



Nick J. Mosby, *President*  
Baltimore City Council

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## **MEMORANDUM**

**To: Honorable Brandon M. Scott, Honorable Bill Henry,  
Mr. James Shea, Mr. Matthew Garbark**

**From: Council President Nick J. Mosby**

**Date: March 22, 2021**

**Re: Board of Estimates Agenda Items for March 24, 2021 at 9:00am**

The items on the Board of Estimates Agenda for March 22, 2021 are to be assigned as follows:

### **ROUTINE AGENDA ITEMS: (To be acted upon collectively)**

P 1 BOARDS & COMMISSIONS

P 3 Elected Officials' Retirement System – Investment Advisory Agreement

P 4 Department of Real Estate – Amendment to Interdepartmental Lease Agreement

P 5-6 Department of Transportation – Amendment No.2 to Construction Agreement

P 7 Department of Transportation - Developers' Agreements

P 8 Department of Transportation – Minor Privilege Permit Application

P 9-10 EXTRA WORK ORDER

P 11 Department of Law – Settlement Agreement and Release

P 12 Police Department – Agreement

P 13 Mayor's Office of Neighborhood Safety and Engagement - Agreement

P 14 Department of Planning – Grant Award

P 15-17 Health Department – Agreements

P 19-20 Department of Housing and Community Development (DHCD) - Release of Liens

P 21-22 Department of Housing and Community Development (DHCD) - Release of Liens

P 23 Department of Housing and Community Development (DHCD) - Community Development Block Grant Agreement

P 24-28 Department of Housing and Community Development (DHCD) - Home Investment Partnerships Program Loan Agreement

P 29-30 Department of Housing and Community Development (DHCD) – Land Disposition Agreement

P 31-38 PERSONNEL MATTERS

P 39-40 TRANSFERS OF FUNDS

P 41-42 Baltimore Development Corporation – Governmental/ Charitable Solicitation Application

P 43-44 Baltimore Development Corporation – Allonge to Purchase Money Note Agreement

P 51 Department of Finance – FY22 Flood Insurance Policies Renewal

P 52 Department of Finance – FY22 Flood Insurance Policies Renewal

P 53-56 RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

P 57-63 INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

P 64 PROPOSAL AND SPECIFICATIONS

P 64 Closing

**NON-ROUTINE AGENDA ITEMS: (To be acted upon individually)**

- Department of Audits – Audit Reports
- P 2 1. Baltimore City Law Department Biennial Financial Audit Fiscal Years Ended June 30, 2019 and 2018.
- P 2 2. Department of Health Biennial Financial Audit Fiscal Years Ended June 30, 2019 and 2018.
- Health Department – Agreements
- P 15 3. BALTIMORE HEALTHY START, INC. \$337,534.00
- P 16 5. FAMILY HEALTH CENTERS OF BALTIMORE, INC. \$155,300.00
- P 16-17 7. THE UNIVERSITY OF MARYLAND, BALTIMORE \$148,508.00
- P 18 Health Department – Ratification to Agreement
- P 45-46 Department of Public Works/Office of Engineering and Construction – Task Assignment
- EXTRA WORK ORDER AND TRANSFER OF FUNDS
- P 48 1. EWO #001, \$2,399,976.00 – WC 1405, Repaving Utility Cuts and Sidewalk Restoration at Various Locations
- P 49-50 2. EWO #009, \$2,522,179.30 – SC 910, Improvement to the Sanitary Sewer Collection System in the Herring Run Sewershed - Part 2: Chinquapin Run
- INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS
- P 57-58 1. KENTECH CONSULTING, INC. \$ 75,851.70 Renewal  
Contract No. B50005017 – Background Investigations – Baltimore Police Department – P.O. No.: P541948
2. EASTERN SALT COMPANY, INC. \$ 5,300.00.00 Renewal  
Contract No. B50005151 – Salt for Snow Removal – Department of Transportation – P.O. No.: P542224

## **NOTICES:**

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
  1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
  2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
  3. The written protest shall include:
    - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
    - b. A narrative description of the issues and facts supporting the protest; and
    - c. A description as to how the protestant will be harmed by the proposed Board action.
    - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's web site and the Secretary to the Board's web site.

Submit Protests to:  
Attn: Clerk,  
Board of Estimates  
Room 204, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

**NOTICES** - cont'd:

**1. SPECIAL NOTICE FOR MARCH 24, 2021, 9:00 A.M. BOARD OF ESTIMATES' MEETING**

**MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1 (408) 418-9388 (ACCESS CODE: 179 810 2346) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:**

**<https://www.charmtvbaltimore.com/live-stream>**

**2. 12:00 NOON MEETING ANNOUNCEMENT OF BIDS AND OPENINGS**

**MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING (443) 984-1696 (ACCESS CODE: 0842939) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:**

**<https://www.charmtvbaltimore.com/live-stream>**

**3. EFFECTIVE MARCH 9, 2021, THE BOARD SUBMISSION DEADLINE WILL BE WEEKLY ON TUESDAY AT 11:00 A.M.**

## **BOARD OF ESTIMATES' AGENDA – MARCH 24, 2021**

### **BOARDS AND COMMISSIONS:**

#### 1. Prequalification of Contractors

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

G & W Trucking Corporation	\$ 720,000.00
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Jeffrey Brown Contracting, LLC	\$8,000,000.00
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#### 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:

EA Engineering, Science, and Technology, Inc., PBC	Engineer
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Jonathan Ceci, Landscape Architect	Landscape Architect
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## AGENDA

### BOARD OF ESTIMATES

3/24/2021

#### Department of Audits – Audit Reports

1. Baltimore City Law Department Biennial Financial Audit Fiscal Years Ended June 30, 2019 and 2018.
2. Department of Health Biennial Financial Audit Fiscal Years Ended June 30, 2019 and 2018.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Elected Officials' Retirement System – Investment Advisory Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Elected Officials' Retirement System (EOS) to approve and authorize execution of an Investment Advisory Agreement with Robert W. Baird & Co. Incorporated (Baird) to serve as manager of a portion of the EOS' assets.

**AMOUNT OF MONEY AND SOURCE:**

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

All funds and expenses will be expended from the EOS. Pursuant to the Agreement, Baird will serve as an investment manager for the EOS, responsible for investing approximately \$1,200,000.00 of the EOS assets in high yield income securities, with a management fee to Baird of approximately \$3,600.00 per year.

The EOS Board voted in January 2021 to reallocate funds for a high yield income investment manager for approximately \$1,200,000.00. The Board already uses this manager for the Employees' Retirement System funds with good results and wants to duplicate the effort with the EOS funds. Therefore, Baird was selected with the recommendation of the investment consultant Marquette.

**MBE/WBE PARTICIPATION**

**MWBOO GRANTED A WAIVER ON FEBRUARY 18, 2021.**

(The Investment Advisory Agreement has been approved by the Law Department as to form and legal sufficiency.)



**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Real Estate – Amendment to Interdepartmental Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Interdepartmental Lease Agreement (Amendment) with the Department of General Services, Landlord, and Mayor’s Office of Children and Family Success (MOCFS), Tenant, for the rental of the property known as 1731 E. Chase Street. The Amendment will allow the Tenant to occupy 7,566 sq. ft. of space on the 1<sup>st</sup> and 2<sup>nd</sup> floors, an adjacent parking lot with six parking spaces of which four spaces are to be used by the Tenant, and a park with a playground. The original term of the Interdepartmental Lease Agreement is July 1, 2020 through June 30, 2025. The Amendment is effective July 1, 2021.

**AMOUNT OF MONEY AND SOURCE:**

<u>Amended Annual Rent</u>	<u>Monthly Installments</u>
\$82,015.44	\$6,834.62

Account: 5000-585919-1191-719000-603096

**BACKGROUND/EXPLANATION:**

On June 24, 2020, the Board approved an Interdepartmental Lease to allow MOCFS to sublease 1,277 sq. ft. to East Baltimore Development Initiative (EBDI). The Board is requested to amend the Interdepartmental Lease Agreement to not sublet the space to EBDI. The Tenant will not assign the Lease Agreement for the whole or any part of the term, nor sublet the whole or any part of the Leased Premises. Any request for assignment or subletting must be approved by the Department of Real Estate. A Lease Agreement for the space occupied by EBDI will come to the Board of Estimates under a separate cover.

All other terms and conditions of the Interdepartmental Lease Agreement dated July 1, 2020, will remain in full force and effect.

The Space Utilization Committee approved the Amendment to Interdepartmental Lease Agreement on February 23, 2021.

(The Amendment to Interdepartmental Lease Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Transportation – Amendment No.2 to Construction Agreement

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

The Board is requested to approve and authorize execution of Amendment No. 2 to the Construction Agreement in connection with the Edmondson Ave. Bridge over CSXT, which will allow CSXT to continue providing flagging services.

### **AMOUNT OF MONEY AND SOURCE:**

\$209,533.00 - 9950-902315-9506-900010-705099

### **BACKGROUND/EXPLANATION:**

On Wednesday, June 11, 2014, the Board approved an agreement with CSXT in the amount of \$969,943.00. The agreement established a framework of the roles and responsibilities in connection with project TR01041R, MDSHA Project No. BC-269-006-815 (Replacement of Edmondson Ave. Bridge). The services included, but were not limited to the demolition of the Edmondson Ave. Bridge over CSXT, construction of the new Edmondson Ave. Bridge over CSXT, maintenance of vehicular traffic, erosion and sediment control, railroad flagging services, construction monitoring/engineering services, and signal cable mark out, if necessary. The work was anticipated to conclude no later than June 30, 2019; however, the work is still ongoing.

On Wednesday, February 26, 2020, the Board approved Amendment No. 1 to the Construction Agreement for Edmondson Avenue Bridge over CSXT to reimburse CSXT expenses for construction engineering/inspection and flagging services, and shop drawing review in the amount of \$952,851.00.

The Department desires to amend the agreement to reimburse CSXT expenses for construction engineering/inspection and flagging services, and shop drawing review in the amount of \$209,533.00. This will make the total amount received \$2,132,327.00. The work is intended to conclude by CSXT or on CSXT property by June 30, 2022.

The Agreement is late due to the administrative process.

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

Department of Transportation – cont'd

#### **DBE PARTICIPATION:**

This Construction Agreement established the framework for roles and responsibilities in connection with Contract TR01041R Edmondson Avenue Bridge Replacement, which has a DBE goal of 12%.

#### **APPROVED FOR FUNDS BY FINANCE**

(The Amendment No. 2 to Construction Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Transportation - Developers' Agreements

The Board is requested to approve and authorize execution of the various Developers' Agreements:

	<b><u>DEVELOPER</u></b>	<b><u>NO.</u></b>	<b><u>AMOUNT</u></b>
1.	<b>THE PEALE CENTER FOR BALTIMORE HISTORY AND ARCHITECTURE, INC.</b>	<b>1701</b>	<b>\$ 39,000.00</b>

The Peale Center for Baltimore History and Architecture, Inc. would like to install new water services to its proposed new building renovation located at 223-225 North Holliday 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 \$39,000.00 has been issued to The Peale Center for Baltimore History and Architecture, Inc., which assumes 100% of the financial responsibility.

2.	<b>CHARLES VILLAGE INVESTORS, LLC</b>	<b>1725</b>	<b>\$ 42,571.98</b>
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Charles Village Investors, LLC would like to construct water service and water meter to its property located at 2527 St. Paul 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 \$42,571.98 has been issued to Charles Village Investors LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

(The Developers' Agreements has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Transportation – Minor Privilege Permit Application

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	1111 S. Linwood Avenue	Barry Miller	Balcony 9' 6" x 4'
	Annual Charge - \$140.60		

Since no protests were received, there are no objections to approval.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**EXTRA WORK ORDER**

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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Department of Public Works/Office of Engineering & Construction

- |    |  |                        |             |    |
|----|--|------------------------|-------------|----|
| 1. | EWO #002, \$0.00 – SC 950R, Caroline Street Stormwater Pumping Station Upgrade | Metra Industries, Inc. | 3<br>Months | 80 |
|    | <u>\$893,000.00</u> <u>\$0.00</u>  |                        |             |    |

This is the second time extension and will increase the period of the of the contract by three months for a total contract period of 465 days. The current construction completion date is June 30,2020 and the new construction completion date is September 30, 2020.

The Office of Engineering & Construction is requesting a non-compensable time extension of 92 days due to excessive Supervisory Control & Data Acquisition panel manufacturer production and delivery delays due to COVID-19 impacts. This was proven and justified during the Time Impact Analysis review of the contractor's request. The Certificate of Completion form will not be completed until a scheduled time after the final payment and the final completion has been given by the Agency.

The scope of the construction project includes the upgrade of pumping station control and communication, replacement of pump power cables, installation of existing buried conduits with a duct bank, installation of two perforated plates next to an existing bar screen, replacement of a second bar screen with a perforated plate screen, and replacement of four Tideflex valves and other miscellaneous work. The extra work order is within the original scope of work and was requested by the Agency.

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement which are:

**MBE:** 11%

**WBE:** 2%.

**THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 18, 2020.**

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**EXTRA WORK ORDER**

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

Department of Public Works/Office of Engineering & Construction – cont’d

On April 23, 2021, the Department of Public Works submitted a memo from MWBOO providing the following statements as quoted:

“We are at the last stage in the project. Native Sons, MBE Electrical Contractor will actively be working on the project. OCC, the systems integrator, has work pending but they are not an MBE/WBE. The last remaining scope of work on the project is valve installation which Metra, Native Sons and OCC will be performing. I do not see any other possible MBE/WBE work.

It was the City’s decision to remove the electrical ductbank from the project due to pending improvements at the Living Classrooms School and the fact that the ductbank would be removed in 2-3 years because of the improvements.”

Please be advised that this memo was presented to MWBOO based on the assumption there would be an approval prior to us performing our review of the request. MWBOO needs to be notified in advance when it appears the MBE/WBE utilization may not be fulfilled in order for our office to investigate the matter and render approval after we conclude if the work segmentation cannot be fulfilled. We understand that unforeseen emergencies occur with some construction projects, but our office is required by law (Article 5, subtitle 28) to perform proper investigations to determine the proper outcome. Therefore, we urge this process to be considered prior to requesting a waiver when MBE/WE performance might be impacted.

The requests for this waiver is being conditionally approved based on the understanding that DPW (Office of Engineering and Construction) will confer with MWBOO in the future before submitting waiver requests when emergency changes to scopes of work post impact to the MBE/WBE utilization performance.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Law – 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 a lawsuit against the City of Baltimore (City), filed by Tonya French/The Estate of Tonya L. French, arising out of a motor vehicle accident involving a City Fire Department vehicle that occurred at the intersection of Bush St. and Washington Blvd. on or about February 12, 2017.

**AMOUNT OF MONEY AND SOURCE**

\$30,000.00 - 2036-000000-1752-175200-603070

**BACKGROUND/EXPLANATION:**

The Plaintiff, Tonya French, alleges that she was a passenger in a vehicle involved in a collision with a City fire truck traveling the wrong way on a one-way street.

The City Fire Department vehicle was responding to an emergency call and its sirens were activated right before approaching an intersection against the traffic signal. The Fire Department vehicle proceeded through the intersection to make a left hand turn without slowing down to make sure traffic was clear. The vehicle, in which the Plaintiff was a passenger, was traveling towards a green light, and it sustained severe passenger side damage.

The Plaintiff suffered serious injuries, resulting in significant medical bills.

Based on a review, by the Settlement Committee of the Law Department, of the legal and factual issues specific to this particular claim, it is recommended that the Board approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

(The Settlement Agreement and Release has been approved by the Law Department as to form and legal sufficiency.)



**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Police Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Mercy Medical Center, Inc. The agreement will be funded through the “Sexual Assault Response Team and Human Trafficking” grant, Award No. VOCA-2019-0067. The period of the agreement is October 1, 2020 through September 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$43,436.00 - 4000-412720-2021-212800-603026  
10,859.00 - 1001-000000-2021-213000-601062 (Cash Match)  
**\$54,295.00 - Total**

**BACKGROUND/EXPLANATION:**

On December 23, 2020, the Board approved the Department’s SART (Sexual Assault Response Team) and Human Trafficking grant, award No. VOCA-2019-0067. The award is in the amount of \$1,168,013.00 with a cash match of \$292,501.00, for a total of \$1,460,514.00. The SART program assists in developing and implementing strategies and services specifically intended to provide assistance to victims of crime in Baltimore City. Mercy Medical Center, Inc. will build a Human Trafficking page on its bmoresafe app, aid in drug facilitated testing, and provide Forensic Nurse Examiners for all victims of sexual assault. The cost for the term of this agreement is a \$43,436.00 grant. There is also a \$10,859.00 cash match.

The agreement is late because of the late receipt of the award documents and the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Mayor’s Office of Neighborhood Safety and Engagement - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Living Classrooms Foundation, Inc. The period of the agreement is July 1, 2020 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - 5000-511021-2255-702300-603051
318,714.00 - 1001-000000-2255-702300-603051
<u>40,000.00 - 4000-483617-2255-702300-603051</u>
<b>\$658,714.00</b>

**BACKGROUND/EXPLANATION:**

On August 5, 2020, the Board approved and authorized acceptance of a grant award from the Governor's Office of Crime Prevention, Youth and Victim Services, formerly known as GOCCP, to fund one year of the Safe Streets Baltimore Program expansion from servicing four communities to ten. Approved by the grantor, Living Classrooms Foundation, Inc. was selected as a vendor to operate one of the Safe Streets sites. This Agreement is to award a one-year contract with Living Classrooms to render violence reduction services in the McElderry Park neighborhood in Baltimore City. The provider agrees to use the techniques set forth in the Agreement as the "Cure Violence/Safe Streets Model," which is a public health strategy aimed at reducing gun violence in Baltimore.

This agreement is late because of the administrative process and delay with negotiation.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Planning – Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a donation from Kaiser Permanente for the Baltimore Outdoor Learning Program.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00 – 7000-718021-1875-187400-407001

**BACKGROUND/EXPLANATION:**

In the fall of 2019, the Department launched the Baltimore Outdoor Learning Program as part of the Baltimore Cities Connecting Children to Nature initiative. The purpose of the program is to provide construction funds and technical assistance to city public schools for the creation of new outdoor learning spaces on their campuses. Kaiser Permanente is making a donation of \$20,000.00 to the program to support expanding it to an additional four schools.

**APPROVED FOR FUNDS BY FINANCE**

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

(The Grant Award has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Health Department – Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2020 through June 30, 2021, unless otherwise indicated.

- 1. **BALTIMORE COUNTY MARYLAND DEPARTMENT OF AGING** **\$ 20,000.00**

Account: 4000-433521-3024-268400-603007

The Department’s Office of Aging and Care Services will provide potential sponsors for inclusion in the Annual Edition of the Baltimore county Department of Aging Regional Community Resource Directory. The period of the agreement is September 1, 2020 through August 31, 2021.

- 2. **WE CARE FIRST, LLC** **\$ 23,400.00**

Account: 5000-534021-3254-767800-607001

We Care First, LLC will utilize the funds to provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. Services will be provided at 2902 Bayonne Avenue assisted living home.

- 3. **BALTIMORE HEALTHY START, INC.** **\$337,534.00**

Account: 5000-530021-3080-595800-603051

Baltimore Healthy Start, Inc. will utilize the funds to provide home visiting service to eligible Baltimore City residents utilizing the Federal Healthy Start model. Service delivery will focus on the achievement of several overarching goals addressing outreach, recruitment, referrals and care coordination for the effective tackling of social determinants of health that impact birth outcomes.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2020.**

The agreements are late because of administrative delays.



## AGENDA

**BOARD OF ESTIMATES**

**3/24/2021**

### Health Department – cont'd

navigation to assist HIV-negative clients with accessing HIV prevention services, including PrEP, nPEP, and provide screening and referral to supportive services.

#### **MWBOO GRANTED A WAIVER ON FEBRUARY 8, 2021.**

The agreements are late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The Providers are asked to submit a budget, budget narrative and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is required to comply with the grant requirements.

#### **APPROVED FOR FUNDS BY FINANCE**

#### **AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreements have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Health Department – Ratification to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify an Agreement with the University of Maryland, Baltimore. The period of the agreement is January 1, 2020 through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$170,000.00 – 4000-499020-3023-718000-603051

**BACKGROUND/EXPLANATION:**

The University of Maryland, Baltimore’s STAR TRACK will provide HIV counseling, rapid testing and linkage to care for newly diagnosed and People Living with HIV and refer newly diagnosed people to the Baltimore City Health Department for partner services. The University of Maryland will also refer HIV negative individuals at increased risk of exposure, as well as partners of HIV positive persons, to PrEP; provide sexually transmitted disease testing for gonorrhea, chlamydia and syphilis; and develop and implement an at-home/self-test model for HIV and Sexually Transmitted Infections for youth.

The ratification to agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON DECEMBER 11, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Ratification to Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

Department of Housing and Community Development (DHCD) - Release of Liens

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

The Board is requested to approve the Release of Liens, plus all accrued interest and penalties, on the property located at 1002 W. Lanvale Street for the Transferee, West Baltimore Redevelopment Project One, LLC/Gar Roberts, Authorized Member (Developer).

#### **AMOUNT OF MONEY AND SOURCE:**

\$58,782.57 – Lien amount, plus all accrued interest and penalties.

#### **BACKGROUND/EXPLANATION:**

This is a request for release of liens pursuant to the Annotated Code of Maryland, Tax Property 14-806, which gives the Board the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements of the lien release law.

The property is a vacant building and the liens of \$66,309.96 exceed its assessed value of \$17,000.00. The Developer will rehabilitate the building as a single-family rental unit at market rate. The property will be returned to productive use within a reasonable time, thus eliminating blight and returning it to the tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

At the settlement, the Developer will pay the City the amount of \$17,000.00 (the assessed value), which is higher than the combination of the flat tax and water charges (\$7,527.39). The amount paid will be applied to satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a purchase money mortgage that have accrued prior to the date of this lien release. The Developer will be using private funds.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release shall be the responsibility of the Developer to pay prior to settlement. Failure to record the deed and pay the purchase price listed in the Agreement of Sale in the amount of \$17,000.00 within 120 days from the date of approval by the Board of Estimates will void this release.



## AGENDA

BOARD OF ESTIMATES

3/24/2021

DHCD – cont'd

### **MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

(The Release of Liens has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

BOARD OF ESTIMATES

3/24/2021

Department of Housing and Community Development (DHCD) - Release of Liens

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

The Board is requested to approve the Release of Liens, plus all accrued interest and penalties, on the property located at 1801 Division Street for the Transferee, West Baltimore Redevelopment Project One, LLC/Gar Roberts, Authorized Member (Developer).

### **AMOUNT OF MONEY AND SOURCE:**

\$31,152.03 – Lien amount, plus all accrued interest and penalties.

### **BACKGROUND/EXPLANATION:**

This is a request for release of liens pursuant to the Annotated Code of Maryland, Tax Property 14-806, which gives the Board the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements of the lien release law.

The property is a vacant building and the liens of \$40,730.03 exceed its assessed value of \$5,667.00. The Developer will rehabilitate the building as a single-family rental unit at market rate. The property will be returned to productive use within a reasonable time, thus eliminating blight and returning it to the tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

At the settlement, the Developer will pay the City the amount of \$9,578.00, which is the combination of the flat tax and water charges and is greater than the assessed value. The amount paid will be applied to satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a purchase money mortgage that have accrued prior to the date of this lien release. The Developer will be using private funds.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release shall be the responsibility of the Developer to pay prior to settlement. Failure to record the deed and pay the purchase price listed in the Agreement of Sale in the amount of \$9,578.00 within 120 days from the date of approval by the Board of Estimates will void this release.

## AGENDA

BOARD OF ESTIMATES

3/24/2021

DHCD – cont'd

### **MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

(The Release of Liens has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Housing and Community Development - Community Development Block Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement (CDBG) with Govans Ecumenical Development Corporation (GEDCO). The period of the Agreement is January 1, 2020 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$20,268.45 - 2089-208920-5930-236043-603051  
39,731.55 - 2089-208920-5930-236026-603051  
**\$60,000.00**

**BACKGROUND/EXPLANATION:**

GEDCO will provide food and emergency assistance to persons in crisis to avoid evictions and utility cutoffs and will provide access to healthy food choices through its food pantry. GEDCO will also provide unemployed persons with assistance in creating resumes, job searches and other related employment services.

The CDBG agreement is late because of the administrative process and staffing shortages. Prior to shifting to telework status due to COVID-19, there were administrative delays pending additional documentation needed and lack of timely follow-up communications. Post telework, there were further contract delays in shifting all functions to an electronic format and changes in processes, staff shortages, and obtaining final approvals, which have now been resolved.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON DECEMBER 31, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Community Development Block Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

Department of Housing and - Home Investment Partnerships Program Loan  
Community Development Agreement

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

The Board is requested to approve the HOME Investment Partnerships Program Loan Agreement in the amount of \$1,200,000.00 (the "City HOME Loan") to Sojourner Place at Preston, LLC (or an affiliate thereof, the "Borrower"), which is jointly sponsored by the Episcopal Housing Corporation and Health Care for the Homeless, Inc.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute the Intercreditor Agreement and any and all legal documents to effectuate this transaction after legal review and sign off by the Department of Law.

#### **AMOUNT OF MONEY AND SOURCE:**

\$1,200,000.00 - 9910-905480-9610

#### **BACKGROUND/EXPLANATION**

Proceeds of the City HOME Loan will be used to support a portion of the hard construction costs to construct a new apartment building called Sojourner Place at Oliver located at 1202 East Preston Street. The apartment building will include 70 rental units, 35 of which will be affordable to tenants with incomes at 30% of the Area Median Income, adjusted for family size ("AMI"), and 35 of which will be affordable to tenants with incomes at 50% AMI.

Sojourner Place at Oliver is a proposed new construction 70-unit multifamily residential apartment building (the "Development") located at 1202 E. Preston Street (the "Property"). The sponsors of the borrower, Sojourner Place at Preston, LLC (or an affiliate thereof, the "Borrower"), are the Episcopal Housing Corporation ("EHC") and Health Care for the Homeless, Inc. ("HCH") and each is a 501(c)(3) non-profit organization.

Established in 1985, HCH works to prevent and end homelessness for vulnerable individuals and families by providing quality, integrated health care, and promoting access to affordable housing and sustainable incomes through direct service, advocacy, and community engagement. The Federally-Qualified Health Center serves approximately 10,000 people annually at clinic sites in Baltimore City and Baltimore County. In 2005, HCH developed a "Housing First" approach that includes case management, medical, and behavioral health care and other supportive services – and currently supports more than 400 households in such housing.

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

#### DHCD – cont'd

HCH's partner, EHC, is a developer of affordable housing and community facilities. Since 1995, EHC has helped to provide housing and services for some of the most vulnerable and underserved citizens of central Maryland, creating more than 530 units of housing and several community centers. EHC also operates several Oxford Houses in the Baltimore area, which provide permanent housing for individuals in recovery from drug or alcohol addiction in a self-sustaining, democratically run environment.

The Development will contain a mix of 37 one-bedroom units, 18 two-bedroom units, and 15 three-bedroom units. Of the 70 units, 35 units are to be set aside as permanent supportive housing for chronically homeless individuals with incomes at or below 30% AMI. The remaining 35 units will be affordable households with incomes less than 50% of AMI. Services for the chronically homeless units will be provided by HCH. The project has received a commitment from the Housing Authority of Baltimore City for 35 housing vouchers to support the permanent supportive housing units.

Amenities will include offices for on-site management and counseling, community spaces including a library and exercise room. The design for the buildings has been reviewed and approved by the Urban Design Review Panel. The buildings will include fire protection sprinklers, individual, high-efficiency HVAC systems, and all new fixtures and appliances.

An appraisal was prepared on November 17, 2020, by Joseph J. Blank and Associates, Inc. The appraisal found the future prospective investment value, "as if complete and stabilized value," at restricted rents assuming stabilized occupancy to be \$5,300,000.00. The appraised value is below the total cost of the project. This is common in transactions involving LIHTC's and affordable housing. The LIHTC provides equity, which provides a source of funds through the syndication of a federal tax credit rather than through the value of the property itself. Without the benefits of the LIHTC financing, projects with restricted rents could not be financed. The appraisal has been submitted to the Real Estate Department.

In order to keep the Development as long-term affordable housing, the Borrower has obtained commitments from various funding sources to acquire the land and construct the units of the Property described below. The City of Baltimore acting through the Department has agreed to make a loan in an amount of \$1,200,000.00 to be funded from the HOME program (the "City HOME Loan"). The proceeds of the City HOME Loan will be used solely to finance a portion of the hard construction costs of the Development. The Department is comfortable recommending the City HOME Loan under these circumstances.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

DHCD – cont'd

**TOTAL SOURCES AND USES**

<b><u>SOURCES</u></b>		<b><u>USES</u></b>	
Syndication Proceeds	\$ 14,325,000.00	Construction	\$14,319,079.00
CDA Rental Housing Program	2,000,000.00	Construction-	
City HOME Loan	1,200,000.00	Related fees	1,578,378.00
City Seller Take-Back Loan	152,200.00	Financing Fees	1,252,740.00
HCH Loan	2,000,000.00	Acquisition Costs	650,000.00
Deferred Fee	<u>884,584.00</u>	Development Fee	2,206,333.00
		Syndication Costs	159,300.00
		Guarantees/Fees	<u>395,954.00</u>
Total	<b>\$20,561,784.00</b>	Total	<b>\$20,561,784.00</b>

† As further described herein, a portion of the syndication proceeds will be used to repay the BoA Loan (defined herein).

\* City HOME Loan Account #9910-905480-9610

**Participating Parties**

**A. Developer**

The Borrower and owner of the Development is Sojourner Place at Preston, LLC (or an affiliate thereof), which is jointly sponsored by EHC and HCH.

**B. General Contractor/Architect**

Southway Builders, Inc. will act as the general contractor and post a 100% Payment and Performance Bond. Architectural services will be provided by Moseley Architects.

**C. Guarantors**

A joint and several guarantee to complete construction will be provided by Episcopal Housing Corporation and Health Care for the Homeless.

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

DHCD – cont'd

#### **D. Participating Lenders**

##### Bank of America – 1<sup>st</sup> Lien Construction Loan

Bank of America, N.A. (“BoA”) will provide a first-lien construction loan in the approximate amount of \$11,195,635.00 (the “BoA Loan”). The construction period for the BoA Loan is currently expected to be 24 months with one six-month extension (the “BoA Construction Period”). During the BoA Construction Period, interest will be charged on the proceeds disbursed at a rate of LIBOR plus 3% with a floor of 4%, and interest is payable monthly. The Borrower expects to use a portion of the proceeds of the syndication of the low-income housing tax credits to repay the BoA Loan.

##### CDA Rental Housing Program – 2<sup>nd</sup> Lien Construction / 1<sup>st</sup> Lien Permanent Loan

The Community Development Administration (“CDA”) of the Department of Housing and Community Development of the State of Maryland will provide from its Rental Housing Program a construction/permanent loan in the approximate amount of \$2,000,000.00 (the “RHP Loan”). The RHP Loan will be in second-lien position during construction and the first-lien position after the repayment of the BoA Loan. The RHP Loan is currently expected to have a construction term of 24 months (the “RHP Construction Period”). After the end of the RHP Construction Period, the RHP Loan will convert to a permanent loan with a term of 40 years (the “RHP Permanent Loan Period”). No regular interest will be charged on the RHP Loan but during the RHP Permanent Loan Period, principal and contingent interest will be due and payable from available cash flow in accordance with the CDA program requirements and applicable loan documents.

##### City HOME Loan – 3<sup>rd</sup> Lien Construction / 2<sup>nd</sup> Lien Permanent Loan

The City of Baltimore will provide a loan in an amount of \$1,200,000.00 (the “City HOME Loan”). The City HOME Loan will be in third-lien position during construction and second-lien position after the repayment of the BoA Loan. The City HOME Loan is currently expected to have a construction term of 24 months (the “City HOME Loan Construction Period”). After completion of the City HOME Loan Construction Period, the City HOME Loan will convert to a permanent loan with a term of 40 years (the “City HOME Loan Permanent Period”). No regular interest will be charged on the City HOME Loan, but during the City HOME Loan Permanent Period, the City will receive principal and contingent interest calculated in accordance with the CDA program requirements and applicable loan documents.



## AGENDA

### BOARD OF ESTIMATES

3/24/2021

#### DHCD – cont'd

The outstanding principal balance and any outstanding amounts due under the loan documents are due and payable on the last day of the City HOME Loan Permanent Period. The City HOME Loan will be long-term, subordinate debt.

#### City Seller-Take Back Loan – 4<sup>th</sup> Lien Construction / 3<sup>rd</sup> Lien Permanent Loan

The City will provide a seller-take back loan as part of the approved Land Disposition Agreement for the transfer of Mayor and City Council-owned land in an approximate amount of \$152,200.00 (the “Purchase Money Mortgage Loan”). The Purchase Money Mortgage Loan will be in fourth-lien position during construction and third-lien position after the repayment of the BoA Loan. The principal of the Purchase Money Mortgage Loan shall be due, *inter alia*, upon sale, cash-out refinancing or the owners’ failure to maintain the Project as defined in the Land Disposition Agreement. If no event of default has occurred and is continuing, the Purchase Money Mortgage Loan will be forgiven at the end of its term.

#### HCH Loan of Weinberg Grant – unsecured loan

HCH secured a \$2,000,000.00 grant from the Harry and Jeanette Weinberg Foundation (the “Weinberg Grant”). HCH has agreed to make the Weinberg Grant available to the project by loaning it to the Borrower (the “HCH Loan”). The HCH Loan will bear interest at a rate to be determined but not to exceed 8% and shall be co-terminus with the CDA Loan. Payments of principal of and interest on the HCH Loan shall be deferred and accruing and shall be due to HCH upon the maturity of the HCH Loan.

#### FHLB AHP Funds

HCH or EHC will apply to the Federal Home Loan Bank of Atlanta (“FHLB”) for a grant from the Affordable Housing Program in the approximate amount of \$500,000.00. Award decisions are not expected to be made until the Project is under construction. If awarded, HCH or EHC will loan the funds to the Project as a fully subordinated loan, to be used to reduce any deferred developer fee and then, if any funds remain, to reduce the outstanding principal balance of the RHP Loan.

#### MBE/WBE PARTICIPATION

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is fully applicable and no request for waiver or exception has been made.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of the City-owned properties located at 1338 N. Central Ave., 1316 N. Central Ave., 1208 E. Preston St., 1210 E. Preston St., 1212 E. Preston St., 1214 E. Preston St., 1216 E. Preston St., 1222 E. Preston St., and 1232 E. Preston St. (Properties) in the Oliver neighborhood to Sojourner Place at Preston, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$182,200.00 – Purchase Price

**BACKGROUND/EXPLANATION:**

Sojourner Place at Preston, LLC will pay \$30,000.00 at closing. \$152,200.00 will be financed in the form of a City take back mortgage. Additional project financing will be through 9% CDA Low Income Housing Tax Credits, HOME funds and private and public sources. The Sojourner Place at Preston, LLC is a partnership between Episcopal Housing and Healthcare for the Homeless. It will be developing an affordable housing project. The project will contain 70 units with 50% dedicated to formerly homeless individuals. The cost of the project is projected to be \$20,000,000.00.

The authority to sell the Property is from Article II, Section 15 of the Charter, Article 13 of the Baltimore City Code, which established the Department of Housing and Community Development, and Article 13, Section 2-7(h)(2)(ii)(C) of the Baltimore City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER VALUATION VALUE:**

In accordance with the Waiver Valuation Policy, the vacant lots at 1316 and 1338 N. Central Avenue have been valued at \$490,000.00 by an approved commercial real estate appraisal. 1316 and 1338 N. Central Avenue will be sold for \$73,000.00. The rationale for conveyance below the value is:

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

#### DHCD – cont'd

- the sale will serve a specific benefit to the immediate community,
- the elimination of blight, and
- the sale will return the property to the Baltimore City tax rolls.

DHCD has determined the vacant lots located at 1208, 1210 and 1222 E. Preston Street to be valued at \$5,000.00 each. The vacant lots at 1212, 1216 and 1232 E. Preston Street are determined to be valued at \$4,500.00 each. The vacant lot at 1214 E. Preston Street is determined to be valued at \$4,400.00. The total value of all seven vacant lots is \$32,900.00. The vacant lots are being sold for \$15,600.00 each or a total of \$109,200.00.

#### **MBE/WBE PARTICIPATION :**

The Developer will receive a take back mortgage from the City and other concessions. Therefore, the Developer will comply with the City's MBE/WBE requirements.

**MBE:** 27%

**WBE:** 10%

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

**PERSONNEL MATTERS**

\* \* \* \* \*

The Board is requested to approve  
all of the Personnel matters  
listed on the following pages:

32 - 38

All of the Personnel matters have been approved  
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved  
by the Law Department as to form and legal sufficiency.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Baltimore City Office of Information and Technology

1. Reclassify the following vacant position:

Position No.: 53598

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$214,000.00)

To: Operations Officer V  
Job Code: 31113  
Grade: 936 (\$84,822.00 - \$135,651.00)

Cost: \$110,236.50 – 1001-000000-1471-165700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

2. Reclassify the following vacant position:

Position No.: 52916

From: IT Division Manager BCIT  
Job Code: 33115  
Grade: 967 (\$108,870.00 - \$179,483.00)

To: IT Division Manager BCIT  
Job Code: 10188  
Grade: 967 (\$108,870.00 - \$179,483.00)

Cost: There is no cost associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Baltimore City Office of Information and Technology – cont'd

3. Reclassify the following vacant position:

Position No.: 52923

From: IT Manager BCIT  
Job Code: 33112  
Grade: 942 (\$95,206.00 - \$156,964.00)

To: IT Manager BCIT  
Job Code: 10193  
Grade: 942 (\$95,206.00 - \$156,964.00)

Cost: There is no cost associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

4. Reclassify the following vacant position:

Position No.: 12326

From: IT Project Manager BCIT  
Job Code: 33114  
Grade: 939 (\$89,741.00 - \$147,892.00)

To: IT Project Manager BCIT  
Job Code: 10194  
Grade: 939 (\$89,741.00 - \$147,892.00)

Cost: There is no cost associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Circuit Court for Baltimore City

5. Reclassify the following filled position

Position No.: 10353

From: Administrator Courts  
Job Code: 00850  
Grade: 960 (\$100,999.00 – \$166,584.00)

To: Operations Director I  
Job Code: 00093  
Grade: 967 (\$108,870.00 - \$179,483.00)

Cost: \$27,271.00 – 1001-00000-1100-109500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of General Services

	<u>Rate of Pay</u>	<u>Amount</u>
6. <b>SHANAE WILLIAMS</b>	\$31.57	<b>\$59,983.00</b>

Account: 2030-000000-1890-189300-601009

Ms. Williams will continue to work as a Contract Services Specialist II. She will be responsible for receiving and triaging agency concerns and communication from internal and external customers; generating daily operational reports; assisting with special projects and initiatives to improve agency efficiency and effectiveness; working with agency Safety Officers to monitor and ensure compliance with COVID-19 safety and health guidelines and procedures; maintaining daily logs of operational issues, challenges and needs; managing calendars; accurately recording minutes from meetings; formatting information for internal/external communications and overseeing employee appreciation initiatives. The period of the agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Department of General Services – cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
<b>7. GUSTAVO NIETO</b>	\$38.00	<b>\$72,200.00</b>

Account: 2030-000000-1890-189300-601009

Mr. Nieto will work as a Contract Services Specialist II. He will be responsible for overseeing and coordinating all procurement contracts relating to parts, services and fleet for the Fleet Management Division; creating and analyzing cost analysis for fleet purchasing to better prepare for City needs; working in existing systems (FASTER, City-Buy, etc.) to identify trends, areas of potential improvement and cost projections for vehicles and automotive materials and equipment; crafting purchasing descriptions/agreements, including third party vendor descriptions and scopes of work to assist City's Procurement Office in requisitioning services, supplies and purchases; working with Agency Fiscal Office to create and edit Standard Operating Procedures and existing policies and procedures to best identify agency needs to improve existing operations; working with existing databases to identify existing contract expiration dates and coordinating renewal, re-bid or extension agreements in advance of contract expiration; preparing routine reports and KPI'S (Key Performance Indicators) for existing contracts; and assisting in coordinating communications with department leadership. The period of the agreement is effective upon Board approval for one year.

Department of Public Works

8. Reclassify the following vacant position

Position No.: 23253

From: Operations Officer IV  
 Job Code: 31112  
 Grade: 931 (\$77,608.00 – \$124,063.00)

To: Operations Officer IV  
 Job Code: 00088  
 Grade: 931 (\$77,608.00 - \$124,063.00)

Cost: There is no cost associated with this action.



**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Department of Public Works – cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Environmental Control Board

9. Reclassify the following vacant position:

Position No.: 10353

From: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$72,033.00 – \$115,100.00)

To: Operations Officer V  
Job Code: 00089  
Grade: 936 (\$84,822.00 - \$135,651.00)

Cost: \$9,815.00 – 1001-000000-1170-138600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Finance

10. a. Abolish the following position:

Classification: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$31,138.00 – \$35,394.00)  
Position No.: 12516

b. Reclassify the following two vacant positions:

From: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$31,138.00 - \$35,394.00)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Department of Finance – cont'd

To: Customer Care Analyst III  
Job Code: 34265  
Grade: 084 (\$39,651.00 - \$47,323.00)  
Position Nos.: 49243 and 49241

Cost Savings: (\$9,556.00)- 1001-000000-1480-166400-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

11. Reclassify the following filled position:

Position No.: 24077

From: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$33,082.00 – \$38,149 .00)

To: Secretary III  
Job Code: 33233  
Grade: 084 (\$39,651.00 - \$47,323.00)

Cost: \$7,339.00 – 1001-000000-4711-362000-601063

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

12. Reclassify the following vacant position:

Position No.: 24388

From: Recreation Center Director II  
Job Code: 83212  
Grade: 084 (\$39,651.00 – \$47,323 .00)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PERSONNEL**

Department of Recreation and Parks – cont'd

To: Recreation Inclusion Specialist  
Job Code: 83216  
Grade: 090 (\$50,013.00 - \$60,785.00)

Cost: \$11,405.00 – 1001-000000-4805-371400-601063

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Transfers of Funds  
listed on the following page:

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In accordance with Charter provisions  
reports have been requested from the  
Planning Commission, the Director  
of Finance having reported  
favorably thereon.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**TRANSFERS OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<u>Department of Housing and Community Development</u>			
1.	<b>\$ 1,200,000.00</b> Federal Revenue HOME Grant	9910-923006-9609 Housing Development - Reserve	9910-905480-9610 Sojourner Place at Preston

This transfer will fund a portion of the hard construction costs for the \$20,500,000.00 associated with the construction of 70 apartments at 1202 E. Preston Street.

Department of Transportation

2.	<b>\$1,650,000.00</b> State Construction Revenue FY'20 Series	9950-924080-9513 Construction Reserve - Traffic Safety Improvement Citywide	9950-916080-9512 Traffic Safety Improvement Citywide
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This transfer will cover the costs of pavement marking citywide and other related costs for project "Citywide Pavement Marking".

3.	<b>\$ 50,000.00</b> 3 <sup>rd</sup> Parks and Public Facilities	9950-926015-9513 Construction Reserve - Towards Zero Traffic Safety	9950-927017-9512 Vision Zero/Bike Constr. TR 21016
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This transfer will cover the costs of advertisement, printing and other related costs for project TR 21016 "Vision Zero/Bike Construction".

## AGENDA

**BOARD OF ESTIMATES**

**3/24/2021**

Baltimore Development Corporation – Governmental/ Charitable  
Solicitation Application

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

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow the Emerging Technology Centers (ETC), a venture of Baltimore Development Corporation's (BDC), President and Executive Director, Deborah Tillett, and members of the management staff including Celene Monroe and Val Ellis to solicit sponsorships/donations for the purpose of supplementing and enhancing the ETC's entrepreneurship programs. The period of the Governmental/Charitable Solicitation is April 1, 2021 through September 30, 2023.

### **AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

### **BACKGROUND/EXPLANATION:**

The ETC would like to solicit sponsorships/ donations for the purpose of supplementing and enhancing the ongoing City subsidy to ETC, Baltimore's technology business incubator programs. Funds will be used to support growth and community development within the technology business sector by hosting small scale events, such as lunch time working or learning sessions, breakfast round tables, technology hackathons, working group type meet-ups, and various collaborative exchanges among emerging and entrepreneurial companies to promote synergies.

The sponsorship contributions go towards the refreshments and promotional efforts to enhance and grow this important community of small business entrepreneurs and foster their collaborations.

Generally, the solicitations will be made by ETC senior staff members and they will be to certain key industry or category leading service providers and/or major corporations. The solicitations are expressly for events with the sole purpose of advancing knowledge for private sector companies that are associated with the ETC.

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

#### BDC – cont'd

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Businesses dealing in financial services, banking, law, accounting, construction, medical devices and others, as appropriate, will be solicited for sponsorship funding. Criteria for targeting a corporate entity for solicitation will include: commitment to overall community, value to overall community, perceived interest in the growing technology community in Baltimore, and interest in entrepreneurship. These firms may or may not be controlled donors, and can include the larger firms in the City. Solicitations will be made in the context of a scheduled formal meeting, with presentation materials, detailed budgets and follow-up as required. ETC will not provide exclusive access to ETC clients to any sponsors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethic Regulation 96.26B sets out the standards for approval, which include the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

#### **MBE/WBE PARTICIPATION:**

N/A

## AGENDA

BOARD OF ESTIMATES

3/24/2021

Baltimore Development Corporation – Allonge to Purchase Money  
Note Agreement

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

The Board is requested to approve and authorize execution of an Allonge to the Purchase Money Note Agreement with Senator Theatre, LLC for deferment of principal and interest payments effective December 1, 2019 on the Purchase Money Mortgage (PMM) and the loan, described below until the PMM and the loan begin to re-amortize.

### **BACKGROUND/EXPLANATION:**

On September 19, 2012 the Board approved a PMM in the amount of \$500,000.00 and a repayable loan in the amount of \$600,000.00 to the Senator Theatre, LLC. At that time the total cost of the project was \$3,491,000.00. The project was not feasible without a conventional bank loan, a loan from the State of Maryland, and a PMM and a loan from the City.

#### Purchase Money Mortgage

The City holds a PMM on the property with a principal balance of \$438,671.19 as of December 1, 2019. The original structure for the mortgage is monthly principal and interest payments for forty years at 2% fixed. The PMM shares a (*pari passu*) first lien position on the real property at 5904-06 York Road with State's \$560,000.00 loan and a second position on the business assets, as well as James Cusack's personal guarantee.

#### \$600,000.00 Loan

The City loan assisted with the cost of renovations and expansion. The outstanding principal balance on the loan is \$455,799.30 as of December 1, 2019. The structure for the loan was interest only for the first nine months, and then monthly principal and interest payments for 20 years at 2% fixed. The loan is secured by a second lien on the real property at 5904-06 York Road and a third lien on business assets, as well as James Cusack's personal guarantee.



## AGENDA

### BOARD OF ESTIMATES

3/24/2021

#### BDC – cont'd

Due to the impact of COVID-19, the Senator Theatre was ordered to close on March 16, 2020. The Theatre was then permitted to reopen at a reduced capacity on September 4, 2020. Senator Theatre, LLC is requesting that payments on both the Purchase Money Mortgage and the City loan be deferred due to restrictions imposed by the City and State in light of the pandemic. Effective upon Board approval, the payments of principal and interest will be deferred from December 1, 2019 until 180 days after the Mayor of Baltimore City has executed an Executive Order to allow movie theatres to open at 100% capacity. The payments of principal and interest will resume 180 days after the Executive Order is signed, at which time the original Note will be extended for the number of months, from December 1, 2019 until the 180-day period after the Executive Order is signed.

#### **MBE/WBE PARTICIPATION:**

N/A

(The Allonge to Purchase Money Note Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

3/24/2021

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. 009 to AECOM Technical Services, Inc. under Project No. 1803, On-Call Project and Construction Management. The approximate duration of this task is 24 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$374,979.19 – 9956-904951-9551-900020-703032

#### **BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of project engineering services to finalize contract documents for SC 866, Replacement of the Southwest Diversion Pressure Sewer along with Potee Street, Baltic Avenue, Frankfurst Avenue, Shell Road and Chesapeake Avenue. The Consultant will provide overall project coordination, contract administration, technical assistance and coordination of the project team to perform the task identified in the following scope of services.

The scope of the original agreement includes assisting the Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawing, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request For Information reviews and responses, and construction contract administrative support. The original agreement will expire on October 23, 2022.

#### **MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement: MBE: 29% and WBE: 10%. Currently, this On-Call Agreement is not in compliance because only six tasks have been

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

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

approved. The consultant anticipates meeting the goals before project completion. Current goals are:

**MBE: 18%**

**WBE: 28%**

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

**THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 10, 2020**

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

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$ 405,000.00</b>	9956-905609-9549	9956-904951-9551-3
Wastewater Revenue	SW Diversion Pressure	Design
Bonds	Sewer IM	

The transfer will cover expenses for Project 1803 - (SC-866) On-Call Project and Construction Management Task 009.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**EXTRA WORK ORDERS AND TRANSFER OF FUNDS**

\* \* \* \* \*

The Board is requested to approve  
the Extra Work Orders  
as listed on the following pages:

48 - 50

The EWOs have been reviewed and approved  
by the Department of  
Audits, CORC, and MWBOO  
unless otherwise indicated.

In connection with the Transfer of Funds,  
pursuant to Charter provisions, a report has  
been requested from the Planning  
Commission, the Director of Finance  
having reported favorably thereon.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**EXTRA WORK ORDERS**

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time</u> <u>Ext.</u>	<u>%</u> <u>Compl.</u>
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Department of Public Works/Office  
of Engineering and Construction

1. EWO #001, \$2,399,976.00 – WC 1405, Repaving Utility Cuts and Sidewalk  
Restoration at Various Locations

\$ 4,630,027.60	-	Monumental Paving & Excavating, Inc.	3 - Months	86.00%
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The Office of Engineering and Construction is requesting a change order to complete restoration and repaving of utility cuts including sidewalks performed by Utility Maintenance Division with bituminous concrete or portland cement concrete, milling and resurfacing and pavement markings at various locations of Baltimore City. Due to COVID-19, the replacement contract WC 1409 could not be advertised. The Office of Engineering and Construction has submitted the contract document of WC 1409 to Contract Administration for advertisement. Under the circumstances and threat of COVID-19, it was unlikely that the procurement of WC 1409 would be fully executed in time before WC 1405 expires and runs out of funding. Therefore, the Department is requesting a change order, including a three-month time extension, for WC 1405 to continue to restore and repave utility cuts and sidewalks. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the agency.

The scope of the construction project includes repaving utility cuts and sidewalk restoration at various locations, including replacement/restoration of various size and types of concrete and masonry sidewalks, as well replacement of concrete curb, and combination curb and gutter.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 18.04% and WBE: 6%.

**THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2020.**

AGENDA

BOARD OF ESTIMATES

3/24/2021

EXTRA WORK ORDERS

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

Department of Public Works/Office  
of Engineering and Construction

2.	EWO #009, \$2,522,179.30 – SC 910, Improvement to the Sanitary Sewer Collection System in the Herring Run Sewershed - Part 2: Chinguapin Run			
	\$23,553,300.00	\$ 1,073,693.00	Spiniello Companies	4.57 90% months

The Office of Engineering and Construction is requesting funds due to current and projected overruns to the existing contract bid items. Based on the remaining scope of work and remaining funds available, the Office of Engineering and Construction is requesting \$2,522,179.30 to complete the SC 910 project. Some of the previous unprecedented storm/hurricane/rain event repairs have contributed to the depletion of bid items. Included in the amount requested is contingency funds. The Office of Engineering and Construction’s intent is to request a separated bid item number to be generated solely for the contingency portion included in the request \$9,972.62. The purpose of contingency items is to have funds available for possible future weather events and unforeseen conditions. This cost to complete has been analyzed and agreed upon between the Office of Engineering and Construction and the design consultant. The Office of Engineering and Construction is also requesting an additional 137 non-compensable consecutive calendar days be added to the SC 910 project due to unforeseen conditions found along the proposed pipe alignment and stream bank slopes in Chinguapin Run Stream. Work included redesign of stream and slopes structures, rock wall locations, storm headwall replacement, modification of the pipe alignment and material, and repair of slopes which were encroaching on private properties. Some of these unforeseen conditions were a result of erosion between design and construction and unprecedented rain events which washed out and delayed the installation of stream material. These unforeseen conditions also added to the overrun of certain bid items.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**EXTRA WORK ORDERS**

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

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

A time impact analysis was submitted by the Contractor. The submittal was reviewed and approved by the Office of Engineering and Construction and Project Controls scheduler who concurred with this request for additional non-compensable time. This request will make the new completion date February 12, 2021. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes: Cured-In-Place (CIPP) lining and replacement of exiting sanitary sewers and manholes, installation of new upsized interceptor sewers, as well as stabilization and restoration of Chinquapin Run Stream from Walker Avenue to Perring Parkway.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 18% and WBE: 16%.

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$2,000,000.00</b>	9958-906405-9526	9958-905709-9525-6
State Water Quality Revenue	Citywide Stream Restoration	Construction

The transfer will provide appropriations to fully meet the awarded State portion of costs for ER 4021, Chinquapin Run Stream Restoration.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Finance – FY22 Flood Insurance Policies Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of Flood Insurance Coverages for various properties owned by the City with Wright National Flood Insurance Company. The coverage is for the period April 22, 2021 through April 22, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$129,844.00 – 2043-000000-1531-169900-603041

**BACKGROUND/EXPLANATION:**

FEMA mandates the purchase of flood insurance for properties located in the Special Flood Hazard Areas. The locations listed below represent MCC properties located in these areas that require flood insurance.

	<u>Address</u>	<u>Renewal Premium</u>
1. Police Headquarters	601 E. Fayette Street	\$ 64,922.00
2. Baltimore City Police Annex	601 E. Fayette Street	\$ 64,922.00

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**



**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

Department of Finance – FY22 Flood Insurance Policies Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of Flood Insurance Coverages for various properties owned by the City with Wright National Flood Insurance Company. The coverage is for the period April 17, 2021 through April 17, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$83,429.00 – 2043-000000-1531-169900-603041

**BACKGROUND/EXPLANATION:**

FEMA mandates the purchase of flood insurance for properties located in the Special Flood Hazard Areas. The locations listed below represent MCC properties located in these areas that require flood insurance.

	<u>Address</u>	<u>Renewal Premium</u>
1. Star- Spangled Banner Flag House Historic House	844 E. Pratt Street	\$48,859.00
2. Patapsco WWT Plant PSPS/ Screen Bldg.	3501 Asiatic Avenue	\$ 6,914.00
3. Public Works Museum	751 Eastern Avenue	\$ 6,914.00
4. Colgate Sewer Water Pump Station	2201 Broening Hwy	\$ 6,914.00
5. Dundalk Pumping Station	2201 Broening Hwy	\$ 6,914.00
6. Locust Point Pumping Station	2201 Broening Hwy	\$ 6,914.00

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
1. Connie Yarborough	30 <sup>th</sup> Annual Crimes Against Children Conference Dallas, TX Aug. 12 – 16, 2018 (Reg. Fee \$600.00)	Asset Forfeiture	\$2,017.17

Ms. Yarborough traveled to Dallas, Texas on August 12 - 16, 2018 to attend the 30<sup>th</sup> Annual Crimes Against Children Conference.

The subsistence rate for this location was \$206.00 per day. The hotel rate was \$142.00 per day, plus \$21.67 per day for hotel taxes.

The airfare, in the amount of \$610.40, and hotel fees were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee in the amount of \$600.00 was prepaid on a City-issued procurement card assigned to Ms. Timi Roberts. Ms. Yarborough personally incurred the costs of meals and incidentals. Therefore, Ms. Yarborough requests reimbursement in the amount of \$152.09.

**TRAVEL REIMBURSEMENT**

**\$152.09 – Total Reimbursement (Meals and Incidentals)**

The travel reimbursement request is late because of delays in the administrative approval process and staffing priority changes. The agency apologizes for the delay.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
2. Tiffany Maclin	30 <sup>th</sup> Annual Crimes Against Children Conference Dallas, TX Aug. 12 – 16, 2018 (Reg. Fee \$600.00)	Asset Forfeiture	\$2,014.96

Ms. Maclin traveled to Dallas, Texas on August 12 - 16, 2018 to attend the 30<sup>th</sup> Annual Crimes Against Children Conference.

The subsistence rate for this location was \$206.00 per day. The hotel rate was \$142.00 per day, plus \$21.67 per day for hotel taxes.

The airfare, in the amount of \$610.40, and hotel fees were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee in the amount of \$600.00 was prepaid on a City-issued procurement card assigned to Ms. Timi Roberts. Ms. Maclin personally incurred the costs of meals and incidentals and parking. Therefore, Ms. Maclin requests reimbursement in the amount of \$149.88.

**TRAVEL REIMBURSEMENT**

\$ 89.88 - Meals and Incidentals  
60.00 - Parking  
**\$149.88** - Total Reimbursement

The travel reimbursement request is late because of delays in the administrative approval process and staffing priority changes. The agency apologizes for the delay.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
3. Aisha Hilliard	30 <sup>th</sup> Annual Crimes Against Children Conference Dallas, TX Aug. 12 – 16, 2018 (Reg. Fee \$600.00)	Asset Forfeiture	\$2,017.22

Ms. Hilliard traveled to Dallas, Texas on August 12 - 16, 2018 to attend the 30<sup>th</sup> Annual Crimes Against Children Conference.

The subsistence rate for this location was \$206.00 per day. The hotel rate was \$142.00 per day, plus \$21.67 per day for hotel taxes.

The airfare, in the amount of \$610.40, and hotel fees were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee in the amount of \$600.00 was prepaid on a City-issued procurement card assigned to Ms. Timi Roberts. Ms. Hilliard personally incurred the costs of meals and incidentals. Therefore, Ms. Hilliard requests reimbursement in the amount of \$152.14.

**TRAVEL REIMBURSEMENT**

**\$152.14** - Total Reimbursement (Meals and incidentals)

The travel reimbursement request is late because of delays in the administrative approval process and staffing priority changes. The agency apologizes for the delay.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
4. Charles Fitzpatrick	Highway Serial Killings Initiative and Behavioral Analysis Regional Conference St. Louis, MO June 25 – 28, 2018 (Reg. Fee \$0.00)	Asset Forfeiture	\$1,392.03

Mr. Fitzpatrick traveled to St. Louis, Missouri, on June 25 - 28, 2018 to attend the Federal Bureau of Investigation Highway Serial Killings Initiative and Behavioral Analysis Regional Conference.

The subsistence rate for this location was \$184.00 per day. The hotel rate was \$179.00 per day, plus \$33.89 per day for hotel taxes.

The airfare, in the amount of \$682.52, and hotel fees were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. Mr. Fitzpatrick personally incurred the costs of meals and ground transportation. Therefore, Mr. Fitzpatrick requests reimbursement in the amount of \$70.84.

**TRAVEL REIMBURSEMENT**

\$ 64.34 - Meals and Incidentals  
6.50 - Ground Transportation (Train to Convention Center)  
**\$ 70.84** - Total Reimbursement

The travel reimbursement request is late because of delays in the administrative approval process and staffing priority changes. The agency apologizes for the delay.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS**

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

Bureau of Procurement

- |   |                             |              |         |
|---|-----------------------------|--------------|---------|
| 1.  | KENTECH<br>CONSULTING, INC. | \$ 75,851.70 | Renewal |
| Contract No. B50005017 – Background Investigations – Baltimore Police<br>Department – P.O. No.: P541948 |                             |              |         |

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

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

On October 25, 2017, the Board approved the initial award in the amount of \$1,975,000.00. The award contained two 2-year renewal options. This first renewal in the amount of \$75,851.70 is for the period November 1, 2020 through October 31, 2022, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

On May 17, 2017, MWBOO set goals of 11% MBE and 5% WBE. On October 26, 2020, MWBOO performed a compliance review and found the Vendor in non-compliance. MWBOO sent a letter to the Vendor to set a plan to become in compliance.

<b>MBE:</b> Legal Services Association	11%	\$9,600.00	2.06%
<b>WBE:</b> Comprehensive Investigations*	5%	\$ 0.00	

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS**

<b>VENDOR</b>	<b>AMOUNT OF AWARD</b>	<b>AWARD BASIS</b>
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Bureau of Procurement – cont'd

MWBOO was not able to perform a conciliation meeting because Kentech Consulting, Inc. has been non-responsive to emails and phone calls. Comprehensive Investigations\* was added to participate as a subcontractor but declined the opportunity. Therefore, Kentech Consulting, Inc. was advised via correspondence to make a substitution. Since a conciliation meeting was not possible, MWBOO forwarded a letter of instruction with new requirements to ensure MBE utilization is increased for the duration of the contract. This is the first performance compliance review since the start of the contract.

**MWBOO FOUND THE CONTRACTOR NON-COMPLIANT WITH A LETTER OF INSTRUCTION SUBMITTED TO PRIME CONTRACTOR ON OCTOBER 26, 2020.**

2. EASTERN SALT COMPANY, INC. \$5,300,00.00 Renewal  
 Contract No. B50005151 – Salt for Snow Removal – Department of Transportation  
 – P.O. No.: P542224

On January 10, 2018, the Board approved the initial award in the amount of \$5,300,000.00. The award contained a renewal option. This renewal in the amount of \$0.00 is for the period January 9, 2021 through January 31, 2022. The above amount is the City’s estimated requirement.

**MBE/WBE PARTICIPATION:**

MWBOO set goals of 10% MBE and 6% WBE. On January 11, 2021, Eastern Salt Company, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Kelley’s Trucking	3%	\$ 0.00	
2Fyne Enterprises LLC	2%	\$ 0.00	
CBY Enterprises, Inc.	<u>5%</u>	<u>\$656,550.75</u>	<u>35.71%</u>
	<b>10%</b>	<b>\$656,550.75</b>	<b>35.71%</b>
 <b>WBE:</b> JM Dorsey Inc.	2%	\$ 0.00	
Fallsway Construction Co.	4%	\$ 46,202.53	2.51%
	<u>6%</u>	<u>\$46,202.53</u>	<u>2.51%</u>

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS**

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

The Prime Contractor encountered challenges with unpredictable winter weather, limited orders, and midday cancellations for deliveries, which created challenges when planning and dispatching trucks. Due to limited need for bulk orders, this reduced the amount of work performed during the contract period. Otherwise the aggregate MBE goals were exceeded and up to 50% of the WBE goal was attained. The Vendor will continue utilization efforts as more work is rendered from user agency.

**MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JANUARY 11, 2021.**

- |  |               |             |
|--|---------------|-------------|
| 3. C&D MUNICIPAL SALES,<br>INC.  | \$ 120,000.00 | Sole Source |
| Contract No. 08000 – Flowserve Pumps – Department of Public Works - Water and Wastewater – Req. No.: R869452 |               |             |

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 manufacturer’s authorized sole source for Flowserve Pumps, which are currently installed at the Back River Waste Water Treatment Plant. The period of the award is March 24, 2021 through March 31, 2024. The above amount is the City’s estimated requirement.



**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS**

<b>VENDOR</b>	<b>AMOUNT OF AWARD</b>	<b>AWARD BASIS</b>
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Bureau of Procurement – cont'd

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

**MBE/WBE PARTICIPATION:**

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

- |    |  |              |             |
|----|--|--------------|-------------|
| 4. | KOMATSU AMERICA CORPORATION  | \$500,000.00 | Sole Source |
|    | Contract No. 08000 - OEM Parts and Service for BOMAG Equipment – Department of General Services – Fleet Management – Req. No.: R842413 |              |             |

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 only authorized BOMAG dealer in the State of Maryland and North East USA that supplies OEM Parts and Service for this equipment. The period of the award is March 24, 2021 through March 23, 2024. 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.

AGENDA

BOARD OF ESTIMATES

3/24/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & 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 as these commodities are only available from the distributor, and are not available from subcontractors.

- |  |                      |                  |
|--|----------------------|------------------|
| 5. <u>REMIX SOFTWARE, INC.</u>   | <u>\$ 160,000.00</u> | <u>Agreement</u> |
| Contract No. 08000 – Remix Software Agreement – Department of Transportation – Req. No.: R865832 |                      |                  |

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

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

The Board is requested to approve and authorize execution of an Agreement with Remix Software, Inc. The period of the agreement is April 1, 2021 through March 31, 2023, with three 1-year renewal options at the sole discretion of the City.

Execution of this agreement will provide cloud-based transportation planning software that enables quick transit and detailed street designs. The Vendor is the software manufacturer and sole provider of the software product. The Maryland Transit Administration (MTA) currently has this software and utilizing the same product for transit planning will allow for greater collaboration in planning with the MTA. 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.

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS**

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

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

- |  |                     |                              |
|--|---------------------|------------------------------|
| 6. JOHNSON HEALTH<br>TECH NORTH AMERICA,<br>INC. | <u>\$200,000.00</u> | <u>Cooperative Agreement</u> |
|--|---------------------|------------------------------|
- Fairfax County Contract No. #4400009698 – Exercise Equipment Accessories and Parts – Department of Recreation and Parks – Req. No.: R865234

The Board is requested to approve and authorize execution of a Cooperative Agreement with Johnson Health Tech North America, Inc. The contract expires on February 28, 2023 with two 1-year renewal options.

On April 24, 2020, Fairfax County awarded IFB #20000003059 (Contract #4400009698 – Exercise Equipment Accessories and Parts) to Johnson Health Tech North America, Inc. The contract was competitively bid by Fairfax County Department of Procurement & Material Management, Fairfax County, Virginia. The equipment purchased from this cooperative will be used at the Cahill Recreation Center and other facilities throughout Recreation and Parks.

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:**

On January 21, 2021, it was determined that no goals would be set because no opportunity for segmentation existed for these goods/commodities.

(The Cooperative Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

3/24/2021

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

7. MIDDLETON & MEADS COMPANY	\$ 42,150.00	Award
Solicitation No. B50006194 – Detroit Engines Parts and Service – Department of General Services – Fleet – Req. No.: R870737		

Vendors were solicited by posting on CitiBuy. On February 25, 2021, the sole bid was received and opened, and was found to be fair and reasonable. Award is recommended to be made to the responsible and responsive bidder. The period of the award is March 24, 2021 through March 23, 2024, with one 2-year renewal option. The above amount is the City’s estimated requirement.

**MBE/WBE PARTICIPATION:**

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

**AGENDA**

**BOARD OF ESTIMATES**

**3/24/2021**

**PROPOSAL AND SPECIFICATIONS**

1. Department of Transportation – TR-21001, Reconstruction of Footways Citywide  
**BIDS TO BE RECV'D: 04/14/2021**  
**BIDS TO BE OPENED: 04/14/2021**
  
2. Department of Transportation – TR-21002, Reconstruction of Footways Citywide  
**BIDS TO BE RECV'D: 04/14/2021**  
**BIDS TO BE OPENED: 04/14/2021**
  
3. Department of Transportation – TR-21003, Reconstruction of Footways Citywide  
**BIDS TO BE RECV'D: 04/14/2021**  
**BIDS TO BE OPENED: 04/14/2021**
  
4. Department of Transportation – TR-21005, Reconstruction of Alleys Citywide  
**BIDS TO BE RECV'D: 04/14/2021**  
**BIDS TO BE OPENED: 04/14/2021**
  
5. Department of Transportation – TR-19310, Bicycle and Pedestrian Safety: Baker Street and 20<sup>th</sup> Street  
**BIDS TO BE RECV'D: 05/12/2021**  
**BIDS TO BE OPENED: 05/12/2021**

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**