the principal amount of \$1,663,692.00 (the "HOME Loan") to Conifer Cooks Lane Associates, LLC (the "Borrower"). The proceeds of the HOME Loan were used to support the acquisition and a portion of the rehabilitation of an existing 108 affordable unit apartment complex located in the Southwest section of Baltimore City.

As part of the original project financing, the Borrower utilized a combination of loan proceeds from Wells Fargo Bank, Low Income Housing Tax Credits, Partnership Rental Housing Program loan funds and Rental Housing Production Program loan (the "RHPP Loan") funds from the Maryland Department of Housing and Community Development, a principal department of the State of Maryland ("MD DHCD") to construct the project. The City contributed a \$1,663,692.00 loan from the HOME Investment Partnerships Program (the "HOME Loan") secured by a second lien on the property.

## MINUTES

Department of Housing and - cont'd  
Community Development

Wells Fargo Bank provided a construction and permanent first mortgage loan in the amount of \$2,100,000.00, which is secured by a first lien on the property. The loan requires monthly payments aggregating \$14,871.00, including interest at 7.63% per annum on a thirty-year basis and matured on July 10, 2019.

The Borrower is in the process of refinancing the current first mortgage loan with a new first lender, M&T Bank ("M&T"). The refinancing is expected to accomplish two principal goals: (i) refinance the maturing first mortgage at a lower rate, and (ii) at the request of the City's Department of Housing and Community Development and MD DHCD, the Borrower has agreed to use a portion of the refinancing proceeds to pay down \$114,000 of accrued interest on both the HOME Loan and the RHPP Loan (\$228,000 total).

The new M&T Bank refinancing loan will be in the amount of \$1,985,000.00 (the "M&T Loan") and will have a five-year term with a 25-year amortization and an interest rate equal to the bank's cost of funds plus 2.25%. The annual debt service of the new M&T Bank Refinancing loan is expected to be approximately \$124,681.00, which is \$53,771.00, less than the existing first mortgage's annual debt service of \$178,452.00.

Distribution of the M&T Loan refinancing proceeds are as follows (all numbers approximate):

Payoff of existing 1 <sup>st</sup> mortgage	\$1,606,805.00
Partial payment of accrued HOME Loan interest	114,000.00
Partial payment of RHPP Loan accrued interest	114,000.00
Miscellaneous repairs	50,000.00
Financing fees	9,925.00
Extension/forbearance fees	12,000.00
Lender legal fees	10,000.00
Third party reports	10,000.00
Conifer legal	15,000.00
HCD Legal fees	3,000.00
Title, Recording, Searches	29,570.00
Survey	5,700.00
	<b>\$1,980,000.00</b>

## MINUTES

Department of Housing and - cont'd  
Community Development

Because the City has a lien on the property, M&T Bank is requiring the City and MD DHCD each to execute an agreement subordinating its loans. The Department respectfully requests the Board's approval to execute the Subordination Agreement between the City and M&T Bank. The Department will also collect a subordination fee of \$5,000.00.

The original tax credit investor was Boston Capital. Because the project is about to reach the end of the 15 year tax credit period, after the refinancing is complete, Boston Capital will be exiting the ownership structure and will be transferred to Conifer Realty, LLC, or an affiliate thereof.

All other terms and conditions of the 2002 and 2004 Board Memos and the approvals contained herein remain in full force and effect.

**THE DIRECTOR OF FINANCE HAS REVIEWED AND RECOMMENDS APPROVAL.**

UPON MOTION duly made and seconded, the Board approved the Subordination and Inter-creditor Agreement (or similar agreement) with respect to Westhills Square Apartments (aka Westover Manor), located in the 700 block of Cooks Lane, by and among the Mayor and City Council of Baltimore, acting by and through its Department of Housing and Community Development, the State of Maryland's Department of Housing and Community Development, and M&T Bank. The

## MINUTES

Department of Housing and - cont'd  
Community Development

Board further authorized the Commissioner of the Department of Housing and Community Development to effectuate this transaction and execute the agreement subject to review by the Department of Law for form and legal sufficiency.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Option</u>			
1. Charles A Skirven, Sr. and Louise B. Skirven	2709 Fenwick Avenue	G/R \$96.00	\$ 800.00

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

In the event that the option agreement fails and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property by condemnation proceedings for an amount equal to or lesser than the option amount.

DHCD - Condemnations

2. Hassan Parvizi Motlagh and Eshrat Asadi	2645 Greenmount Avenue	L/H	\$4,360.00
3. AAC Enterprises, Inc.	2647 Greenmount Avenue	L/H	\$4,440.00
4. Lynn Realty, Inc.	2649 Greenmount Avenue	L/H	\$5,000.00
5. Robert D. Childress	2651 Greenmount Avenue	L/H	\$4,200.00
6. John P. Strucko, Jr.	2701 Greenmount Avenue	F/S	\$5,000.00
7. John P. Strucko, Jr.	2703 Greenmount Avenue	F/S	\$5,000.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>			
8. John P. Strucko, Jr.	2705 Greenmount Avenue	L/H	\$4,400.00
9. Robert R. Meek, Jr.	500 E. 27 <sup>th</sup> Street	L/H	\$3,100.00
10. AmeriFirst Mortgage Corporation	503 E. 27 <sup>th</sup> Street	L/H	\$3,500.00
11. Legend City Properties, LLC	504 E. 27 <sup>th</sup> Street	L/H	\$3,128.00
12. MJ's Partnership III, Inc.	505 E. 27 <sup>th</sup> Street	L/H	\$3,020.00

Funds are available in account no. 9910-904177-9588-900000-704040, Greenmount Acquisitions.

DHCD - Condemnation or Redemption

13. Francis A. Brown and Martha A. Brown	2719 Hugo Avenue	G/R \$78.00	\$ 650.00
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Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for the property.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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UPON MOTION duly made and seconded, the Board approved the Options, Condemnations, and Condemnation or Redemption.

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2019 through June 30, 2020.

1. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 85,000.00**

Account: 5000-513020-3080-292300-603051

HealthCare Access Maryland, Inc., Map to Success program will utilize the funds to provide or refer expectant and parenting youth to evidence-based case management, group-based interventions, and related social support services. The project is an expansion on current support for expectant and parenting youth.

The agreement is late because of delays at the administrative level.

**MWBOO GRANTED A WAIVER ON AUGUST 22, 2019.**

2. **BALTIMORE HEALTHY START, INC.** **\$ 40,000.00**

Account: 4000-499620-3080-294200-603051

Baltimore Healthy Start, Inc. will utilize the funds to hire the services of a Certified Registered Nurse Practitioner (CRNP) to increase effective family planning use by postpartum, women, lengthen inter-pregnancy intervals and reduce unplanned pregnancies. The CRNP will conduct in-home and center-based reproductive health services and on-going counseling and education regarding at-risk behaviors, gynecological health and family planning.

3. **JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH** **\$ 28,200.00**

Account: 4000-499620-3080-294200-603051

The Johns Hopkins Bloomberg School of Public Health will utilize the funds to provide two Preventive Medicine Fellows

## MINUTES

Health Department - cont'd

to work with and receive mentoring from the Department's Senior Medical Advisor for the Division of Maternal and Child Health (MCH). Responsibilities will include conducting a special project relating to a current issue for MCH, such as a program evaluation, needs assessment, data collection/interpretation project or implementation of a new strategy.

4. **THE HEARING AND SPEECH AGENCY OF METROPOLITAN BALTIMORE, INC. \$ 80,557.00**

Accounts: 4000-427120-3080-294300-603051	\$ 17,510.00
4000-427120-3080-294301-603051	\$ 63,047.00

The Hearing and Speech Agency of Metropolitan Baltimore, Inc. (HASA) will utilize the funds to provide a speech-language pathologist to staff the Baltimore Infants and Toddlers Program's eligibility center and provide occupational therapy evaluations, speech/language evaluations, audio logical evaluations, and speech/language or occupational therapy as needed.

**MWBOO GRANTED A WAIVER ON AUGUST 2, 2019.**

The agreements are late because of delays in the administrative review process.

5. **UNIVERSITY OF MARYLAND, BALTIMORE (UMB) \$200,995.00**

Accounts: 6000-622120-3080-292300-603051	\$ 2,177.00
1001-000000-3080-288700-603051	\$174,242.00
4000-427120-3080-294301-603051	\$ 5,462.00
4000-427120-3080-294300-603051	\$ 19,074.00

The UMB will utilize the funds to provide services in the Premature Infant Development Enrichment program (PRIDE<sup>2</sup>). Maryland's PRIDE<sup>2</sup> program is a collaborative endeavor between the Department of Pediatrics at the UMB and the Baltimore Infants & Toddlers Program (BITP). The purpose of Maryland's

## MINUTES

Health Department - cont'd

PRIDE<sup>2</sup> is to provide a collaborative effort of identifications, evaluation and service coordination for the BITP eligible infants in the University of Maryland Hospital for Children (UMHC) Neonatal Intensive Care Unit (NICU) and Mercy NICU or who attend the UMHC NICU follow-up clinic.

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.**

**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 agreements. The Mayor **ABSTAINED** on item no. 3. The President **ABSTAINED** on item no. 3.

MINUTES

Health Department - Ratification of Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the agreements with the following organizations. The period of the agreement was October 1, 2018 through September 29, 2019.

RATIFICATION OF AGREEMENTS

- 1. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$283,500.00**

Account: 4000-483519-3080-294600-603051

The University of Maryland, Baltimore School of Social Work, the lead agency for the Promise Height's Initiative will support this effort by providing the services of a Neighborhood Connector to work closely with residents, community school coordinators, school staff, mentors and community organizations to ensure the implementation, integration, alignment, and coordination of project activities.

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

**MWBOO GRANTED A WAIVER.**

- 2. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS** **\$246,558.00**

Account:	4000-427119-3080-294300-603051	94,000.00
	4000-427119-3080-294301-603051	143,558.00
	4000-427119-3080-294302-603051	9,000.00

The Baltimore City Public School System will provide services to children in the Baltimore Infants and Toddler's Program who are determined eligible for preschool special education and related services.

The agreement is late because the budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

MINUTES

Health - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the foregoing agreements with various organizations.

**MINUTES**

Health Department - Amendment to Subaward Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Amendment to the Research Subaward Agreement (Amendment) with University of Baltimore, Center for Drug Policy and Enforcement, for the project titled Family Resilience Project. The Amendment extends the period of the agreement through November 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$41,255.01 - 4000-429519-3160-308600-404001

**BACKGROUND/EXPLANATION:**

On March 13, 2019, the Board approved the initial Research Subaward Agreement in the amount of \$262,500.00. The Amendment increases the award by \$41,255.01 making total amount \$303,755.01, and extends the grant period through December 31, 2019.

The Amendment to Subaward Agreement is late because of the delay in the administrative review process.

**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 execution of the Amendment to the Research Subaward Agreement with University of Baltimore, Center for Drug Policy and Enforcement, for the project titled Family Resilience Project.

**MINUTES**

Circuit Court for Baltimore City - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Maryland Judiciary Administrative Office of the Court (AOC). The period of the MOU is June 24, 2019 through April 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$583,015.83 - 5000-513720-1100-109500-405001

**BACKGROUND/EXPLANATION:**

The Circuit Court for Baltimore City received funding for a project from the AOC to provide enhanced security equipment for the Mitchell and East Courthouses. These enhancements were determined to be necessary through joint consultation between the Baltimore City Sheriff's Office, Circuit Court Administration and the AOC.

The MOU is late because finalizing of the grant details.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Maryland Judiciary Administrative Office of the Court.

**MINUTES**

Baltimore City Fire Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Expenditure of Funds for retroactive payment to Mr. William M. Foster.

**AMOUNT OF MONEY AND SOURCE:**

\$47,882.85 - 1001-000000-2121-226500-601061

**BACKGROUND/EXPLANATION:**

On February 8, 2017 Mr. Foster, member, was placed off duty on what was then determined to be a Non-Line of Duty injury (NLOD). He received the benefits allowed per the 734 MOU of six months of full pay, with an additional 60 days of terminal leave at full pay if unable to return to duty. He was separated from employment on October 5, 2017 due to being unable to return to duty. Mr. Foster was previously paid \$54,685.93. On June 28, 2019, at a Worker's Compensation hearing, the Commission found that the "claimant sustained an occupational disease hypertension/heart disease (LE \$9-503) arising out of and in the course of employment", a Line of Duty injury (LOD). The 734 MOU states that members are entitled to up to twelve months of full pay, with an additional 90 days of terminal leave for LOD injury/illness if unable to return to duty.

Therefore, Mr. Foster needs to receive retroactive pay in the amount of \$47,882.85 from October 6, 2017 through pay period ending May 15, 2018 to make him whole for the additional 6 months and 30 days of terminal leave he should have received for a line of duty injury/illness.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the Expenditure of Funds for retroactive payment to Mr. William M. Foster.

**MINUTES**

Mayor's Office of Children - Provider Agreement  
and Family Success

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Reading Partners, Inc. The period of the agreement is July 1, 2019 through June 30, 2020, covering the 2019 - 2020 academic year. The Board has the option to extend the contract under the same terms for two additional one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$74,134.00 - 20206-000000-1090-778300-603026

**BACKGROUND/EXPLANATION:**

Reading Partner's Inc. will administer a volunteer-based, literacy tutoring program for K-3 students in three schools: Lakeland Elementary and Middle, Arundel Elementary and Cherry Hill Elementary Schools.

The City's 2015 South Baltimore Gateway Master Plan, which guides the allocation of Casino Local Impact Grant (LIG) funds for use in South Baltimore, identified Reading Partners as a potential resource and collaborator in advancing the goals of third grade-level reading competency for students in South Baltimore schools. In FY17 the administration and the Local Development Council (LDC) approved a contract with Reading Partners to pilot expanded programs and services in schools within the Casino Impact Area (or "South Baltimore Gateway"). That pilot was successful, and programs have continued in three of these schools. The City and the LDC wish to further support Reading Partners' commitment to these schools with funds that will enable increased volunteer recruitment, student learning and family engagement, specifically by covering 60% of personnel time for a Program Coordinator, one full-time AmeriCorps Volunteer Coordinator and 60% of personnel time for AmeriCorps Regional Site Coordinator.

## MINUTES

Mayor's Office of Children - cont'd  
and Family Success

The agreement is late because of the change of agency oversight from the Mayor's Office of Human Services to Mayor's Office of Children and Family Success.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON OCTOBER 18, 2019.**

**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 Provider Agreement with Reading Partners, Inc. The Mayor **ABSTAINED**.

**MINUTES**

Mayor's Office of Employment - Provider Agreement  
Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Provider Agreement with Goodwill Industries of the Chesapeake, Inc. The period of the Provider Agreement is June 14, 2019 through February 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$61,375.00 - 4000-429219-6312-4915050-603051

**BACKGROUND/EXPLANATION:**

Goodwill Industries of the Chesapeake, Inc. will provide occupational training and supportive services to dislocated workers, new entrants to the workforce, or incumbent workers (currently employees or underemployed) who have voluntarily disclosed a history of opioid use or reside in a community hard hit by the opioid crisis.

The Provider Agreement is late because additional time was necessary to reach a comprehensive understanding.

**MBE/WBE PARTICIPATION:**

Not applicable, this is a professional services agreement.

**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 Provider Agreement with Goodwill Industries of the Chesapeake, Inc.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1622

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Developer's Agreement No. 1622 with HMCharmCity, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$29,201.00

**BACKGROUND/EXPLANATION:**

HMCharmCity, LLC would like to install new water service to its proposed new building located at 2 East Read Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$29,201.00 has been issued to HMCharmCity, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved of the Developer's Agreement No. 1622 with HMCharmCity, LLC, Developer.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Abell Improvement Association, Inc. The MOU is effective upon Board approval for two years with one additional two-year period.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The organization has submitted plans and a valid petition for the installation of right-of-way art and flexposts at specified locations, on 29<sup>th</sup> Street and Barclay Street.

The MOU establishes the framework for the Abell Improvement Association, Inc. to install right-of-way art and flexposts (the "Intersection Art") at specified locations on 29<sup>th</sup> Street and Barclay Street, all at its sole cost and subsequently for the Abell Improvement Association, Inc. to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

The Intersection Art will be owned solely by the City and nothing in the MOU will confer upon the Abell Improvement Association, Inc. any right, title, or interest in the Intersection Art other than as expressly provided in this MOU.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding (MOU) with Abell Improvement Association, Inc.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Greater Baybrook Alliance. The MOU is effective upon Board approval for five years with one additional five-year period.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Greater Baybrook Alliance has submitted an application for a community sign, to be owned by the City and maintained by the organization, located in the right-of-way for Greater Baybrook Alliance on the median at the center of the interchange of Potee Street and Frankfurst Avenue.

The MOU establishes the framework for the Greater Baybrook Alliance to maintain the community sign in the right-of-way and associated landscaping for Greater Baybrook Alliance on the median at the center of the interchange of Potee Street and Frankfurst Avenue, all at its sole cost and subsequently for the Greater Baybrook Alliance to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Greater Baybrook Alliance.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Greater Baybrook Alliance. The MOU is effective upon Board approval for five years with one additional five-year period.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Organization has submitted an application for a community sign, to be owned by the City and maintained by Greater Baybrook Alliance, located in the right-of-way for Greater Baybrook Alliance at the corner of South Hanover Street and Route 2, Governor Ritchie Highway (3918 South Hanover Street).

The MOU establishes the framework for Greater Baybrook Alliance to maintain the community sign in the right-of-way and associated landscaping for Greater Baybrook Alliance on the median at the corner of South Hanover Street and Route 2, Governor Ritchie Highway (3918 South Hanover Street) at the sole cost of Greater Baybrook Alliance to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Greater Baybrook Alliance.

## MINUTES

Department of Transportation - Right-of-Entry Agreements

The Board is requested to approve and authorize execution of the various Right-of-Entry Agreements.

1. **DARTMOUTH GLEN ASSOCIATION, INC.** **\$ 0.00**

The Department of Transportation wishes to enter on to the property known as Ward 27, Section 56, Block 5138A, Lot 28, 1001-1003 Dartmouth Road.

2. **AYANA THOMPSON** **\$ 0.00**

The Department of Transportation wishes to enter on to the property known as Ward 27, Section 56, Block 5138A, Lot 778. 1015 Dartmouth Road.

These agreements will allow the City's contractor access to perform the soil test boring. These tests are being performed as part of the preliminary subsurface investigations needed or a proposed Department of Transportation project to replace the existing retaining wall. The Right-of-Entry Agreements are for a period of one year from the actual physical entry onto the property.

All of this work will be performed at no cost to the property owner.

**MBE/WBE PARTICIPATION**

N/A

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

**MINUTES**

Department of Transportation - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Maryland Department of Transportation. The Grant Agreement is effective upon Board approval through December 31, 2021 or when all payments of the grant have been made.

**AMOUNT OF MONEY AND SOURCE:**

\$159,920.00 - 9950-905190-9527-000000-490358

**BACKGROUND/EXPLANATION:**

The Maryland Bikeways Program was established and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve bicycle transportation in the State. The Maryland Department of Transportation has granted \$159,920.00 to the Department for a feasibility study and 30% engineering design plans for a Cycletrack on Wolfe Street and Washington Street between Aliceanna Street and Sinclair Lane at the edge of Clifton Park.

The project's scope of work will include, but is not limited to Feasibility Assessment and Concept Development to include data collection, base mapping, capacity analysis, traffic impact analysis, and community meetings; Preparation of Draft 30% Engineering Design Plans; Submittal of Draft 30% Engineering Design Plans to the Department for review and comment; Completion of 30% Engineering Design Plans; Preparation of quarterly status reports and a final report as requested by the Department; and Monitoring and supervising the compliance with all provisions in this Grant Agreement.

**MBE/WBE PARTICIPATION:**

As this Grant Agreement is to establish the framework for roles and responsibilities for the subject project and the future procurement as a result of the outlined funding above will be considered for minority participation.

## MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Maryland Department of Transportation.

**MINUTES**

Department of Transportation - FY 2020 Ridesharing/Commuter Assistance Program Grant

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Ridesharing/Commuter Assistance Program Grant with the Maryland Department of Transportation for Fiscal year 2020. The period of the agreement is from July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$81,538.00 - 5000-518320-2303-248800-405001

**BACKGROUND/EXPLANATION:**

This agreement will provide for continued operation of the Ridesharing/Commuter Assistance program to promote the use of alternatives to the single occupant vehicle including mass transit, carpools, and vanpools in the Baltimore City.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Ridesharing/Commuter Assistance Program Grant with the Maryland Department of Transportation for Fiscal year 2020.

**MINUTES**

Department of Transportation - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execute of a Grant Agreement with the Department of Transportation and the Maryland Department of Transportation, Maryland Transit Administration (MTA). The period of the grant agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - 5000-580820-2303-248700-405001

**BACKGROUND/EXPLANATION:**

The Department of Transportation is a recipient of a Federal Transit Act Grant to fund operating expenses associated with the provisions of transportation services for the Charm City Circulator (Large Urban Operating, Circulator).

The purpose of this grant is to provide for the undertaking of a public transportation service with financial assistance under MTA's public transportation program. The assistance provided by this Grant consists of a combination of federal, state and local funds.

**MBE/WBE/DBE:**

As this Grant Agreement is to establish the framework for roles and responsibilities for the subject project and the future of procurement as a result of the outlined funding above will be considered for minority participation.

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Department of Transportation and the Maryland Department of Transportation, Maryland Transit Administration.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 16 to Whitman, Requardt & Associates, LLP under project 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the Task Assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$215,390.77 - 9950-903189-9527-900020-703032

**BACKGROUND/EXPLANATION:**

The authorization provides to prepare a Contract Specification Book for the upgrade of pedestrian facilities and wayfinding signage at ten intersections near the Baltimore Inner Harbor. Thirty percent plans have been prepared for this work and will serve as the basis for this task. The improvements include installing high visibility crosswalks, reconstructing sidewalk ramps to be ADA complaint, installing countdown pedestrian signals and accessible pedestrian signals with wayfinding signing. The intersections include: Pratt Street at light Street, Pratt Street at Calvert Street, Pratt Street at Commerce Street, Pratt Street at Gay Street, Pratt Street at Market Place; Pratt Street at East Coast Greenway; Pratt Street at President Street; President Street at Eastern Avenue; and Eastern Avenue at Pier VI.

**MBE/WBE PARTICIPATION:**

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

**MBE: 23%**

**WBE: 10%**

**THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 11, 2019.**

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

## MINUTES

Department of Transportation - cont'd

**TRANSFERS OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$250,000.00</b>	9950-908098-9509	9950-903189-9527
State ConStreet	Construction	Inner Harbor Inter
Rev-Series FY 2020	Reserve Inner	Impr. & Bike/Ped
	Harbor Crosswalks	Enhance

This transfer will fund the costs associated with task No. 16 on Project No. 1208 On-Call Transportation Planning/Policy/Feasibility Studies with Whitman, Requardt & Associates, LLP in the amount of \$215,390.77.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 16 to Whitman, Requardt & Associates, LLP under project 1208, On-Call Transportation Planning/Policy/Feasibility Studies. 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**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Consolidated Trailers, LLC, Landlord and Department of Public Works Bureau of Solid Waste, Property Management Division, Tenant, for the rental of 1851 Edison Highway, consisting of 2,788 sq. ft. of warehouse space and a portion of the parking lot to accommodate approximately 25 commercial vehicles. The period of the Lease Agreement is June 1, 2019 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
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\$36,466.48	\$3,038.87
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Account: 1001-000000-5153-387800-603013

**BACKGROUND/EXPLANATION:**

Solid Waste offices are currently located at 1825-1829 Edison Highway. The referenced premises, is located to the rear of their existing location. On July 2, 2014, the Board approved a 5-year lease with Consolidated Trailers, LLC and the Department of Public Works for the parking of their vehicles. The lease expired on June 30, 2019.

The Landlord will be responsible for all of the maintenance and utilities to the premises.

The Tenant will maintain the leased premises in good, clean, and safe repair conditions.

The Space Utilization Committee approved this Lease Agreement on September 10, 2019.

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Consolidated Trailers, LLC, Landlord and Department of Public Works Bureau of Solid Waste, Property Management Division, Tenant, for the rental of 1851 Edison Highway, consisting of 2,788 sq. ft. of warehouse space and a portion of the parking lot to accommodate approximately 25 commercial vehicles.

**MINUTES**

Department of Public Works - Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Funding Agreement with the Department of Public Works and United States Geological Survey (USGS) for the continued operation and maintenance of continuous record streamflow-gauging stations for 13 flow gauging stations. The stations are located within Prettyboy, Loch Raven and Liberty Reservoir Watersheds and Herring Run and Moores Run in Baltimore City. The USGS also operates and maintains continuous water quality probes at six stations. Because the USGS's fiscal year does not align with the City's Fiscal year, payment will need to be made over two fiscal years. The period of the funding agreement is October 1, 2019 through September 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$137,500.00	-	2071-000000-5181-399800-603026
61,795.00	-	2072-000000-5181-613200-603026
12,250.00	-	2071-000000-5521-632620-603026
<b>\$211,545.00</b>		

**BACKGROUND/EXPLANATION:**

The USGS has been under contract to operate the City's Reservoir Stream Gauging Network since 1982. The data collected is used to estimate pollutant loadings and flow to the reservoirs and is vital to the City's Reservoir Management Program. The Moores Run Station is required under the National Pollution Discharge Elimination System Permit program and has been in service since 1995.

## MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding Agreement with the Department of Public Works and United States Geological Survey for the continued operation and maintenance of continuous record streamflow-gauging stations for 13 flow-gauging stations.

**MINUTES**

Department of Public Works - Grant Agreement

**ACTION REQUESTED OF B/E:**

The board is requested to approve and authorize execution of a grant agreement with The Baltimore Office of Promotion & the Arts, Inc. for Light City. The period of the grant agreement is effective upon Board approval through November 10, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$98,010.00 - 2070-000000-5541-399300-603026

**BACKGROUND/EXPLANATION:**

DPW will support the 2019 Baltimore Book Festival/Light City event as a part of the annual commitment of 1% for Art with the Baltimore Office of Promotion & the Arts (BOPA) and provide \$98,010.00 in funding for the event.

The Artists of Groupe Laps-Paris, France have created an installation that will be placed on The Eastern Avenue Pumping Station (751 Eastern Avenue, Baltimore, MD 21202) for the duration of Light City. The work, Keyframes will envelope the façade of the Baltimore City Department of Public Works Pumping Station, where based on the principles of the 19<sup>th</sup> century chronophotography and with the help of new technological tools, the building will come alive in what appears to be a dance of moving figures across it. Accompanied by a soundtrack, the lighting program turns more than 100 stationary figures into an illusion of motion that creates a bridge between sculpture and cinema. During the day, the simple grid framework of the installation will create an intriguing installation surrounding the building's architecture.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreement with The Baltimore Office of Promotion & the Arts, Inc. for Light City.

**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 an agreement for the Partial Release of Retainage to Monumental Paving and Excavating, Inc. for Water Contract No. 1345 AR, Repaving Utility Cuts and Sidewalk Restoration at Various Locations.

**AMOUNT OF MONEY AND SOURCE:**

\$97,974.98 - 2071-000000-5521-608903-603026

**BACKGROUND/EXPLANATION:**

Monumental Paving and Excavating, Inc. as of September 1, 2018 has completed 100% of all work for WC 1345 AR. The Contractor has requested a Partial Release of Retainage for \$97,974.98. The City holding \$195,949.96 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$97,974.98.

**MWBOO HAS APPROVED THE RELEASE.**

**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 agreement for the Partial Release of Retainage to Monumental Paving and Excavating, Inc. for Water Contract No. 1345 AR, Repaving Utility Cuts and Sidewalk Restoration at Various Locations.

**MINUTES**

Department of Public Works/Office - Ratification of Amendment  
of Engineering and Construction No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Amendment No. 1 to Agreement to Post Award Services Agreement for Contract No. WC 1190, Montebello Filtration Plant I Improvements (Amendment No. 1) with Whitman, Requardt & Associates, LLP, Contractor. The Amendment No. 1 will extend the period of the agreement through May 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$261,269.31 (59.5615%) - Baltimore City  
177,385.37 (40.4385%) - Baltimore County  
**\$438,654.68** - 9960-905622-9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Department is requesting additional time for post award services provided by the Contractor for the Montebello Filtration Plant I Electrical Distribution Project. During the excavation for the electrical duct bank, at the beginning of construction for a new standby generator, within an approved location by the Montebello Plant management, the Contractor came across an old roundhouse foundation that was apparently built in the year of 1912 and was demolished in 1960. The exposed roundhouse foundation was not shown in the design plans. Therefore, the Contractor was forced to halt performing the work: until a new location option for the standby generator was agreed upon with the Montebello Plant management, rerouting of the duct bank redesigned by the engineer of record, and additional construction cost and duration negotiated with the Contractor.

The post award services provided by the Consultant are needed until completion of construction and during a warranty period beyond one year after the construction.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the

## MINUTES

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

Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE:** 24%

**WBE:** 10%

**THE EAR WAS APPROVED BY MWBOO ON AUGUST 15, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to Agreement to Post Award Services Agreement for Contract No. WC 1190, Montebello Filtration Plant I Improvements with Whitman, Requardt & Associates, LLP, Contractor.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Amendment No. 2 to Agreement (Amendment No. 2) with Whitman, Requardt & Associates, LLP, Contractor under Project 1227W, On-Call Stormwater and Engineering Design Services. The Amendment No. 2 will extend the period of the agreement through September 8, 2020.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 9, 2015, the Board approved the original agreement with an upset limit of 1,000,000.00 for the period three years.

On September 26, 2018, the Board approved the First Amendment to Agreement allowing the Contractor to assist the City's Construction Management Section with construction monitoring and inspection for this project.

Amendment No. 2 will extend the period through September 8, 2020, allowing the Contractor to continue to provide services.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

**AUDITS NOTED THE TIME EXTENSION.**

## MINUTES

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

UPON MOTION duly made and seconded, the Board ratified Amendment No. 2 to Agreement with Whitman, Requardt & Associates, LLP, Contractor under Project 1227W, On-Call Stormwater and Engineering Design Services.

**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. 004 to WSP USA (formerly Parsons Brinckerhoff, Inc.) under Project 1236P, (ER 4054) On-Call Stormwater Study and Engineering Design Services. The Task Assignment is approximately 24 months.

**AMOUNT OF MONEY AND SOURCE:**

\$75,294.66 - 9958-912408-9525-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting a new task to continue the work that was started under Task 002, which has expired. The funds will be used for ER 4054, which includes design for Western Branch of Herring Run Stream Restoration Project within Baltimore City for potential to meet or exceed the required Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore. This projects has a deadline with associated stipulated penalties.

**MBE/WBE PARTICIPATION:**

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

**THE EAR WAS APPROVED BY MWBOO ON MARCH 29, 2019.**

**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>
<b>\$131,318.23</b>	9958-939013-9526	9958-912408-9525-3
Stormwater Utility	ER 4128 HR	Design
Funds	Stream Restoration	

This transfer will fund the costs of Project 1236P, (ER 4054) On-Call Stormwater Study and Engineering Design Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 004 to WSP USA (formerly Parsons Brinckerhoff, Inc.) under Project 1236P, (ER 4054) On-Call Stormwater Study and Engineering 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**

Department of Public Works/Office - Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Rummel, Klepper & Kahl, LLP/GHD, Inc., consultant under SC 992, Egg-Shaped Digester Rehabilitation Improvements. The Agreement is effective upon Board approval for two-years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,245,783.64 - Baltimore City (50%)  
1,245,783.63 - Baltimore County (50%)  
**\$2,491,567.27** - 9956-903944-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services for SC 992 at the Back River Wastewater Treatment Plant.

The Egg Shaped Digesters (ESD) were originally built in 1992 and have been in continuous service since their initial startup. The ESDs are responsible for the majority of volatile solids destructions and gas production in the digestion system. This project will include the interior and exterior of the of the ESDs: tanks and associated equipment, upstream primary sludge screening system, and portions of the gas mixing system to enhance operation of the entire digestion system.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

MINUTES

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

<b>MBE:</b> C.C. Johnson & Malhotra, P.C.	\$166,666.52	6.69%
Shah & Associates, Inc.	506,367.41	20.32%
	<u>\$673,033.93</u>	<u>27.01%</u>
<b>WBE:</b> Albrecht Engineering, Inc.	\$104,996.28	4.21%
Phoenix Engineering, Inc.	116,000.00	4.66%
Ross Technical Services, Inc.	31,600.00	1.27%
	<u>\$252,596.28</u>	<u>10.14%</u>

**MWBOO FOUND THE CONSULTANT IN COMPLIANCE ON SEPTEMBER 12, 2019.**

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,346,528.63 (County Revenue)	9956-906526-9549 Constr. Res. - Back River Digest	
<u>1,346,528.63</u> (Revenue Bond)	9956-906526-9549 Constr. Res. - Back River Digest	
<b>\$2,693,057.26</b>	-----	9956-903944-9551-3 (Design)

This transfer will provide funds to cover the cost for SC 992, Egg-Shaped Digester Rehabilitation Improvements at the Back River Wastewater Treatment Plant.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Rummel, Klepper & Kahl, LLP/GHD, Inc., consultant under SC 992, Egg-Shaped Digester

## MINUTES

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

Rehabilitation Improvements. 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**

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. 004 to Rummel, Klepper & Kahl, LLP under Project 1801 (formerly Project 1279), (WC 1391) Project and Construction Management Assistance. The Task Assignment is approximately 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$204,995.23 - 9960-903972-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Department is in need of engineering services for WC 1391, Lower Fells Point Water Main Replacement.

**MBE/WBE PARTICIPATION:**

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

**THE EAR WAS APPROVED BY MWBOO ON AUGUST 23, 2019**

**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**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
<b>\$321,394.85</b>	9960-909100-9558	9960-903972-9557-3
(Water Utility Fund)	Water Infrastructure Rehab	Design

This transfer will fund the costs associated with Task No. 004 assigned to Rummel, Klepper & Kahl, LLP and miscellaneous expenses for Project 1801 (formerly Project 1279), (WC 1391) Project and Construction Management Assistance.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 004 to Rummel, Klepper & Kahl, LLP under Project 1801 (formerly Project 1279), (WC 1391) Project and Construction Management Assistance. 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

EXTRA WORK ORDER

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4994 - 4996

All of the EWOs had been 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>Contractor</u>	<u>Time %</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext. Compl.</u>

Department of Transportation/Office  
of Engineering and Construction

- |   |             |                          |                    |
|---|-------------|--------------------------|--------------------|
| 1. EWO #002, \$0.00 TR 18009, Resurfacing Highways at Various Locations Southeast - Sector IV |             |                          |                    |
| \$2,278,787.40  | \$53,653.00 | P. Flanigan & Sons, Inc. | 270 60.90%<br>days |

This authorization is requested on behalf of the Department and provides for a 270-day non-compensable time extension.

The Notice to Proceed was issued on October 1, 2018 with a completion date of September 30, 2019. The additional time is necessary to complete ongoing work being done for asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk & ADA ramp repairs. With the construction season coming to an end due to the cooler temperatures and the anticipated inclement weather, the additional time will be needed for the completion of the proposed work. The additional time results in a new completion date of June 26, 2020.

MBE/WBE PARTICIPATION:

**MBE:** 23%

**WBE:** 9%

**THE EAR WAS APPROVED BY MWBOO ON OCTOBER 7, 2019.**

APPROVED FOR FUNDS BY FINANCE

- |  |        |                                    |                    |
|--|--------|------------------------------------|--------------------|
| 2. EWO #001, \$0.00 TR 18006, Resurfacing Highways at Various Locations Northeast - Sector I |        |                                    |                    |
| \$2,285,506.15   | \$0.00 | Manuel Luis Construction Co., Inc. | 270 71.17%<br>days |

This authorization provides for a 270-day non-compensable time extension.

MINUTES

EXTRA WORK ORDERS

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

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

The Notice to Proceed was issued on October 1, 2018 with a completion date of September 30, 2019. The additional time is necessary to complete ongoing work being done for asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk & ADA ramp repairs. With the construction season coming to an end due to the cooler temperatures and the anticipated inclement weather, the additional time will needed for the completion of the proposed work. The additional time results in a new completion date of June 26, 2020.

MBE/WBE PARTICIPATION:

MBE: 23%

WBE: 9%

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 7, 2019.

APPROVED FOR FUNDS BY FINANCE

- 3. EWO #002, \$0.00 TR 18008, Resurfacing Highways at Various Locations Southwest - Sector III
- |                |        |               |      |        |
|----------------|--------|---------------|------|--------|
| \$2,272,905.50 | \$0.00 | Manuel Luis   | 120  | 77.37% |
|                |        | Construction  | days |        |
|                |        | Company, Inc. |      |        |

This authorization is requested on behalf of the Department and provides for a 270-day non-compensable time extension.

The Notice to Proceed was issued on October 1, 2018 with a completion date of September 30, 2019. The Board approved one previous time extension for a total of 150 days, which included a completion date of February 27, 2020.

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

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

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

The additional time is necessary to complete ongoing work being done for asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk & ADA ramp repairs. With the construction season coming to an end due to the cooler temperatures and the anticipated inclement weather, the additional time will be needed for the completion of the proposed work. The additional time results in a new completion date of June 26, 2020.

**MBE/WBE PARTICIPATION:**

**MBE:** 23%

**WBE:** 9%

**THE EAR WAS APPROVED BY MWBOO ON OCTOBER 7, 2019.**

MINUTES

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 4 to Floura Teeter Landscape Architects, Inc., under On-Call Project No. 1233 to provide Design Services. The period of this task is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - 1001-000000-4801-371400-603016  
 8,311.54 - 9938-924101-9474-900000-703032  
**\$308,311.54**

**BACKGROUND/EXPLANATION:**

This task will include assessment of Baltimore City pools.

**MBE/WBE PARTICIPATION:**

Including this task, the Contractor has achieved 0% MBE and 21.09% WBE.

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> MA Engineering Consultant, Inc.	0-11%	
Sidhu Associates	<u>0-11%</u>	
<b>TOTAL (In the aggregate)</b>	0-11%	\$ 0.00 (0.00%)
 <b>WBE:</b> Floura Teeter Landscape Architects, Inc.*	0-10%	
Phoenix Engineering, Inc.	0-10%	
Substance 151, Benefit, LLC	<u>0-10%</u>	
<b>TOTAL (In the aggregate)</b>	0-10%	\$6,998.40 (21.0%)

\*Indicates self-performance

## MINUTES

Department of Recreation and Parks - cont'd

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**THIS EAR WAS APPROVED BY MWBOO ON OCTOBER 15, 2019.**

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

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 4 to Floura Teeter Landscape Architects, Inc., under On-Call Project No. 1233 to provide Design Services.

## MINUTES

Baltimore City Office of Information - Grant Award  
and Technology (BCIT)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from AARP.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00 - 7000-711020-1472-807900

**BACKGROUND/EXPLANATION:**

In Fiscal Year 2020 AARP and the BCIT entered into an agreement for AARP to provide grant funding in the amount of \$20,000.00. The funds assisted BCIT with the development of City dashboards that will enable Baltimore residents to have quick and easy access to City resources and online services.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from AARP.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |  |              |         |
|--|--------------|---------|
| 1. LIBERTY LUMBER COMPANY,<br>d/b/a PIKESVILLE LUMBER<br>COMPANY | \$250,000.00 | Renewal |
|--|--------------|---------|
- Contract No. B50004259 - Supply and Deliver Lumber to Various City Agencies - Departments of Public Works, Transportation, General Services, Fire, Police and Recreation and Parks, etc. P.O. No.: P533605

On November 18, 2015, the Board approved the initial award in the amount of \$250,000.00. The award contained three renewal options. Subsequent actions have been approved. This final renewal in the amount of \$250,000.00 is for the period December 1, 2019 through November 30, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 3, 2015, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON AUGUST 3, 2015.**

- |                                      |              |         |
|--------------------------------------|--------------|---------|
| 2. EAZY DOES IT CLEANING<br>SERVICES | \$ 11,100.00 | Renewal |
|--------------------------------------|--------------|---------|
- Contract No. B50004811 - Janitorial Service for Enoch Pratt Branches 5 & 42 - Enoch Pratt Free Library - P.O. No.: P537606

On November 18, 2016, the City Purchasing Agent approved the initial award in the amount of \$11,100.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$11,100.00 is for the period December 1, 2019 through November 30, 2020. 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

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

3. FIRST CALL

Millennium 2 Inc.

SECOND CALL

Smith Auto Service, Inc.

\$100,000.00

Renewal

Contract No. B50004167 - Vehicle Glass Repair and Installation Service - Department of General Services - Fleet Management - P.O. Nos.: P533675 and P533676

On October 28, 2015, the Board approved the initial award in the amount of \$200,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period December 1, 2019 through November 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 12, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON MAY 12, 2015.**

## 4. DENTAL HEALTH PRODUCTS

AVCO ENTERPRISE, INC.

\$ 0.00

Renewal

Contract No. B50004598 - Clinical Dental Supplies - Health Department - P.O. Nos.: P537579 and P537580

## 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

On November 9, 2016, the Board approved the initial award in the amount of \$250,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period November 9, 2019 through November 8, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 3, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON MAY 3, 2016.**

5. JESCO, INC.  
ALBAN TRACTOR CO., INC.  
POTTS & CALLAHAN, INC.

\$1,200,000.00

Renewal

Contract No. B50003788 - Heavy Equipment and Operator Rental Services - Department of Public Works - Bureau of Solid Waste - P.O. Nos.: P529888, P529889 and P529890

On December 17, 2014, the Board approved the initial award in the amount of \$1,500,000.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$1,200,000.00 will enable the Department of Public Works to rent heavy equipment on an as needed basis to operate at the City's landfill. This final renewal is for the period December 17, 2019 through December 16, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON OCTOBER 1, 2014.**

## 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

6. KATON PRINTING CORPORATION  
 SUPERIOR DESIGNS  
 R. R. DONNELLY & SONS COMPANY  
 TRAY PML, INC. d/b/a TRAY INC.  
 CORPORATE PRESS  
 RIDGE PRINTING CORP.  
 KM PRINTING, LLC  
 DOYLE PRINTING & OFFSET  
 UPTOWN PRESS, INC.  
 TIME PRINTERS, INC.  
 CAVANAUGH PRESS, INC.

\$1,750,000.00

Renewal

Contract No. B50003778 - Qualification for Printing Services  
 - Department of Finance, Digital Procurement Division - P.O.  
 No.: P529588

On December 10, 2014, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 2-year renewal options. On January 24, 2018, the Board approved the first renewal in the amount of \$1,750,000.00. Print jobs are bid among the vendors on the contract. This final renewal in the amount of \$1,750,000.00 is for the period December 10, 2019 through December 9, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 2, 2014, it was determined that on goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON OCTOBER 2, 2014.**

## 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

## 7. APPLIED TECHNOLOGY SERVICES

BUSINESS SERVICES

DIGICON CORPORATION

BREKFORD CORPORATION

DALY COMPUTERS, INC.

EN-NET SERVICES, LLC

THE LUCILLE MAUD CORP.

USC/CANTERBURY CORP.

STAR COMPUTER SUPPLY, LLC

\$ 0.00

Renewal

Contract No. B50004091 - Computer Desktops, Laptops, and Tablets - BCIT - P.O. Nos.: P534889, P534893, P534892, P534422, P534420, P534419, P534408, P534031 and P534030

On October 28, 2015, the Board approved the initial award in the amount of \$20,000,000.00. The award contained three 1-year renewal options. On January 16, 2019, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 will provide computer desktops, laptops, tablets and optional support on an as-needed basis for various end user agencies. The period of the renewal is October 28, 2019 through October 27, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 3, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JUNE 3, 2015.**

## 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

8. ITEMS #1, #2

INTERBORO PACKAGING  
CORPORATION

ITEM #3

MIDWEST MEDICAL SUPPLY

ITEMS #4, #5

VERITIV OPERATING COMPANY

ITEMS #6, 7, 8

FASTENAL COMPANY

\$ 0.00

Renewal

Solicitation No. B50004600 - Various Gloves - Various Agencies  
- P.O. Nos.: P538040, P538041, P538043 and P538044

On December 21, 2016, the Board approved the initial award in the amount of \$600,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 will enable various agencies to procure these commodities as it relates to safety protocols and regulations. The period of the renewal is December 21, 2019 through December 20, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 2, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON MAY 2, 2016.**

## 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

9. NEXT LIFE MEDICAL CORPORATION d/b/a EMERGENT RESPIRATORY	\$ 60,000.00	Non-Competitive Procurement/ Renewal
Contract No. 08000 - CPAP Units Maintenance and Accessories - Baltimore Fire Department - P.O. No. P537703		

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On November 23, 2016, the Board approved the initial award in the amount of \$43,469.99. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$60,000.00 is for the period November 23, 2019 through November 22, 2020. 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.

10. JADIAN, INC.	\$ 27,450.00	Non-Competitive Procurement/ Ratification/ Renewal
Contract No. 08000 - Jadian Licenses - Department of Health - Req. No.: R823307		

This meets the condition that there is no advantage in seeking competitive responses.

## 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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On October 31, 2018, the Board approved the initial award in the amount of \$27,450.00. The requested action is an approval of a confirming purchase for software licenses currently in use by the Health Department for restaurant inspections. The period of the ratification is May 23, 2019 through October 22, 2019. The period of the renewal is October 23, 2019 through May 22, 2020.

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. Proprietary software.

- |  |                |          |
|--|----------------|----------|
| 11. ITINERIS NA, INC.  | \$5,464,800.00 | Increase |
| Contract No. B50003294 - Customer Information System (CIS) UMAX - Department of Public Works - P.O. No.: P529219 |                |          |

On October 29, 2014, the Board approved the initial award in the amount of \$8,404,016.00. Subsequent actions have been approved. The Vendor implemented the new water billing Customer Information System (CIS) UMAX. This increase in the amount of \$5,464,800.00 will provide funding to cover the cost associated with moving the date to bring Baltimore County into the new billing system, enabling vendor to provide additional UMAX-knowledgeable resources from Itineris to support the Department of Public Works management staff with post-system acceptance maintenance.



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. The award was below MBE/WBE subcontracting threshold.

13. BEYOND THE NATURAL FOUNDATION,  
INC.

GLOBAL AIR MEDIA, L.L.C.

LADY MYSTERIOUS ENTERTAINMENT

MY G.I.R.L.S., INC.

ANDRE BRADLEY JR. d/b/a

DJ DRE

SARA SHEIKH

STRONG CITY BALTIMORE, INC.

TECHNICAL SPECIALTIES, INC.

THE REMNANT OF CHRIST, LLC

Non-Competitive  
Procurement/

\$ 137,042.00 Selected Source

Contract No. 06000 - Gap Camp Activities - Various - Req. Nos.:  
R835741, R835660, R835492, R835220, R835217, R835216, R835215,  
R835213, R834145 and R834133

The Board is requested to approve multiple awards to vendors who participated in the Gap Camp Activities on behalf of Recreation and Parks. The unauthorized procurement was a result of the urgency to respond to the immediate gap in services between summer camp ending and the start of Baltimore City's school year. The Department of Recreation and Parks have installed internal controls to ensure the proper steps

## 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

are taken to obtain direction from the Bureau of Procurement to prevent this measure from reoccurring. This is a one-time purchase. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was the result of a select source procurement.

14. SCHINDLER ELEVATOR CORPORATION	\$419,808.00	Non-Competitive Procurement/ Selected Source
Contract No. 06000 - Maintenance and Repair Service for the Elevators and Escalators located at the Baltimore Convention Center - Baltimore Convention Center - Req. No.: R837586		

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

The elevators at the Baltimore Convention Center have not been serviced for the past year and as a result they are experiencing multiple breakdowns each week. The Baltimore Convention Center is currently without a contract for escalator and elevator maintenance and repair and would like to contract with Schindler Elevator Corporation on a short-term basis until a new contract has been awarded. This short-term contract will allow the Baltimore Convention Center to receive maintenance services required to keep the equipment functioning. The period of the award is October 23, 2019 through September 22, 2020. 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. Waiver requested due to urgency of this short-term contract.

15. BIOLYTICAL LABORATORIES, INC.	\$ 131,098.50	Non-Competitive Procurement/ Sole Source
Contract No. 08000 - HIV Test Kits - Health Department - Req. No.: R837977		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Vendor is the sole source of the INST Rapid HIV Test Kit, which is the only test system approved by the FDA for use in the United States which provides HIV test results in 60 seconds. Quick results will allow clinicians to examine a larger number of patients and quickly begin treatment for those that test positive for HIV, lowering the spread of the HIV virus. The period of the award is November 1, 2019 through October 31, 2020, with three 1-year renewal options remaining.

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.

## 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

**MBE/WBE PARTICIPATION:**

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

16. K2 SOLUTIONS	\$156,000.00	Sole Source
Contract No. 08000 - Person-Borne Explosive Detective Canine Services - Baltimore Convention Center - Req. No.: R837475		

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

This service is needed to conduct interior and exterior screening of the BCC facility. Multiple firms were contacted, but K2 Solutions is the only canine services that can provide Third Party Certified Person-Borne Explosive Detection Canine teams. This exclusive certification is run by the International Police Work Dog Association, which maintains the only nationally recognized certification standard for this type of service. The period of the award is October 23, 2019 through October 22, 2020. 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 sole source procurement as these commodities are only available from the distributor and are not available from subcontractors.

## 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

	\$ 93,259.82	Ratification/
	<u>33,000.00</u>	Sole Source Future
17. <u>E-REVIVAL, LLC</u>	<u>\$126,259.82</u>	Amount Requested

Northeast Maryland Waste Disposal Authority - Contract No. 08000 - Electronic Materials Collections - Department of Public Works - Solid Waste - P.O. No.: P518313

On January 8, 2019, the Northeast Maryland Waste Disposal Authority (Authority), of which Baltimore City is a member, received written notice from its contractor, New Horizons Supported Services, Inc., that it would be unable to provide to Baltimore City electronic materials collection and recycling services under the Authority's Master Services Agreement, dated December 12, 2018. Because there were no other proposals submitted under the Authority's original RFP responsive to Baltimore City's required container and pickup operations for Baltimore City, the Authority solicited a proposal from eRevival, LLC., under a publicly procured contract for Howard County.

The Authority, on behalf of Baltimore City entered into a Master Services Agreement for Emergent Purposes for a term through December 31, 2019. The Authority determined that there was no other contractor available to provide electronic materials collection and recycling services for the City at this time and approved the contract as a sole source. Authority is requested to pay the outstanding invoices. The period of the ratification is January 31, 2019 through December 31, 2019.

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.

## 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

**MBE/WBE PARTICIPATION:**

Not applicable. This is a ratification of a sole source award.

- |   |              |              |
|---|--------------|--------------|
| 18. HIGHTAIL, INC.  | \$ 25,760.00 | Ratification |
| Contract No. 08000 - Annual Licensing and Software Support for Hightail Enterprises - State's Attorney's Office - P.O. No.: P531250 |              |              |

On May 18, 2015, the City Purchasing Agent approve the initial award in the amount of \$16,500.00. The award contained three renewal options. Subsequent actions have been approved and three renewal options have been exercised. Hightail for Business is a hosted secure file sharing service that includes end user functionality to securely send, share, access, and sign files, as well as providing enterprise IT administration features. The ratification and extension is requested to continue annual licensing and software support for authorized users of the vendor's software. The period of the ratification is January 1, 2019 through October 22, 2019. The period of the extension is October 23, 2019 through December 31, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below MBE/WBE subcontracting threshold of \$50,000.00. The software and support is only available from the vendor.

- |  |              |                      |
|--|--------------|----------------------|
| 19. APOLLO VIDEO TECHNOLOGY  | \$119,956.00 | Cooperative Contract |
| Apollo Camera Systems - Washington Metropolitan Area Transit Authority (WAMATA) Contract #FQ15186 - Department of Transportation - Req. No.: R832881 |              |                      |

## 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

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

The Department of Transportation is seeking to procure Apollo Camera Systems (surveillance equipment) to retro-fit 12 Orion buses currently owned by the City. The camera system is an integral part of public safety and is necessary as the buses are no longer equipped with any camera system. The contract expires on July 13, 2021.

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 is a commodity purchase from an authorized dealer who is required to provide camera systems under the WAMATA Contract #FQ15186.

20. FAWCETT MARINE SERVICES,  
 LLC t/a ANNAPOLIS  
INFLATABLES \$ 36,536.00 Award  
 Solicitation No. B50005918 - Inflatable Boats - Baltimore Fire  
 Department - Req. No.: R831932

Vendors were solicited by posting on CitiBuy. On October 3, 2019, two bids were received and opened. Award is recommended to the lowest responsible, responsive bidder. This is one-time purchase. 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

MBE/WBE PARTICIPATION:

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.00.

21. ALBAN TRACTOR, CO., INC.	\$ 0.00	Non-Competitive Procurement/ Extension
Contract No. B500003451 - Milling Machine Teeth - Department of Transportation - P.O. No.: P527172		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On May 7, 2014, the Board approved the initial award in the amount of \$37,689.00. The award contained four renewal options. Four renewal options have been exercised. An extension is necessary to continue services until a new contract is awarded. The period of the extension is November 1, 2019 through May 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award under the subcontracting threshold.

22. CHEMUNG SUPPLY CORP.	\$ 0.00	Non-Competitive Procurement/ Extension
Contract No. B50005168 - U-Channel Post - Department of Transportation - P.O. No.: P541699		

This meets the condition that there is no advantage in seeking competitive responses.

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On November 17, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,900.00. On July 7, 2019, the Board approved an increase in the amount of \$35,000.00. An extension is necessary to continue services until a new contract is awarded. The period of the extension is November 13, 2019 through May 13, 2020.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE the subcontracting threshold of \$50,000.00.

23. ARC ENVIRONMENTAL		Non-Competitive
LLC.	\$ 0.00	Procurement/ Extension
Contract No. B50003742 - Lead Risk Assessment Services - Department of Housing and Community Development - P.O. No.: P529394		

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On November 12, 2014, the Board approved the initial award in the amount of \$200,000.00. The award contained two renewal options. Subsequent actions have been approved. An extension is necessary to continue services until a new contract is awarded. The contract expires on November 11, 2019. The period of the extension is November 12, 2019 through May 11, 2020. 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

**MBE/WBE PARTICIPATION:**

On September 4, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 4, 2014.**

24. ALL HANDS FIRE		Non-Competitive
EQUIPMENT, L.L.C.	\$ 15,000.00	Procurement/ Extension
Contract No. B50004321 - Partner Rescue Saws and Parts - Fire Department - P.O. No.: P533316		

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On October 21, 2015, the Board approved the initial award in the amount of \$50,000.00. The award contained three renewal options. Three renewal options have been exercised. An extension is necessary to purchase saws and components for firefighters until a new solicitation is awarded. The period of the extension is November 1, 2019 through April 30, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. Award was below the MBE/WBE subcontracting threshold of \$50,000.00.

## 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

25. PROJECTION VIDEO SERVICES, d/b/a PROJECTION PRESENTATION TECHNOLOGY	N/A	Non-Competitive Procurement/ Extension
Contract No. BP-07136 - Convention Center Audio/Video Services - Baltimore Convention Center - P.O. No.: P522303		

This meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On August 8, 2007, the Board approved the initial award in the amount of \$0.00. The award contained one renewal option. Subsequent actions have been approved. An extension is necessary to continue audiovisual services at the Convention Center until a new contract is awarded. The scope of work for the new contract will be finalized after negotiations and extension of a new Memorandum of Understanding (MOU) with the International Alliance of Theatrical Stage Employees (I.A.T.S.E.). The current I.A.T.S.E. MOU expired in July 2018. This is a revenue-generating contract. The contract expires on November 7, 2019. The period of the extension is November 8, 2019 through December 30, 2020.

**MBE/WBE PARTICIPATION:**

On April 23, 2012, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON APRIL 23, 2012.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement - cont'd

26. a. MEL'S TOWING AND SERVICE CENTER, INC.		
b. MCDEL ENTERPRISES, INC.		
c. UNIVERSAL TOWING, LLC		
e. FRANKFORD TOWING ASSOCIATES, LLC		
f. LILITH, INC. T/A JIM ELLIOTT'S TOWING		Non-Competitive Procurement/ Extension
	\$1,000,000.00	

Contract No. B50002251 - Citywide Police Requested Towing Services - Department of Transportation - Baltimore Police Department etc. - P.O. Nos. various

On August 15, 2012, the Board approved the initial award in the amount of \$1,800,000.00. Subsequent actions have been approved including the final renewal approved on July 27, 2016. This will be the fifth extension and will make the total contract value \$16,400,500.00. An extension is being requested to continue towing services for various City agencies while a new solicitation is being prepared and to allow the City to complete a revision of the towing regulations and requirements. The contract expired on August 31, 2019. The period of the extension is September 1, 2019 through March 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

**MWBOO SET GOALS OF 10% MBE AND 3% WBE.**

Mel's Towing and Services Center, Inc., McDel Enterprises, Inc., Universal Towing, LLC, Frankford Towing Service, LLC, and Lilith, Inc. t/a Jim Elliott's Towing, and were found compliant on March 20, 2019, March 21, 2019, and April 12, 2019. Greenwood Towing, Inc., Frankford Towing, LLC, Frankford

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement - cont'd

Towing, Associates, LLC., and Ted Towing Services, Inc. were found non-compliant on March 21, 2019. The extension to the compliant companies is requested.

a. MEL'S TOWING & SERVICE CENTER, INC.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Chaudhry Towing Company, Inc.	7.5%	\$ 360.00	16.6%
JJ Adams Fuel and Oil Company, LLC	2.5%	0.00	0.0%
	<b>10.0%</b>	<b>\$ 360.00</b>	<b>16.6%</b>
<b>WBE:</b> CC Press.Net, Inc.	0.25%	\$ 0.00	0.0%
Baltimore Auto Supply Co., Inc.	2.75%	0.00	0.0%
	<b>3.0%</b>	<b>\$ 0.00</b>	<b>0.0%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 12, 2019.**

b. MCDEL ENTERPRISES, INC.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Apex Petroleum	10%	\$51,389.67	30.98%
<b>WBE:</b> Lichter Group, LLC.	3%	\$ 4,700.00	2.83%

The Contractor was found compliant based on "good-faith" effort for WBE participation.

**MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 20, 2019.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

c. UNIVERSAL TOWING, LLC

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> JJ Adams Fuel Oil, Co.	10%	\$23,056.02	12.05%
<b>WBE:</b> Tote-It, Inc.	3%	\$10,641.24	5.56%

**MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 21, 2018.**d. FRANKFORD TOWING ASSOCIATES, LLC

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Chaudhry Towing Company, Inc.	7.5%	\$4,503.00	25.64%
JJ Adams Fuel and Oil Company, LLC	<u>2.25%</u>	<u>0.00</u>	<u>00.00%</u>
	<b>10.00%</b>	<b>\$4,503.00</b>	<b>25.64%</b>
<b>WBE:</b> CC Press.Net, Inc.	2.75%	\$4,481.10	2.53%
Baltimore Auto Supply Co., Inc.	<u>0.25%</u>	<u>0.00</u>	<u>0.00%</u>
	<b>3.0%</b>	<b>\$4,481.10</b>	<b>2.53%</b>

The Contractor is based on good-faith effort.

The Contractor failed to utilize JJ Adams Fuel and Oil Company, LLC and provided an explanation. The Contractor also failed to utilize Baltimore Auto Supply Co., Inc., which contributed to not meeting the WBE goal.

**MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 20, 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

e. LILITH, INC. T/A JIM ELLIOT'S TOWING

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> McDel's Enterprises, Inc.	10%	\$3,806.00	12.27%
<b>WBE:</b> Doug's Auto Parts	3%	\$1,000.00	3.22%

**MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 21, 2019**

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, and increases and extensions to contracts.

## MINUTES

Mayor's Office of Homeless Services - Provider Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is October 1, 2019 through June 30, 2020, unless otherwise indicated.

1. **ST. VINCENT DE PAUL, INC.** **\$ 113,719.50**

Account: 4000-407018-3571-757301-603051

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will provide supportive services to 68 individuals and/or families experiencing homelessness in the city of Baltimore. The Provider will offer services through their Project Believe Program. The goal of the Project is to increase housing stability and enhance self-sufficiency so clients do not return to homelessness status.

The agreement is late because of a delay at the administrative level.

**MWBO GRANTED A WAIVER ON SEPTEMBER 24, 2019.**

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,133,965.00**

Account: 1001-000000-3572-779200-603051

The Associated Catholic Charities, Inc., will provide emergency homeless overflow shelter for 275 individuals experiencing homelessness in Baltimore City. The Provider will offer services through their Weinberg Housing Resource Center Program, located at 620 Fallsway.

**MWBO GRANTED A WAIVER ON SEPTEMBER 25, 2019.**

**A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.**

## MINUTES

Mayor's Office of Homeless Services - cont'd

3. **BRIDGE HAVEN, INC.** **\$ 953,079.25**

Account: 1001-000000-3572-781900-603051

The Bridge Haven, Inc., will operate an emergency homeless overflow shelter for 78 individual women and/or families experiencing homelessness in Baltimore city. The Provider will offer services through their Pinderhughes Shelter Program, located at 1200 N. Fremont Avenue.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.**

**A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

SCHULMAN, HERSHFIELD & GILDEN, P. A.

ATTORNEYS AT LAW

ONE EAST PRATT STREET

SUITE 904

BALTIMORE, MARYLAND 21202

(410) 332-0850

(410) 659-0111

FAX (410) 332-0866

October 14, 2019

*By Email to Harriette.Taylor@baltimorecity.gov  
& Hand Delivery*

Ms. Harriette Taylor  
Clerk, Board of Estimates  
100 N. Holliday Street, Room 204  
Baltimore, MD 21202

Re: Award Protests by the Time Organization, Inc. ("TIME") in connection with Baltimore City's Office of Homeless Services Emergency Overflow Shelters Request for Proposals for the following locations: 620 Fallsway and 1200 N. Fremont Avenue

Dear Ms. Taylor:

This shall constitute the formal notification of the protest by the Time Organization, Inc. of the awards of two emergency shelter contracts for the following addresses: 620 Fallsway and 1200 North Fremont Avenue. I hereby request that this protest be considered a non-routine agenda item. I have been advised that this protest of the awards of these two contracts is currently scheduled for a hearing on the October 16, 2019 meeting of the Board of Estimates. Please confirm that this protest will be heard on that date.

I. REQUEST FOR PROPOSALS

Baltimore City's Office of Homeless Services issued multiple Requests for Proposals ("RFP") for Emergency Overflow Shelters. TIME submitted responses to two of the RFPs, 620 Fallsway and 1200 N. Fremont Avenue (Exhibits 1-A and 1-B). TIME's responses detailed the following:

1. **RFP - 620 Fallsway.** TIME has agreed to provide emergency shelter services for homeless and at-risk-of-homelessness populations. Specifically, TIME will provide shelter for 175 single adult males and 75 single adult females at the emergency shelter at 620 Fallsway, Baltimore, Maryland. TIME will provide overflow capacity for 33 single adult male beds and 27 single adult female beds. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will also administer client intake assessments and

provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. The goal of the project is to increase income, employment, obtain safe and stable housing, decrease recidivism and ensure that the stay at the facility is “rare and brief.”

2. **REF - 1200 N. Fremont.** TIME will provide emergency shelter services for homeless and at-risk-of-homelessness populations for 70 single adult families and 8 families at 1200 N. Fremont Ave, Baltimore, Maryland. TIME will also maintain overflow capacity for 30 single adult females, 65 single adult males and 25 families. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will administer client intake assessments and provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. This project will also provide a McKinney-Vento Liaison to ensure that the educational and social-emotional needs of children experiencing homelessness are identified and met. The goal of the project is to increase income, employment, obtain safe and stable housing, decrease recidivism and to ensure that the stay is “rare and brief.”

## II. BACKGROUND

### 1. **TIME IS AN EXPERIENCED TRANSITIONAL HOUSING PROVIDER.**

TIME is a not-for-profit, Baltimore City minority-operated and -owned company that specializes in the provision of health care and transitional housing for the homeless. It firmly believes in the goal that transitional care for the homeless must lead to a “rare and brief” stay at the transitional housing facility. TIME’s reputation for excellence is exemplary. Its record for keeping the homeless off the streets is unparalleled once they matriculate through the transitional housing program of TIME.

### 2. **TIME PROVIDES A WIDE ARRAY OF SUCCESSFUL WRAPAROUND SERVICES.**

TIME is an experienced recovery housing program designed to significantly reduce the number of homeless that end up back on the streets. One of the reasons for the success of TIME’s program is the wraparound services provided by TIME through its in-house consultants and programs which clearly enhance the success rate of the participants. The company’s wraparound services include:

- (i) Trauma Informed Cognitive Behavioral Therapy
- (ii) Medication Management, Psychiatric and Community-based services
- (iii) Substance Abuse Treatment/Prevention/Medication Assisted Treatment (“MAT”)
- (iv) Psychiatric Rehabilitation Programming (“PRP”) Services
- (v) Recovery Housing
- (vi) Vocational Educational Training

**3. TIME IS AN EXPERIENCED OPERATOR OF A CERTIFIED RECOVERY HOME.**

TIME has operated with great success, a certified recovery home with a mission designed to ensure that each resident's stay is "rare and brief." TIME has provided extensive, person-centered mental health and behavioral health services to the community for 20 years. We are a minority business that has a history of working with and for the underserved in our communities.

Over 75% of the population that we have serviced over the years have been adults and children impacted by homelessness. Our service model has expanded in the last 3 years to recovery housing that not only provides safe and stable housing, but also delivers significant and impactful wraparound services to address the factors that often perpetuate homelessness. Our focus is to not only assist the homeless population to transition, but to ensure that there is no return to homelessness; in turn making homelessness "rare and brief" for those that we serve.

The expectation to achieve different results with the same perpetual providers has proven to be inefficient. The current shelter providers have not demonstrated that they meet the goal of moving people from homelessness, nor have they provided proof that they have aided to prevent homelessness in our city. While collaboration is always key to ensuring a holistic approach, having a continuum of services and support within one company, that is coordinated by one treatment team of multi-disciplinary professionals, is ideal.

TIME is not only equipped to operate a shelter, as demonstrated by TIME'S current housing programs, but TIME also provides 90% of all supportive services to this population.

**III. REASONS TO UPHOLD THE PROTEST ON BOTH AWARDS**

TIME is a 20-year-old, minority owned and operated company that does \$20 million of state business annually.

1. TIME has had 20 years of providing mental health, behavioral health and transitional housing to Baltimore City residents, with 60% reduction in homelessness of the population served. (We have the largest transitional housing campus in Baltimore City that transitions people from homelessness, while addressing mental health and substance use.)

2. Healthcare for the Homeless operates the shelter on Fremont Avenue. It has not published data to support successfully transitioning people from homelessness or reducing the homeless population in Baltimore. In the TIME proposal, the Company intends to competitively show that it will comply with the Mandate of the Mayor's Office of Homelessness Services, which is to transition from homelessness, but to also make it a rare and brief experience.

3. Catholic Charities operates the Fallsway shelter. It has demonstrated, based upon published statistics, that over the last 8 years it has transitioned less than 15% of families to permanent housing. TIME brings a fresh approach. The current contracts have been multi-year awards to the same agencies, without showing proof of reduction in homelessness.

4. In TIME's response to both RFPs, agency budgets that were submitted were under \$1 million dollars and under the city's current operating budget. TIME proposed the following:

Fremont -- Mayor's Office Funds Requested: \$711,052.27  
Fallsway -- Mayor's Office Funds Requested: \$990,894.36

5. TIME shared the Headstart Mental Health Contract with Catholic Charities in the 2018-2019 school year. For the 2019-2020 school year, TIME was awarded the Catholic Charities portion of the contract due to TIME's exemplary execution of the contract and the Catholic Charities' inability to properly execute the contract, which meant that TIME had to respond in a rapid form. TIME met the requirements with short notice and successfully performed.

6. Additional reasons to uphold the protest will be provided at the hearing.

#### IV. PROCEDURAL PROBLEMS

1. TIME's rights were denied, in violation of the appeal protocol, by sending a denial of the appeal within 24 hours of TIME's submission of the notice of the appeal without a hearing or referral to the Board of Estimates. The notification of the awards was sent by the City, on September 11, 2019, from Angela McCauley, Emergency Services Coordinator, Mayor's Office of Homeless Services, who indicated in that letter that TIME had the right to appeal the decision in writing (Exhibit 2). Upon learning that the two contracts were awarded to other companies, TIME delivered on September 19, 2019, a letter to Angela McCauley, Emergency Services Coordinator, Mayor's Office of Homeless Services objecting to the awards (Exhibit 3). The very next day, in a letter dated September 20, 2019, Ms. McCauley denied the appeal without a hearing, obviously denying this long-time Baltimore City, minority-owned company due process and the right to be heard (Exhibit 4).

2. In addition, a reason that Ms. McCauley provided in the September 20, 2019 letter in an attempt to justify not awarding any of the contracts to TIME is that TIME "lacked the experience and familiarity with operating emergency shelters." That statement is not accurate. As TIME indicated in both responses to the RFPs, TIME has successfully operated a housing program that includes a campus of 40 beds for homeless persons who are also in recovery. TIME's housing program not only provides a safe and stable living arrangement, but it also provides wraparound services to include mental health, behavioral health services, vocational training and job placement and continuing education support. TIME's housing model focuses on trauma-informed care and harm reduction, to ensure that residents' homeless status is "rare and brief" and upon transition are residing in long-term residential placements.

TIME believes that it was improperly denied the awards of both contracts and was not accorded the proper due process in the denial of the appeals and requests that the Board of Estimates of Baltimore City grant the protests of both awards and award the contracts to the Time Organization, Inc.

Please confirm that the Protest will be heard on Wednesday, October 16, 2019. Also, please let me know what time the Protest will be heard. Thank you for your cooperation.

Respectfully Submitted,



Robert B. Schulman, Counsel  
On behalf of the  
Time Organization, Inc.  
Lamont Ellis, President

RBS/mb

cc: Kyle Hildreth, Assistant City Solicitor  
Lamont Ellis, President, Time Organization, Inc.

# **EXHIBIT 1-A**



**A Response to the Mayor's Office of Homeless Services Emergency Overflow  
Shelter Request for Proposal**

### Project Description

**Provide a brief description of the project scope, including the target population, number of clients served, types of services provided, frequency with which services will be provided, and the location where services will take place.**

TIME seeks to provide emergency shelter services for homeless and at-risk-of-homelessness populations. TIME will provide shelter for 175 single adult males and 75 single adult females at the emergency shelter 620 Fallsway, Baltimore, MD. TIME will also maintain overflow capacity for 33 single adult male beds, 27 single adult female beds. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will administer client intake assessments, and provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. The goal of the project is to increase income, employment, obtain safe and stable housing, and decrease recidivism.

**Describe your agency's vision for implementing a housing first approach or experience in utilizing a housing first approach. Describe how you will lower barriers to entry and during program enrollment. Describe your experience working with individuals or families who have behavioral health needs, domestic violence, trauma, or other vulnerability factors (as applicable for proposed project population). Describe what strategies you will use to engage clients in voluntary services.**

Since our inception in 2000, TIME has a long-standing history of working with vulnerable and often underserved populations, and has provided behavioral health services to approximately 15,000 individuals throughout the state of Maryland. Nearly half of current TIME participants are homeless or at risk of experiencing homelessness, not linked to behavioral health services, and have few to no social supports. Through our various treatment modalities, TIME administration and staff have learned that many of our clients have experienced significant traumatic events that have, in part, contributed to their experience of homelessness and behavioral health crises. This approach aligns us with the housing-first model, allowing TIME staff to address the priority of meeting the needs of acquiring safe shelter and housing first, then introducing supportive services. Our screening criteria does not discriminate based on an individual's past, and we utilize a strengths-based and person-centered approach to meet the needs of individuals with co-occurring disorders.

In 2015, TIME was selected as 1 of 9 organizations chosen to participate in the Breakthrough Series Collaborative (BSC), and initiative to become a trauma-informed agency. As a part of this initiative TIME leadership participated in meetings where SAMHSA's six principles of trauma-informed care were promoted. Of these principles, Cultural, Historical, and Gender issues were discussed, as well as traumas that have occurred in communities because of systemic and structural racism. TIME incorporates discussions about racial inequalities and its impacts on our clients during monthly staff meetings so that our staff can provide safe spaces for clients to discuss their experiences. When working with participants where English is a second language, TIME has partnered with private interpretation services to ensure that participants were informed about their treatment options.

TIME staff have been trained in numerous clinical interventions, including Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to meet the needs of children, youth, and adults. In 2015, TIME was selected as 1 of 9 agencies to participate in the Breakthrough Series Collaborative, whereby the mission is to make Baltimore City a trauma-informed city. This initiative allowed TIME to work closely several

community-based organizations, identifying trauma-informed initiatives to utilize when working with children, adolescents, and adults.

Participation in the recovery housing project would allow TIME to continue our work in Baltimore City and work together with Baltimore City's Office of Homeless Services, and clients in providing housing and resources to supportive services, such as mental health treatment and substance abuse treatment, with the goals of supporting them in meeting their identified goals. TIME Inc. staff all participate in trauma-informed trainings designed to increase their awareness of trauma behaviors and how to best respond to them. TIME Inc strives to maintain emotionally and physically safe living environments. As previously stated, TIME staff are trained to engage with residents using a trauma-informed approach, which follows SAMHSA's Six Principles of Trauma Informed Care. This approach allows TIME staff to recognize that clients are the experts of their lives and, as such, should be supported in determining what needs they desire to have addressed. TIME staff are trained in evidenced-based practices (EBPs) such as TF-CBT, Motivational Interviewing, mental health first aid, and the harm reduction model and are supported in their ability to use these theories in ways that create safe, non-judgmental spaces that support a therapeutic and non-punitive environment.

For the proposed project, TIME Inc agrees to train and support staff development in both furthering their understanding of EBPs and clinically based theory and administrative support. In doing so, staff will oversee voluntary referrals to on-site and community opportunities for life skills development, service/volunteer hours, and mental/SUD treatment. All clients will be encouraged to develop a "Good Neighbor" relationship with the surrounding community, and to become involved in both TIME and community sponsored events. TIME case management staff are trained to utilize Motivational Interviewing techniques to introduce harm reduction methods to clients in order to engage and retain them in services.

**Describe the achievements, program improvements, challenges, and barriers encountered during the operation of a similar program/service your organization coordinated or Achievements and barriers foreseen in performance of this service.**

TIME has been accredited by CARF since 2016 and has used these standards to assess services provided to clients, the majority of whom are high-risk and high-need. To meet the needs of clients, TIME has made program improvements that focus on utilizing a strengths-based and person-centered approach. As previously mentioned, TIME utilizes a trauma-informed and responsive approach to meeting the needs of clients, and as such was accepted into the Breakthrough Series Collaborative, which was designed to have agencies work together in reviewing their policies and procedures to make Baltimore a trauma-informed city. TIME revised policies and procedures to incorporate SAMHSA's Six Principles of Trauma-Informed Care (TIC), ensuring that staff were able to turn TIC policies into practice. Staff were trained to incorporate strengths-based and person-centered language into conversations with clients, evidenced-based curricula, such as Seeking Safety and Helping Men Recover, into client groups, and trauma-responsive de-escalation techniques for crises management. Understanding that many of those experiencing homelessness also have co-occurring disorders, TIME staff began offering wrap around services to meet the substance abuse and mental health needs of clients in need of services. Our recovery house locations work with persons with a history of homelessness and addiction to provide access to case management and referrals to TIME's Intensive Outpatient Services. This program improvement allows clients to have a continuum of care and have a central location to receive recovery-

oriented support and services, including transportation to TIME's IOP location. This approach also allows us to tailor our services to clients who experience issues with relapse.

Working to ensure the physical and emotional safety of with many clients who have varying levels of co-occurring disorders, legal histories, and compliance with treatment is something that our recovery houses provide. We have addressed this challenge by installing state-of-the art security and having a dedicated Residential Aide to oversee the daily security operations of the homes. Upon project award, TIME's Project Director will work with the Residential Aide team to create a security protocol. TIME will utilize our current crisis protocol, where is an on-call clinician available 24 hours a day. Clients can also make use of the crisis response line after hours. A Crisis Plan is also incorporated into every participant Care Plan. As mentioned in the Program Outcomes, this Care Plan includes a 7day/24-hour Crisis phone number that participants can call in the event of emergency. This Crisis Plan also includes a listing of emergency contacts who can support a participant in the event of a crisis. TIME staff also has a Crisis Protocol which allows for the on-call TIME Project Director to contact the client in the attempt to de-escalate participant distress. If further support is needed, TIME's Project Director will contact Baltimore Crisis Response Intervention (BCRI). If they are unable to accommodate a client with-in a 3-hour window, TIME will contact 911 Emergency Personnel. At participant intake, TIME staff utilizes CRISP, an inpatient database. This system allows TIME staff to know what medications were prescribed and behavioral therapies given. At every review, the number of patient hospitalizations are reviewed within that report period. If there has been any increased over the initial amount at intake, participant needs are reassessed to assure that participants are at the appropriate level. If a patient is hospitalized for psychiatric emergency, upon their release, they are scheduled to meet with TIME's Medical Director within 72 hours of release. When clients are experiencing a psychiatric crisis that is unable to be contained within our Crisis Plan, they are referred to the nearest hospital. While there, TIME's Medical Director is in contact with attending medical staff and provides pertinent background information related to the participant's functioning. Medical Director reports and summaries will also be provided upon request when there is a patient hospitalization or institutional placement. TIME will report any incidents to MOHS within two-hours of occurrence.

**Describe how you engage clients in organizational and program planning, policy and decision making.**

In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). TIME also supports client self-determination by:

- Providing opportunities for self-development as peer support leaders
- Offering voluntary life skills courses such as resume writing, basic banking
- Encouraging independence through client responsibilities, keeping room clean, doing own laundry, and any other housing assignments
- Recognizing the expertise that parents have within their families, and supporting and increasing their understanding infant and child development

TIME recognizes that the journey to recovery is an individual one, and that there are many paths available. What's best for an individual client depends on the nature of their own substance abuse and psychological/behavioral needs, and is influenced by their socio-economic background, culture and available resources. For the proposed project, clients will receive a copy of the rules at intake, and will have times throughout the year to provide feedback through open forums, anonymous submission, and one-on-one meetings about the rules and their experiences, giving insight into whether they believe they are inclusive and strengths-based.

**Note any evidence-based, best, or promising practices, or otherwise innovative practices your organization uses to ensure the best quality and targeted services are available to clients in a cost effective way. Discuss why the service delivery model you describe will help individuals/families maintain or regain housing stability.**

TIME is committed to using evidenced-based, best, and promising practices (EBP) to ensure that the needs of clients are first identified, then met in the most person-centered and strengths-based approaches possible. These following services are most cost-effective, as they can be done on both an individual and group setting, allow for modification of administration based on client compliance/need, and incorporate client feedback into the continuation of services. They are:

1. Seeking Safety (EBP practice that is designed to support survivors of addiction and/or PTSD. Participants learn how to incorporate coping skills, such as grounding in their recovery process).
2. Helping Men Recover (EBP curriculum that supports men in their recovery process and helps them strengthen social-emotional connections)
3. Housing First (TIME begins with this practice, acknowledging that clients have the right to choose or deny a service, with no penalty)
4. Trauma-informed care- Six Principles: Safety, Trustworthiness & Transparency, Peer Support, Collaboration & Mutuality, Empowerment, Voice and Choice, and Inclusion of Cultural, Historical & Gender Issues; Includes TF-CBT and Mental Health First Aid
5. Equity (racial and gender)- Focus is on ensuring that individuals and families receive tailored supports to assist them in setting and reaching their stated goals; also highlights inclusion and representation
6. Motivational interviewing- Recognizes that clients have the authority to direct the change rather than telling clients what they need to do
7. Strengths-based Case Management (focuses on creating linkages in achieving goals, while also including natural supports)
8. Holistic service linkage- PRP, mental health, substance abuse, etc.

By implementing these practices, TIME creates safe spaces, and involves clients in their recovery and housing processes, and supports them in identifying what their needs are. These EBPs support clients being linked to matched services that will assist them holistically instead of focusing only on poverty/homelessness. Supporting them holistically and from a person-centered (person first, issue second) and strengths-based approach, makes it more likely for them to increase income, maintain stable housing, and not return to an at-risk of homelessness status.

**Describe specifically how participants will be assisted to increase their employment, income and benefits in order to maximize their ability to live independently. Name specific community resources/processes you can link clients to.**

TIME connects clients with various employment and workforce development programs throughout the city. TIME takes advantage of local, state and federal resources to ensure that clients who want to work get the tools they need to do so. TIME understands that financial independence is the key to increase self-sufficiency and maintain thriving family homes. As such, TIME assists employable clients with finding work, and helps clients with little or no skills or education to remove their barriers to employment and gain new tools and skillsets to increase their likelihood of employment. (After speaking in more detail about some of the programs below, reiterate that because TIME also provides mental health and substance abuse support, clients will be more likely to maintain employment/income gains). TIME will partner with and link clients with community resources such as: MD DHS programs including FSET (free job training for food stamp recipients), STEP UP (job training and support services for non-custodial parents), Center for Urban Families, Catholic Charities, Baltimore City Job Development Center, and the Mayor's Office of Employment Development.

**Describe your project's role within the Coordinated Access system and how you are integrating Coordinated Access into daily work within your program. What specific strategies do you use to accelerate housing placements through Coordinated Access?**

For the proposed project, TIME's Case Managers will oversee the establishment and operation of the CA system. To accelerate housing placements, Case Managers will aim to input client intake information within 7 days of entry. After the initial input, Case Managers will update a client's record to note any changes to income, employment/education, housing, etc. TIME's Project Manager oversee the accurate input of information (minimum of 95% accuracy) and will maintain active participation in the City's Continuum of Care, maintaining an active membership, and attend all meetings, and participate in at least one Continuum committee or workgroup.

**Describe how you will assist clients with limited English proficiency, hearing, or visual impairments.**

TIME will ensure that clients with limited English proficiency, hearing, or visual impairments do not experience any delays in receiving case management services, nor are any delays encountered in the entry of their information in the CA system. As previously mentioned, TIME will use our current interpretation system to provide translation services, and will contract with providers to provide American Sign Language (ASL) to those with hearing impairments, and utilize Braille Works, an independent translation agency to translate documents to Braille when necessary.

### Organizational Capacity

**1. Describe your agency's internal systems, including your fiscal management system, case/client record management system, and recordkeeping procedures.**

TIME's Vice-President of Operations, Lauren Herron, will continue to work alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). For the proposed project, TIME will collaborate with the City' Continuum of Care's Lived Experience Advisory Committee. In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

TIME maintains client records in locked file cabinets for seven years after discharge.

**2. Describe the organization's leadership and management, their ability to supervise the project and staff, and the organization's history in ensuring program effectiveness and fidelity to funding agreements.**

TIME's current Clinical Supervisor, Ditte Moeller will oversee the project. Ms. Moeller will serve as the Project Director and will have the responsibility of providing direct and daily oversight and supervision to project staff. Ms. Moeller is a licensed Clinical Social Worker and has experience in supervising staff and overseeing projects of this nature. In her current role, Ms. Moeller supervises 15 staff and ensures that compliance is maintained as it relates to client services. Ms. Moeller will oversee the Residential Aides, Case Managers, McKinney-Vento Liaison, Security Staff, and TIME Emergency Shelter Volunteers. Upon award, Ms. Moeller will develop and submit a Hiring, Retention, Training, and Recruitment Plan to the Program Administrator.

TIME is proud of our ability to meet the professional development needs of staff and will work to meet the training needs of all Emergency Shelter staff by providing staff orientation, trainings, and supervision to ensure knowledge and skill in providing necessary services. The following is an overview of each of these services:

Staff Orientation. Staff Orientation will consist of two (2) full days of training and overview for staff to get acclimated to expectations of this project. TIME administration will work closely with Baltimore City and partner agencies to outline client processes including client intake procedures, client de-escalation, client engagement & referral, and client discharge. Key Points of Staff Orientation will include: Code of Conduct Policy review; Overview of emergency shelters in Baltimore and history of Housing First; Client Referral process to supportive services; Intake and Initial Assessment Procedures; Behavioral Health Crises; De-Escalation Techniques; Cultural Responsiveness; Incorporating Client Concerns; Documentation & Record Keeping; Identification and Utilization of Community Partners; Effective Oversight of Client Utilization of Services (Monitoring and Follow-up Activities); Staff Trainings will include the twenty topics identified within Section 7 of the RFP and will also incorporate (Person-Centered Case Management, HIPAA, Coordinated Access System, Housing First Model, and HMIS, and ADA Act of 1990, Crisis Intervention, De-escalation Techniques, Supporting Law Enforcement, Motivational Interviewing, Harm Reduction, Outreach & Engagement, Trauma-Informed Care, Working with Individuals with Co-Occurring Disorders, and Ethics & Client Diversity); Expectations in Supervision; Case Consultations; CPR & First Aide, Naloxone/Overdose, Understanding the Experience of Homelessness; Important Timelines for Effective Outcomes; and Review of Staff Handbooks.

Staff will participate in weekly supervision with the Project Director. During supervision, the Project Director will assist in reviewing participant cases, with focus being placed on crisis intervention, de-escalation techniques, and follow-up services. The Project Director will also review TIME's Work Plan, which outlines objectives, tasks, outcomes, and evaluation of TIME's ability to meet the major goals of the proposed project. TIME staff will also participate in weekly Case Consultations which will be facilitated by TIME's Medical Director where they will discuss effective interventions and appropriate follow up procedures for use with individuals with behavioral health disorders.

TIME will continue to meet the professional competencies outlined in the RFP, by supporting the professional development of staff through clinical supervision and empirically-based trainings. TIME administration and staff will make necessary provisions to participate in implementation planning, project evaluation, and sustainability planning throughout the lifespan of the project, and will work closely with agency partners and Baltimore City to ensure adherence and fidelity to the Housing First model.

**3. Describe your agency's internal systems, including your fiscal management system, case/client record management system and recordkeeping procedures. Describe any audit findings or concerns during the last 24 months as well as the resolution of each.**

TIME Organization's CPA, LNAbrams and Company completed an audit in 2016 and found no concerns. An audit of TIME's 2017 fiscal record is currently underway and will be completed by September 30, 2019 (see official statement from CPA in addendum). A CARF audit was also performed in 2017 and found no areas of concern, and TIME received full accreditation. As mentioned in Item 1, TIME's Vice-President of Operations, Lauren Herron, will continue to work

alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

Community Partnerships & Leveraging

**Please describe your commitment to and participation in the Continuum of Care, including current level of participation in committees and initiatives.**

TIME is committed to supporting the efforts of Baltimore City's Journey to End Homelessness and has been a general member of the Continuum of Care since 2019. TIME has assigned its current Clinical Supervisor and proposed Project Director, Ditte Moeller to attend the remaining Continuum of Care meetings for 2019. If selected for the proposed project, Ms. Moeller will meet all meeting requirements as outlined in the RFP.

**Describe how your agency is collaborating with other homeless service providers and mainstream service providers. How do these collaborative efforts help minimize or avoid the duplication of services and effort? How do you include leveraged services and resources available in Baltimore City in your service plan?**

TIME is proud of our partnership with providers within Baltimore City who share our mission of improving the lives of children and families. We currently partner with the West Side Men's Shelter on a weekly basis to provide substance abuse service, mental health services and case management. Once the men have reached their time limit in the shelter, TIME Organization transitions them into our Transitional Housing program for continued supportive services. TIME also has a partnership with Baltimore City Public Schools and currently provides mental health, social work support, and parent and child substance abuse support to over 60 schools. Other partnerships include Healthcare for the Homeless, where many residents in our transitional housing program are referred for physical health care needs, Bon Secours Medical Center, Baltimore Crisis Response Intervention, and JARCC in Park Heights for job readiness.

These partnerships allow for a streamlined process of services received by clients. It avoids duplication of services, as TIME is able to refer clients to matched service providers and receive updates and feedback from both clients and our community partners. Accessing partner services also allows TIME clients to increase their supportive network, both professionally by having access to trained professionals, and personally by being involved in peer supportive opportunities with other individuals.

**Describe the extent to which you leverage in-kind donations and volunteers for the project.**

TIME works with local universities within Baltimore City and the surrounding community who send students to volunteer and work with our organization. All volunteers are screened for criminal background checks before being permitted to volunteer, and all participate in a Volunteer Orientation. TIME currently hosts clothing and food drives to ensure that we are able to maintain food and clothing pantries for our clients in need.

# **EXHIBIT 1-B**



**A Response to the Mayor's Office of Homeless Services Emergency Overflow  
Shelter Request for Proposal**

### Project Description

**Provide a brief description of the project scope, including the target population, number of clients served, types of services provided, frequency with which services will be provided, and the location where services will take place.**

TIME seeks to provide emergency shelter services for homeless and at-risk-of-homelessness populations. TIME will provide shelter for 70 single adult families and 8 families on 1200 N. Fremont Ave, Baltimore MD. TIME will also maintain overflow capacity for 30 single adult females, 65 single adult males and 25 families. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will administer client intake assessments, and provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. This project will also provide a McKinney-Vento Liaison to ensure that the educational and social-emotional needs of children experiencing homelessness are identified and met. The goal of the project is to increase income, employment, obtain safe and stable housing, and decrease recidivism.

**Describe your agency's vision for implementing a housing first approach or experience in utilizing a housing first approach. Describe how you will lower barriers to entry and during program enrollment. Describe your experience working with individuals or families who have behavioral health needs, domestic violence, trauma, or other vulnerability factors (as applicable for proposed project population). Describe what strategies you will use to engage clients in voluntary services.**

Since our inception in 2000, TIME has a long-standing history of working with vulnerable and often underserved populations and has provided behavioral health services to approximately 15,000 individuals throughout the state of Maryland. Nearly half of current TIME participants are homeless or at risk of experiencing homelessness, not linked to behavioral health services, and have few to no social supports. Through our various treatment modalities, TIME administration and staff have learned that many of our clients have experienced significant traumatic events that have, in part, contributed to their experience of homelessness and behavioral health crises. This approach aligns us with the housing-first model, allowing TIME staff to address the priority of meeting the needs of acquiring safe shelter and housing first, then introducing supportive services. Our screening criteria does not discriminate based on an individual's past, and we utilize a strengths-based and person-centered approach to meet the needs of individuals with co-occurring disorders.

In 2015, TIME was selected as 1 of 9 organizations chosen to participate in the Breakthrough Series Collaborative (BSC), and initiative to become a trauma-informed agency. As a part of this initiative TIME leadership participated in meetings where SAMHSA's six principles of trauma-informed care were promoted. Of these principles, Cultural, Historical, and Gender issues were discussed, as well as traumas that have occurred in communities because of systemic and structural racism. TIME incorporates discussions about racial inequalities and its impacts on our clients during monthly staff meetings so that our staff can provide safe spaces for clients to discuss their experiences. When working with participants where English is a second language, TIME has partnered with private interpretation services to ensure that participants were informed about their treatment options.

TIME staff have been trained in numerous clinical interventions, including Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to meet the needs of children, youth, and adults. In 2015, TIME was

TIME Organization, Inc. Response to Baltimore City's Mayor's Office of Homeless Services Emergency Overflow Shelter Request for Proposals\_1200 N. Fremont Avenue

selected as 1 of 9 agencies to participate in the Breakthrough Series Collaborative, whereby the mission is to make Baltimore City a trauma-informed city. This initiative allowed TIME to work closely several community-based organizations, identifying trauma-informed initiatives to utilize when working with children, adolescents, and adults.

Participation in the recovery housing project would allow TIME to continue our work in Baltimore City and work together with Baltimore City's Office of Homeless Services, and clients in providing housing and resources to supportive services, such as mental health treatment and substance abuse treatment, with the goals of supporting them in meeting their identified goals. TIME Inc. staff all participate in trauma-informed trainings designed to increase their awareness of trauma behaviors and how to best respond to them. TIME Inc strives to maintain emotionally and physically safe living environments. As previously stated, TIME staff are trained to engage with residents using a trauma-informed approach, which follows SAMHSA's Six Principles of Trauma Informed Care. This approach allows TIME staff to recognize that clients are the experts of their lives and, as such, should be supported in determining what needs they desire to have addressed. TIME staff are trained in evidenced-based practices (EBPs) such as TF-CBT, Motivational Interviewing, mental health first aid, and the harm reduction model and are supported in their ability to use these theories in ways that create safe, non-judgmental spaces that support a therapeutic and non-punitive environment.

For the proposed project, TIME Inc agrees to train and support staff development in both furthering their understanding of EBPs and clinically based theory and administrative support. In doing so, staff will oversee voluntary referrals to on-site and community opportunities for life skills development, service/volunteer hours, and mental/SUD treatment. All clients will be encouraged to develop a "Good Neighbor" relationship with the surrounding community, and to become involved in both TIME and community sponsored events. TIME case management staff are trained to utilize Motivational Interviewing techniques to introduce harm reduction methods to clients in order to engage and retain them in services.

**Describe the achievements, program improvements, challenges, and barriers encountered during the operation of a similar program/service your organization coordinated or Achievements and barriers foreseen in performance of this service.**

TIME has been accredited by CARF since 2016 and has used these standards to assess services provided to clients, the majority of whom are high-risk and high-need. To meet the needs of clients, TIME has made program improvements that focus on utilizing a strengths-based and person-centered approach. As previously mentioned, TIME utilizes a trauma-informed and responsive approach to meeting the needs of clients, and as such was accepted into the Breakthrough Series Collaborative, which was designed to have agencies work together in reviewing their policies and procedures to make Baltimore a trauma-informed city. TIME revised policies and procedures to incorporate SAMHSA's Six Principles of Trauma-Informed Care (TIC), ensuring that staff were able to turn TIC policies into practice. Staff were trained to incorporate strengths-based and person-centered language into conversations with clients, evidenced-based curricula, such as Seeking Safety and Helping Men Recover, into client groups, and trauma-responsive de-escalation techniques for crises management. Understanding that many of those experiencing homelessness also have co-occurring disorders, TIME staff began offering wrap around services to meet the substance abuse and mental health needs of clients in need of services. Our recovery house locations work with persons with a history of homelessness and addiction to provide

access to case management and referrals to TIME's Intensive Outpatient Services. This program improvement allows clients to have a continuum of care and have a central location to receive recovery-oriented support and services, including transportation to TIME's IOP location. This approach also allows us to tailor our services to clients who experience issues with relapse.

Working to ensure the physical and emotional safety of with many clients who have varying levels of co-occurring disorders, legal histories, and compliance with treatment is something that our recovery houses provide. We have addressed this challenge by installing state-of-the art security and having a dedicated Residential Aide to oversee the daily security operations of the homes. Upon project award, TIME's Project Director will work with the Residential Aide team to create a security protocol. TIME will utilize our current crisis protocol, where is an on-call clinician available 24 hours a day. Clients can also make use of the crisis response line after hours. A Crisis Plan is also incorporated into every participant Care Plan. As mentioned in the Program Outcomes, this Care Plan includes a 7day/24-hour Crisis phone number that participants can call in the event of emergency. This Crisis Plan also includes a listing of emergency contacts who can support a participant in the event of a crisis. TIME staff also has a Crisis Protocol which allows for the on-call TIME Project Director to contact the client in the attempt to de-escalate participant distress. If further support is needed, TIME's Project Director will contact Baltimore Crisis Response Intervention (BCRI). If they are unable to accommodate a client with-in a 3-hour window, TIME will contact 911 Emergency Personnel. At participant intake, TIME staff utilizes CRISP, an inpatient database. This system allows TIME staff to know what medications were prescribed and behavioral therapies given. At every review, the number of patient hospitalizations are reviewed within that report period. If there has been any increased over the initial amount at intake, participant needs are reassessed to assure that participants are at the appropriate level. If a patient is hospitalized for psychiatric emergency, upon their release, they are scheduled to meet with TIME's Medical Director within 72 hours of release. When clients are experiencing a psychiatric crisis that is unable to be contained within our Crisis Plan, they are referred to the nearest hospital. While there, TIME's Medical Director is in contact with attending medical staff and provides pertinent background information related to the participant's functioning. Medical Director reports and summaries will also be provided upon request when there is a patient hospitalization or institutional placement. TIME will report any incidents to MOHS within two-hours of occurrence.

**Describe how you engage clients in organizational and program planning, policy and decision making.**

In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). TIME also supports client self-determination by:

- Providing opportunities for self-development as peer support leaders
- Offering voluntary life skills courses such as resume writing, basic banking
- Encouraging independence through client responsibilities, keeping room clean, doing own laundry, and any other housing assignments
- Recognizing the expertise that parents have within their families, and supporting and increasing their understanding infant and child development

TIME recognizes that the journey to recovery is an individual one, and that there are many paths available. What's best for an individual client depends on the nature of their own substance abuse and psychological/behavioral needs, and is influenced by their socio-economic background, culture and available resources. For the proposed project, clients will receive a copy of the rules at intake, and will have times throughout the year to provide feedback through open forums, anonymous submission, and one-on-one meetings about the rules and their experiences, giving insight into whether they believe they are inclusive and strengths-based.

**Note any evidence-based, best, or promising practices, or otherwise innovative practices your organization uses to ensure the best quality and targeted services are available to clients in a cost effective way. Discuss why the service delivery model you describe will help individuals/families maintain or regain housing stability.**

TIME is committed to using evidenced-based, best, and promising practices (EBP) to ensure that the needs of clients are first identified, then met in the most person-centered and strengths-based approaches possible. These following services are most cost-effective, as they can be done on both an individual and group setting, allow for modification of administration based on client compliance/need, and incorporate client feedback into the continuation of services. They are:

1. Strengthening Families (this allows both parents and children to participate in a group designed to strengthen family attachment, and is based off of five protective factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children)
2. Seeking Safety (EBP practice that is designed to support survivors of addiction and/or PTSD. Participants learn how to incorporate coping skills, such as grounding in their recovery process).
3. Helping Men Recover (EBP curriculum that supports men in their recovery process and helps them strengthen social-emotional connections)
4. Housing First (TIME begins with this practice, acknowledging that clients have the right to choose or deny a service, with no penalty)
5. Trauma-informed care- Six Principles: Safety, Trustworthiness & Transparency, Peer Support, Collaboration & Mutuality, Empowerment, Voice and Choice, and Inclusion of Cultural, Historical & Gender Issues; Includes TF-CBT and Mental Health First Aide
6. Equity (racial and gender)- Focus is on ensuring that individuals and families receive tailored supports to assist them in setting and reaching their stated goals; also highlights inclusion and representation
7. Motivational interviewing- Recognizes that clients have the authority to direct the change rather than telling clients what they need to do
8. Strengths-based Case Management (focuses on creating linkages in achieving goals, while also including natural supports)
9. Holistic service linkage- PRP, mental health, substance abuse, etc.

By implementing these practices, TIME creates safe spaces, and involves clients in their recovery and housing processes, and supports them in identifying what their needs are. These EBPs support clients being linked to matched services that will assist them holistically instead of focusing only on poverty/homelessness. Supporting them holistically and from a person-centered (person first, issue

second) and strengths-based approach, makes it more likely for them to increase income, maintain stable housing, and not return to an at-risk of homelessness status.

**Describe specifically how participants will be assisted to increase their employment, income and benefits in order to maximize their ability to live independently. Name specific community resources/processes you can link clients to.**

TIME connects clients with various employment and workforce development programs throughout the city. TIME takes advantage of local, state and federal resources to ensure that clients who want to work get the tools they need to do so. TIME understands that financial independence is the key to increase self-sufficiency and maintain thriving family homes. As such, TIME assists employable clients with finding work, and helps clients with little or no skills or education to remove their barriers to employment and gain new tools and skillsets to increase their likelihood of employment. (After speaking in more detail about some of the programs below, reiterate that because TIME also provides mental health and substance abuse support, clients will be more likely to maintain employment/income gains). TIME will partner with and link clients with community resources such as: MD DHS programs including FSET (free job training for food stamp recipients), STEP UP (job training and support services for non-custodial parents), Center for Urban Families, Catholic Charities, Baltimore City Job Development Center, and the Mayor's Office of Employment Development.

**Describe your project's role within the Coordinated Access system and how you are integrating Coordinated Access into daily work within your program. What specific strategies do you use to accelerate housing placements through Coordinated Access?**

For the proposed project, TIME's Case Managers will oversee the establishment and operation of the CA system. To accelerate housing placements, Case Managers will aim to input client intake information within 7 days of entry. After the initial input, Case Managers will update a client's record to note any changes to income, employment/education, housing, etc. TIME's Project Manager oversee the accurate input of information (minimum of 95% accuracy) and will maintain active participation in the City's Continuum of Care, maintaining an active membership, and attend all meetings, and participate in at least one Continuum committee or workgroup.

**Describe how you will assist clients with limited English proficiency, hearing, or visual impairments.**

TIME will ensure that clients with limited English proficiency, hearing, or visual impairments do not experience any delays in receiving case management services, nor are any delays encountered in the entry of their information in the CA system. As previously mentioned, TIME will use our current interpretation system to provide translation services, and will contract with providers to provide American Sign Language (ASL) to those with hearing impairments, and utilize Braille Works, an independent translation agency to translate documents to Braille when necessary.

### Organizational Capacity

**1. Describe your agency's internal systems, including your fiscal management system, case/client record management system, and recordkeeping procedures.**

TIME's Vice-President of Operations, Lauren Herron, will continue to work alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). For the proposed project, TIME will collaborate with the City' Continuum of Care's Lived Experience Advisory Committee. In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

TIME maintains client records in locked file cabinets for seven years after discharge.

**2. Describe the organization's leadership and management, their ability to supervise the project and staff, and the organization's history in ensuring program effectiveness and fidelity to funding agreements.**

TIME's current Clinical Supervisor, Hsin Saft-Lun will oversee the project. Ms. Saft-Lun will serve as the Project Director and will have the responsibility of providing direct and daily oversight and supervision to project staff. Ms. Saft-Lun is a licensed Clinical Social Worker and has experience in supervising staff and overseeing projects of this nature. In her current role, Ms. Saft-Lun supervises 15 staff and ensures that compliance is maintained as it relates to client services. Ms. Saft-Lun will oversee the Residential Aides, Case Managers, McKinney-Vento Liaison, Security staff, and TIME Emergency Shelter Volunteers. Upon award, Ms. Saft-Lun will develop and submit a Hiring, Retention, Training, and Recruitment Plan to the Program Administrator.

TIME is proud of our ability to meet the professional development needs of staff and will work to meet the training needs of all Emergency Shelter staff by providing staff orientation, trainings, and supervision to ensure knowledge and skill in providing necessary services. The following is an overview of each of these services:

Staff Orientation. Staff Orientation will consist of two (2) full days of training and overview for staff to get acclimated to expectations of this project. TIME administration will work closely with Baltimore City and partner agencies to outline client processes including client intake procedures, client de-escalation, client engagement & referral, and client discharge. Key Points of Staff Orientation will include: Code of Conduct Policy review; Overview of emergency shelters in Baltimore and history of Housing First; Client Referral process to supportive services; Intake and Initial Assessment Procedures; Behavioral Health Crises; De-Escalation Techniques; Cultural Responsiveness; Incorporating Client Concerns; Documentation & Record Keeping; Identification and Utilization of Community Partners; Effective Oversight of Client Utilization of Services (Monitoring and Follow-up Activities); Staff Trainings will include the twenty topics identified within Section 7 of the RFP and will also incorporate (Person-Centered Case Management, HIPAA, Coordinated Access System, Housing First Model, and HMIS, and ADA Act of 1990, Crisis Intervention, De-escalation Techniques, Supporting Law Enforcement, Motivational Interviewing, Harm Reduction, Outreach & Engagement, Trauma-Informed Care, Working with Individuals with Co-Occurring Disorders, and Ethics & Client Diversity); Expectations in Supervision; Case Consultations; CPR & First Aide, Naloxone/Overdose, Understanding the Experience of Homelessness; Important Timelines for Effective Outcomes; and Review of Staff Handbooks.

Staff will participate in weekly supervision with the Project Director. During supervision, the Project Director will assist in reviewing participant cases, with focus being placed on crisis intervention, de-escalation techniques, and follow-up services. The Project Director will also review TIME's Work Plan, which outlines objectives, tasks, outcomes, and evaluation of TIME's ability to meet the major goals of the proposed project. TIME staff will also participate in weekly Case Consultations which will be facilitated by TIME's Medical Director where they will discuss effective interventions and appropriate follow up procedures for use with individuals with behavioral health disorders.

TIME will continue to meet the professional competencies outlined in the RFP, by supporting the professional development of staff through clinical supervision and empirically-based trainings. TIME administration and staff will make necessary provisions to participate in implementation planning, project evaluation, and sustainability planning throughout the lifespan of the project, and will work closely with agency partners and Baltimore City to ensure adherence and fidelity to the Housing First model.

**3. Describe your agency's internal systems, including your fiscal management system, case/client record management system and recordkeeping procedures. Describe any audit findings or concerns during the last 24 months as well as the resolution of each.**

TIME Organization's CPA, LNAbrams and Company completed an audit in 2016 and found no concerns. An audit of TIME's 2017 fiscal record is currently underway and will be completed by September 30, 2019 (see official statement from CPA in addendum). A CARF audit was also performed in 2017 and found no areas of concern, and TIME received full accreditation. As mentioned in Item 1, TIME's Vice-President of Operations, Lauren Herron, will continue to work

alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

### Community Partnerships & Leveraging

**Please describe your commitment to and participation in the Continuum of Care, including current level of participation in committees and initiatives.**

TIME is committed to supporting the efforts of Baltimore City's Journey to End Homelessness and has been a general member of the Continuum of Care since 2019. TIME has assigned its current Clinical Supervisor and proposed Project Director, Hsin Saft-Lun to attend the remaining Continuum of Care meetings for 2019. If selected for the proposed project, Ms. Saft-Lun will meet all meeting requirements as outlined in the RFP.

**Describe how your agency is collaborating with other homeless service providers and mainstream service providers. How do these collaborative efforts help minimize or avoid the duplication of services and effort? How do you include leveraged services and resources available in Baltimore City in your service plan?**

TIME is proud of our partnership with providers within Baltimore City who share our mission of improving the lives of children and families. We currently partner with the West Side Men's Shelter on a weekly basis to provide substance abuse service, mental health services and case management. Once the men have reached their time limit in the shelter, TIME Organization transitions them into our Transitional Housing program for continued supportive services. TIME also has a partnership with Baltimore City Public Schools and currently provides mental health, social work support, and parent and child substance abuse support to over 60 schools. Other partnerships include Healthcare for the Homeless, where many residents in our transitional housing program are referred for physical health care needs, Bon Secours Medical Center, Baltimore Crisis Response Intervention, and JARCC in Park Heights for job readiness.

These partnerships allow for a streamlined process of services received by clients. It avoids duplication of services, as TIME is able to refer clients to matched service providers and receive updates and feedback from both clients and our community partners. Accessing partner services also allows TIME clients to increase their supportive network, both professionally by having access to trained professionals, and personally by being involved in peer supportive opportunities with other individuals.

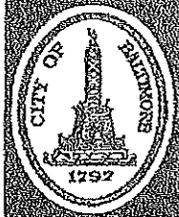
**Describe the extent to which you leverage in-kind donations and volunteers for the project.**

TIME works with local universities within Baltimore City and the surrounding community who send students to volunteer and work with our organization. All volunteers are screened for criminal background checks before being permitted to volunteer, and all participate in a Volunteer Orientation. TIME currently hosts clothing and food drives to ensure that we are able to maintain food and clothing pantries for our clients in need.

# **EXHIBIT 2**

CITY OF BALTIMORE

Bernard C. "Jack" Young, Mayor



Mayor's Office of Homeless Services  
Director Jearianne Anthony  
7 E. Redwood Street, 5<sup>th</sup> Floor  
Baltimore, MD 21202

September 11, 2019

Lamont Ellis  
TIME Organization, Inc.  
300 E. Lombard Street  
Suite 1700  
Baltimore, Maryland 21202

Subject: Emergency Shelter Request for Proposal (RFP)

Dear Mr. Ellis,

Thank you for submitting an application for the Emergency Shelter Request for Proposal. Unfortunately, your proposal was not selected for operation of the shelter located at 1200 North Fremont Avenue.

We appreciate the hard work and effort that your organization put into preparing a competitive application, and we encourage you to consider applying again in the future. If we can support your agency's work or mission in other ways, we are open to discussion and eager to collaborate.

**You have a right to appeal this decision in writing within (5) business days of receipt of this letter.**

Requests for appeals should be sent to:

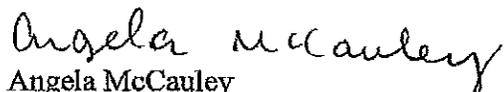
[angela.mccauley@baltimorecity.gov](mailto:angela.mccauley@baltimorecity.gov)

[wade.carver@baltimorecity.gov](mailto:wade.carver@baltimorecity.gov).

**MOHS will respond to all requests for appeals within five (5) business days of receipt.**

Thank you for your organization's commitment to making homelessness rare and brief in the city of Baltimore. We wish you well in your future endeavors.

Sincerely,

  
Angela McCauley  
Emergency Services Coordinator  
Mayor's Office of Homeless Services

# **EXHIBIT 3**

SCHULMAN, HERSHFIELD & GILDEN, P.A.

ATTORNEYS AT LAW  
ONE EAST PRATT STREET  
SUITE 904  
BALTIMORE, MARYLAND 21202  
(410) 332-0850  
(410) 669-0111  
FAX (410) 332-0866

September 19, 2019

Angela McCauley  
Emergency Services Coordinator  
Mayor's Office of Homeless Services  
7 East Redwood Street, 5<sup>th</sup> Floor  
Baltimore, MD 21202  
Attention: [angela.mccauley@baltimorecity.gov](mailto:angela.mccauley@baltimorecity.gov)  
[wade.carver@baltimorecity.gov](mailto:wade.carver@baltimorecity.gov)

Re: Appeal by Time Organization, Inc. of the selection of an emergency shelter operator at 620 Fallsway

Dear Ms. McCauley and Mr. Carver:

This office represents Time Organization, Inc. ("TIME INC.") in connection with the award of a proposal to operate an emergency shelter at 620 Fallsway. TIME INC. hereby appeals the decision of the Mayor's Office of Homeless Services not to select TIME INC. pursuant to the RFP to operate the Emergency Shelter located at 620 Fallsway. The reasons for the appeal are as follows:

1. **TIME INC. IS AN EXPERIENCED TRANSITIONAL HOUSING PROVIDER.**

TIME INC. is a **not-for-profit**, Baltimore City minority-operated and -owned company that specializes in the provision of healthcare and transitional housing for the homeless. It firmly believes in the proposition that transitional care for the homeless must lead to a "rare and brief" stay at the transitional housing facility. TIME INC.'s reputation for excellence is exemplary. Its record for keeping the homeless off the streets is unparalleled once they matriculate through the transitional housing program of TIME INC. One of the reasons for the success of TIME INC.'s program is the wrap-around services provided by TIME INC. through its in-house consultants and programs, which clearly enhance the success rate of the participants.

SCHULMAN, HERSHFIELD & GILDEN, P.A.

2. **TIME INC. PROVIDES A WIDE ARRAY OF SUCCESSFUL WRAP-AROUND SERVICES.**

TIME INC. is an experienced recovery housing program designed to significantly reduce the number of homeless that end up back on the streets because of the full slate of the company's wrap-around services provided by TIME INC.'s in-house team and curriculums which include:

- (i) Trauma Informed Cognizant Behavioral Therapy;
- (ii) Medication Management, Psychiatric and Community-based services;
- (iii) Substance Abuse Treatment/Prevention/Medication-Assisted Treatment ("MAT");
- (iv) Psychiatric Rehabilitation Programming ("PRP") Services;
- (v) Recovery Housing; and
- (vi) Vocational Educational Training and Job Readiness.

3. **EXPERIENCED OPERATOR OF A CERTIFIED RECOVERY HOME.**

TIME INC. has operated, with great success, a certified recovery home with a mission designed to ensure that each resident's stay is "rare and brief" and, respectfully, TIME INC. must be given the opportunity, due to its exemplary experience, to operate this recovery housing facility with its enormous and successful wrap-around services.

4. TIME INC. will provide additional reasons for the appeal at the time of the hearing.

Sincerely,

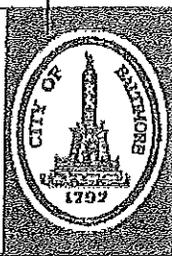


Robert B. Schulman, Esquire  
for Time Organization, Inc.

# **EXHIBIT 4**

CITY OF BALTIMORE

Bernard C. "Jack" Young, Mayor



Mayor's Office of Homeless Services  
Director Jerriane Anthony  
7 E. Redwood Street, 5<sup>th</sup> Floor  
Baltimore, MD 21202

September 20, 2019

Robert B. Schulman, Esquire  
For TIME Organization, Inc.  
One East Pratt Street  
Suite 904  
Baltimore, Maryland 21202

Subject: Appeal of Denial for Weinberg Housing and Resource Center Shelter

Good afternoon Mr. Schulman.

The Mayor's Office of Homeless Services (MOHS) received the TIME Organization's letter of appeal dated September 19, 2019. After further review, MOHS has determined that the award denial for the TIME Organization Inc. will be upheld. Please consider the following:

1. All proposals that passed the threshold review for eligibility were reviewed by an evaluation panel consisting of Baltimore City government and community representatives. Panel evaluators reviewed each eligible proposal and utilized a scoring tool to rate and rank. Awardees for each of the three emergency shelters were decided through unanimous consensus.
2. This proposal clearly illustrated that TIME Organization Inc. is a strong organization providing valuable services to the community. Their wealth of experience and resources would be an asset to our Continuum of Care (CoC). However, their lack of experience and familiarity with operating emergency shelters proved to be a critical factor during the evaluation process.
  - a. We would encourage TIME Organization Inc. to identify opportunities to work collaboratively with the emergency shelters to provide much needed supportive services to the shelter clients. MOHS is working with providers to enhance and expand the services available to persons staying in our shelters in an effort to ensure that their episodes of homelessness are as rare and brief as possible.
  - b. TIME Organization Inc. should also become familiar with the CoC efforts and strategies for ending homelessness in Baltimore City. There are various opportunities for the TIME Organization to engage with the broader homeless service community. More information on CoC activities can be found by visiting [www.journeyhomebaltimore.org](http://www.journeyhomebaltimore.org).

As stated in our previous communication, we encourage TIME Organization Inc. to apply for future award opportunities. Once again, we thank the TIME Organization for their commitment to making homelessness rare and brief in Baltimore City.

Sincerely,

Angela McCauley  
Emergency Services Coordinator  
Mayor's Office of Homeless Services

## MINUTES

President: "The second item on the non-routine agenda can be found on page 87 - 88, items 2 & 3, Mayor's Office of Homeless Services Provider Agreements. A protest will-- was received. Will the parties please come forward. Good morning sir. Please state your name for the record."

John Turner, Deputy Director Mayor's Office of Homeless Services:

Good morning honorable members of the Board of Estimates. My name is John Turner. I'm the Deputy Director for the Mayor's Office of Homeless Services. In August of this year, M-O-H-S released an RFP for professional services, seeking providers who could operate three of our emergency shelters. In an effort to be transparent and also to ensure a broad audience of prospective providers, we posted that RFP on our website. We also distributed it through the agency's listserv to the community providers in our network. As we implemented the process, we enlisted a six-person evaluation panel to review all of the RFP proposals and to complete independent ranking and scoring. Um -- at the end of that process, the highest scoring proposals were selected as the prospective awardees and communications were sent out. Um -- because we were diligent to the process that we put in place, and because we were transparent,

## MINUTES

we would respectfully request that the Board of Estimate allow the contracts to continue as scheduled, and I thank you for your time and can answer any questions that you have."

President: "Thank you. Sir, please introduce yourself for the record."

Robert Schulman: "Mr. President--"

President: "Use the microphone."

Mr. Schulman: "Good morning, Mr. President and Mr. Mayor my name is Robert Schulman on behalf of the Time Organization."

President: "Pull the mic up a little."

Mr. Schulman: "Lauren Her -- Herring who's seated -- standing to my left is from the Time Organization. We respectfully uh -- withdraw the protest on Falls Road -- Fallsway. We want to pursue the protest on 1200 Fremont Avenue. And the reason why we want to pursue the protest on Fremont Avenue, while I heard what the gentleman indicated with regard to the highest scoring, uh -- group in this case Health Care for the Homeless, we submit that the rating of Time Organization is incorrect. They effectively uh -- rated low the Time Organization because of their claimed lack of experience. That simply is not the case. Let me just tell you a

## MINUTES

little bit about the time organization. It's a minority owned African American operated company. Its been in the city for over 20 years, has run transitional housing for at least five years. The difference between emerge -- emergency shelters and transitional housing, is very small. The only main difference is you're in emergency shelters for a day or two, and then you're shifted to transitional housing. Transitional housing does exactly what an emergency shelter does, plus more. And the plus more is the key to this contract. Because of the wraparound services that's provided by the Time Organization helps to more quickly move the homeless into a system that should limit the time that you spend in the homeless system, and should ensure a much greater percentage the success of that homeless person. So, to say that they do not have sufficient experience to operate it, but these other companies do it's completely wrong, and that's why we think that the Time Organization should be offered the opportunity to run the emergency shelter on Fremont Avenue."

President: "Thank You. Mr. Mayor?"

Mayor: "Thank you. What he just said is that true? You -- you all based it on their lack of experience as opposed to the other ones having experience?"

## MINUTES

Deputy Director Mayor's Office of Homeless Services: "Mr. Mayor I first would like to correct the gentleman in that the Health Care for the Homeless was not the selected organization and the independent panel that completed the evaluation process, there were -- the scoring rubric was made available on our website along with the RFP. So, there were multiple, um -- categories to be considered experi -- experience operating the shelters obviously it was one of them. I was not one of the evaluators, so I can't speak to each of their evaluation scores but I can just --"

Mayor: "Was it -- but -- but my question was, was it based on if -- put it this way if they had the experience would they have received the award."

Deputy Director Mayor's Office of Homeless Services: "I -- because I was not one of the evaluators, I can't -- there were multiple areas of --"

Mayor: "Because here -- here's what I would like to see because um -- I always rant and rave about um -- homeless services because it doesn't seem to move people from homelessness into stable housing and we're going to keep doing the same old thing that we would be continuing to do. Giving these same organizations the money for

## MINUTES

homeless people be removed from being in shelters to stable housing if they have mental health issues have all the stuff dealt with, then why we keep giving the same people the same contracts over and over and over again and I haven't seen any improvements and it's just my personal assessment. I haven't seen any improvement. We -- we -- we still have the same homeless people recycle through each one of the programs."

President: "Mr. Mayor and then Mr. Turner, I think that the problem for me is that if you know that there's a protest, we should be able to say why that -- why that protesting organization wasn't rewarded the contract, right. So, for the mayor to ask you why -- why they were denying was it because of their inexperience, if you guys are going to be presenting on behalf of the agency you should have the information of why they were denied, what the rubric was but also what the outcome was for them and the other organizations that applied. So, to me is completely unacceptable that we don't have that."

## MINUTES

Kyle Hildreth: "Thank you. Good morning honorable Board Kyle Hildreth on behalf -- on behalf of MOHS from the Law Department. I actually have a copy here of the scoring sheet that was provided. It's my understanding that experience was just one of the factors that was taken into account. I can pass this out if you would like a copy."

President: "Mr. Mayor."

Mayor: "And while you are passing those out, what kind of um -- follow up are we doing to make sure that the money we're giving these homeless providers is actually producing the results that we want to see? That's what I'd like to see."

Deputy Director Mayor's Office of Homeless Services: "So, Mr. Mayor if I can reply, uh -- there's two things that we are attempting to do. For one, effective with these contracts, the Mayor's Office of Homeless Services has made significant changes to what's been required from the shelter operators. Some of those changes include more intensive case management, increased case management, access for the clients in the shelter's to-- to receive services during the day so that they're not just ushered in and ushered out without the opportunity to receive the services that will allow them to

## MINUTES

move into permanent housing. In terms of the same providers receiving the same contracts, when we released the RFP it was certainly our goal and our expectation that we would have a wider, audience, a wider selection pool of providers and we remain true to the scoring process that we outlined in the beginning of the process. Therefore, it was not subjective decision-making and we hoped to be more transparent than had been the case in prior years."

Mayor: "But -- but my real -- my question is are we looking at how -- how successful these organizations are um -- moving our clients, our citizens from one point to the next. I mean are we looking at the successes of all of these entities and what they're doing and how they producing, are you doing that?"

President: "Before you answer Mr. Turner for -- for example uh -- Bridge Haven, Inc. Can you guys tell us the success that they've had as organization, running shelters for us, how many people that have come through the shelters have went into permanent housing?"

## MINUTES

Deputy Director Mayor's Office of Homeless Services: "President Scott I can say that Bridge Haven has been operating the shelter for nine months um -- in the prior operating year. I don't have the exact numbers on who moved into permanent housing, but we can provide that to the Board."

President: "Thank you. Before we go any further uh -- Board I'm going to make a motion to defer this item until we have further information."

City Solicitor: "I would second that motion Mr. President, we deferring all three contracts or just the one?"

President: "All three."

City Solicitor: "All three? The -- the protest is withdrawn as to -- I thought the other two?"

President: "I -- I understand, but based on the question -- the line of questioning from the Mayor, myself, I think all three is the most appropriate way."

City Solicitor: "I -- I would second that motion."

President: "All in favor say Aye, motion carries this item will be deferred."

\* \* \* \* \*

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 contracts

listed on the following pages:

5035 - 5037

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

- |    |                                       |                          |              |
|----|---------------------------------------|--------------------------|--------------|
| 1. | B50005869, Portable<br>Air Compressor | Correlli<br>Incorporated | \$229,788.00 |
|----|---------------------------------------|--------------------------|--------------|

(Dept. of General Services,  
Fleet Management)

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

- |    |                                    |                               |              |
|----|------------------------------------|-------------------------------|--------------|
| 2. | B50005872, Tandem<br>Axle Tractors | Beltway International,<br>LLC | \$235,114.00 |
|----|------------------------------------|-------------------------------|--------------|

(Dept. of General Services,  
Fleet Management)

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

- |    |  |                               |              |
|----|--|-------------------------------|--------------|
| 3. | B50005850, Tow Truck<br>with Carrier Bed | Beltway International,<br>LLC | \$335,469.00 |
|----|--|-------------------------------|--------------|

(Dept. of General Services,  
Fleet Management)

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

- |    |                                       |   |              |
|----|---------------------------------------|---|--------------|
| 4. | B50005801, Tandem<br>Wheel Dump Truck | Harbor Truck Sales<br>and Service, Inc. | \$217,713.00 |
|----|---------------------------------------|---|--------------|

(Dept. of General Services,  
Fleet Management)

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

DEFERRED

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement - cont'd

5. B50005895, Crew Cab            Bayshore Ford                    \$    75,793.00  
     Pickup Truck

(Dept. of General Services,  
 Fleet Management)

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019**

6. B50005860, OEM                    Marcon                                \$8,000,000.00  
     Parts and Service                Engineering, Inc.  
     for Marine Skimmers  
     & Fire Boats

(Dept. of General Services,  
 Fleet Management)

**MWBOO GRANTED A WAIVER ON JULY 23, 2019**

7. B50005866, Road                    Harbor Truck Sales                \$1,537,543.00  
     Paving Equipment                & Services, Inc.  
    Valley Supply &  
    Equipment Company,  
    Inc.

(Dept. of General Services,  
 Fleet Management)

**MBE/WBE PARTICIPATION:**

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement - cont'd

8. B50005837, OEM Parts and Services for Orion Buses **REJECTION:** The Board is requested to reject all bids received. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. One bid was received and opened on August 21, 2019. The Vendor was determined to be non-responsive for failing to bid on labor rates. It is recommended that the Board reject the sole bid.

**MINUTES**

Bureau of Procurement - Acceptance of Technical Proposal  
and Opening of Price Proposal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Technical Proposal for B50005774, Corporate Purchasing Card Services from Wells FARGO Bank, N.A., M&T Bank, and J.P. Morgan, and open Envelope/Package "B" containing their price proposal.

The proposal from Bank of America was found non-responsive by the Bureau of Procurement for failure to submit a signed affidavit and was not reviewed further. Therefore, the Board is further requested to reject the technical proposal and return the sealed price proposal to the non-responsive bidder, Bank of America.

**AMOUNT OF MONEY AND SOURCE:**

N/A (No award is recommended at this time.)

**BACKGROUND/EXPLANATION:**

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers, and four proposals were received on July 10, 2019.

The other three proposals received listed above were found responsive and subsequently reviewed by the evaluation committee for technical scoring. All three responsive proposals were scored by the evaluation committee and met the City's minimum technical score requirements for price opening.

## MINUTES

Bureau of Procurement - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Technical Proposal for B50005774, Corporate Purchasing Card Services from Wells FARGO Bank, N.A., M&T Bank, and J.P. Morgan, and open Envelope/Package "B" containing their price proposal.

MINUTESTRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Housing and Community Development</u>			
1. Jennifer Jaye Matthews	2019 Choice Means Choice New Orleans, LA Nov. 13 - 16, 2019 (Reg. Fee \$0.00)	General Funds	\$ 878.87

The subsistence rate for this location is \$221.00 per day. The hotel cost is \$150.00 per night, plus hotel taxes of \$25.30 per night. The airfare cost of \$232.96 was prepaid on a City-issued procurement card assigned to Elaine Harder. Therefore, Ms. Matthews will be disbursed \$645.91.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Recreation and Parks

2. Mark Bonitatibus Antonio Murphy Amy Vagoni Sharon Bucknor Elaina Kriz Felecia Doucett Nikki Cobbs	National Recreation and Parks Association (NRPA) 2019 Supervisors Management School Wheeling, WV Nov. 3 - 7, 2019 (Reg. Fee \$680.00 ea.)	General Funds	\$11,383.54
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The subsistence rate for this location is \$149.00 per night. The hotel package billed by Oglebay Resort and Conference Center for each attendee is \$946.22 and will be paid by Baltimore City Recreation and Parks upon Board of Estimates' approval. The agency is requesting additional subsistence of \$87.56 per day for each attendee to cover the cost of the hotel package, which includes meals.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Recreation and Parks</u> - cont'd			

The registration fee of \$680.00 for each attendee was paid through the Robert & Katherine B. Garrett Memorial Fund, which is a private educational fund. The attendees will travel to Wheeling, WV by City-vehicle.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore Police Department

3. John Fernandez	15 <sup>th</sup> Annual IAPRO	General	\$9,987.68
Jason Yerg	and Blueteam Users	Funds	
Jason Callaghan	Conference		
Amy Strand	Nashville, TN		
	Nov. 18 - 21, 2019		
	(Reg. Fee \$100.00 ea.)		

The subsistence rate for this location is \$240.00 per night for per attendee. The hotel rate is \$223.00 per night, plus hotel taxes of \$34.00 per night, occupancy taxes of \$2.50 per night per attendee. The Department is requesting additional subsistence of \$23.00 per day for meals and incidentals for each attendee. The airfare cost of \$189.96 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Each attendee personally incurred the cost of the hotel. Therefore, each attendee will be disbursed \$958.50.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u> - cont'd			
4. Thomas Ryan	Viper SC Re-Breather Recertification Course Key Largo, FL Nov. 2 - 10, 2019 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00

A Maryland State Police Grant will pay the cost of hotel accommodations and meals during the training course. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Health Department

5. Gloria R. Valentine	2019 NAEYC Annual Conference Nashville, TN Nov. 19 - 22, 2019 (Reg. Fee \$295.00)	Grant Funds Con- solidated Local Imple- mentation Grant	\$1,577.81
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The subsistence rate for this location is \$240.00 per night. The cost of the hotel is \$239.00 per night plus taxes of \$36.45 per night. The Department is requesting additional subsistence of \$39.00 per day for meals and incidentals. The registration cost of \$295.00 and airfare cost of \$308.96, of which \$60.00 will be reimbursed to the City for the early bird fee was prepaid using a City-issued credit card assigned to Mr. Malcolm Hayes. Therefore, the disbursement to Ms. Valentine is \$973.85.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Bureau of Accounting and Payroll Services</u>			
6. Deborah Brandes	Workday Payroll Fundamentals Washington, DC Oct. 28 - Nov. 1, 2019 (Reg. Fee \$0.00)	Capital Funds	\$1,165.34

The subsistence rate for this location is \$327.00 per night. The hotel cost is \$189.05 for 10/28/2019 through 10/30/2019. The hotel cost is \$141.55 for 10/31/2019, plus total hotel taxes of \$105.95. The hotel cost was prepaid on a City-issued procurement card assigned to Ms. Sandra Stecker. Therefore, Ms. Brandes will be disbursed \$350.69.

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

7. Jessica Speaker	Food Safety Summit Rosemont, IL May 6 - 9, 2019 (Reg. Fee \$850.00)	United States Food and Drug Admin./ Assoc. of Food and Drug Officials	\$2,176.34
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Ms. Speaker travelled to Rosemont, IL to attend the 2019 Managing Retail Food Safety Training on May 6 - 9, 2019. The subsistence rate for this location was \$295.00 per night. The cost of the hotel was \$189.00 per night, plus hotel taxes of \$26.46 per night.

## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department</u> - cont'd			

The airfare cost, hotel costs and the hotel taxes and registration fee were prepaid by a City-issued credit card assigned to Ms. Jennifer Martin. Therefore, the reimbursement to Ms. Speaker is \$324.81.

TRAVEL REIMBURSEMENT

\$201.97 - Meals
<u>122.84</u> - Ground Transportation
<b>\$324.81</b>

This request is late because the Department was waiting on the actual receipts for the travel.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**Department of Transportation

8. Victor Miranda	2019 ESRI Conference	\$1,071.08
	San Diego, CA	
	July 8 - 12, 2019	
	(Reg. Fee \$0.00)	

On July 8 - 12, 2019 traveled to San Diego, CA to attend the 2019 ESRI Conference. The allowed subsistence rate for this location is \$245.00 per day. The hotel rate was \$107.00 per night. The total tax was \$180.37. Therefore, the reimbursement to Mr. Miranda is \$1,071.08.

## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation - cont'd</u>			

This request is late because of Mr. Mirandas recent transfer from the Department of Recreation and Parks to the Department of Transportation. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$ 361.96 - Airfare
30.43 - transportation
428.00 - Hotel
180.37 - Hotel Tax
<u>70.32 - transportation</u>
<b>\$1,071.08</b>

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Request and Retroactive Travel Approval.

## MINUTES

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/ - WC 1406, On-Call Carbon  
Office of Asset Management Fiber Reinforced Polymer  
Large Water Main Repairs  
**BIDS TO BE RECV'D: 11/20/2019**  
**BIDS TO BE OPENED: 11/20/2019**

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

MINUTES

COMMENT

President: "We will now proceed to police legal settlements which is simply intended to permit citizens to --"

City Solicitor: "We did that."

President: "Oh we did one? But I want to see if anyone else is here just --"

City Solicitor: "No, that was the only one."

President: "Alright great, thank you sir."

\* \* \* \* \*

MINUTES

President: "As there is no more business before the Board we will recess until bid opening at 12:00 noon."

## MINUTES

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

**BIDS, PROPOSAL 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 an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of General Services - GS 18815, City Hall Exterior Wall Repairs, Phase 1, 2, & Alternate Phases  
**BIDS TO BE RECV'D: 12/11/2019**  
**BIDS TO BE OPENED: 12/11/2019**

Bureau of Procurement - B50005931, Victim & Witness Services Marketing Campaign  
**BIDS TO BE RECV'D: 10/30/2019**  
**BIDS TO BE OPENED: 10/30/2019**

Bureau of Procurement - B50005914, Litter Vacuum Machine  
**BIDS TO BE RECV'D: 11/13/2019**  
**BIDS TO BE OPENED: 11/13/2019**

## 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:

Department of General Services - GS 17809, Central Garage  
Pavement Repairs

Potts & Callahan, Inc.

Department of Public Works - SC 1000, Cleaning and Inspection  
of Sanitary Sewer Laterals in  
Baltimore - Various Locations

B&B Partnership Initiative

Bureau of Procurement - B50005795, Laboratory Analysis  
Services

Als Group USA Corp DBA Als  
Environmental  
Martel Laboratories JDS Inc.  
Microbac Laboratories, Inc.  
Air, Water & Soil Laboratories, Inc.

Bureau of Procurement - B50005574, Corporate Purchasing  
Card Servicing

Wells Fargo Bank  
M&T Bank  
J.P. Morgan

MINUTES

Bureau of Procurement

-B50005835, City of Baltimore and  
Housing Authority of Baltimore  
City Disparity Study

Mason Tillman Associates, LTD\*

\*The bid submitted by Mason Tillman Associates, LTD was recalled at the 10/23/19 Board of Estimates meeting to determine if the package contained the proposals for the City as required by the bidding instruction originally opened on 9/25/2019.

Department of Finance

- Tax Sale Auction of Tax Liens

**NO BIDS RECEIVED**

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday October 30, 2019.

  
JOAN M. PRATT  
Secretary