

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The March 17, 2017, meeting of the Board of Estimates is now called to order. In the interest of promoting order in the efficiencies of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the hearing. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from our office dated March 31, 2017 [SIC], identifying matters to be considered as routine agenda items together with any corrections and add-- additions that have been notified to the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

## MINUTES

Interim City Solicitor: "I move the approval of the items on the routine agenda."

Comptroller: "Second."

President: "All of those in favor say Aye. All of those opposed, nay. The routine agenda has been adopted."

\* \* \* \* \*

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

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

Autumn Contracting, Inc.	\$ 8,000,000.00
Delta Electrical Contractors, Inc.	\$ 1,500,000.00
G.H. Nitzel, Inc.	\$ 8,000,000.00
M & F Contractor Company	\$ 1,500,000.00
Robinson Pipe Cleaning Company	\$ 46,350,000.00
Savin Engineers, P.C.	\$ 64,611,000.00
Solutionwerks, Inc.	\$ 8,000,000.00
Tech Contracting Company, Inc.	\$ 8,000,000.00
TFE Resources, LTD	\$ 1,500,000.00

2. Prequalification of Architects and Engineers

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

A.D. Marble & Co., Inc.	Engineer
Accumark, Inc.	Property Line Survey
ADS Environmental Services	Engineer
Carroll Engineering, Inc.	Engineer Landscape Architect
Dhillon Engineering, Inc.	Architect Engineer

**MINUTES****BOARDS AND COMMISSIONS** - cont'd

DMY Engineering Consultants, Inc.	Engineer
GWWO, Inc./Architects	Architect
MA Engineering Consultants, Inc.	Property Line Survey
Mimar McKissick Architects & Engineers, LLC	Architect
Sabra, Wang & Associates, Inc.	Engineer

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

**MINUTES**

Department of Real Estate - Deed

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Deed to Stadium Square II, LLC, Grantee, to convey a portion of the former Bed of Creek Alley extending west from W. West Street southerly 56 feet to the southernmost extremity thereof, and no longer needed for public use.

**AMOUNT OF MONEY AND SOURCE:**

\$6,700.00

**BACKGROUND/EXPLANATION:**

On December 19, 2016, the City entered into a closing agreement with the Grantee. The Grantee would like to acquire the former Bed of Creek Alley extending west from W. West Street southerly 56 feet to the southernmost extremity. The closing and sale of the street Bed will allow the development of a three phase project in the Sharp Leadenhall Community. Their desire to close this portion of the alley is in order to facilitate the development of the Stadium Square mixed-use project.

The sale was authorized by means of Sales Ordinance No. 16-558 approved on November 1, 2016. The street closing process is intricate and involves public notice and other procedures before the deed can be prepared for submission to the Board for approval.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed to Stadium Square II, LLC, Grantee, to convey a portion of the former Bed of Creek Alley extending west from W. West Street southerly 56 feet to the southernmost extremity thereof, and no longer needed for public use.

## MINUTES

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 27** favorable reports by the Planning Commission on February 16, 2017, on Transfers of Funds approved by the Board of Estimates at its meetings on January 18, 25, February 1, and February 8, 2017.

The Board **NOTED 27** favorable reports on Capital Transfers of Funds approved by the Board of Estimates at its meetings on January 18, 25, February 1, and February 8, 2017.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

## MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Little Italy Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	1 hour rate	\$ 6.00	\$ 7.00	May 2015	
	2 hour rate	\$ 8.00	\$ 9.00	May 2015	
	3-4 hour rate	\$10.00	\$11.00	May 2015	
	5-12 hour rate	\$14.00	\$15.00	May 2015	
13-24 hour rate	\$15.00	\$17.00	May 2015		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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



## MINUTES

Mayor's Office of Human Services - Continuum of Care  
Program Agreements

The Board is requested to approve and authorize execution of the Continuum of Care Program Agreements.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 901,823.85**

Account: 4000-407016-3571-757701-603051

Associated Catholic Charities, Inc. will provide rental assistance to 68 formerly homeless households.

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

2. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$1,462,257.00**

Account: 4000-407016-3571-757001-603051

AIDS Interfaith Residential Services, Inc. will provide rental assistance to 108 formerly homeless households.

The agreement is late because of a delay in receiving contract approval from the Department of Law.

3. **DAYSPRING PROGRAMS, INC.** **\$ 839,768.00**

Account: 4000-407016-3571-757603-603051

Dayspring Programs, Inc. will provide rental assistance to 43 formerly homeless households.

The agreement is late because of a delay in receiving signatures from Dayspring Programs, Inc.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Mayor's Office of Human Services - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above listed Continuum of Care Program Agreements.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Condemnations</u>			
1. Khosrow D. Vaghari	1108 W. Fayette Street	L/H	\$5,933.00
Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project.			
2. Gertrude G. Drew	912 E. Eager Street	G/R \$72.00	\$ 480.00
Funds are available in account no. 9910-910715-9588-900000-704040, Johnston Square Project.			

Department of Law - Payment of Settlement

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
3. The Estate of Janie Brown (Prior Owner)	4847 Park Heights Avenue	F/S	\$1,500.00

On January 27, 2015, the Board approved the acquisition of the fee simple interest by condemnation, of the property located at 4847 Park Heights Avenue for the fair market value of \$15,000.00, based upon the higher of two independent appraisals. On March 25, 2015, (most recently amended on November 3, 2016), the City filed a condemnation action. After the mortgage interest holder contested the value of the property, the parties agreed to settle the case for an additional 10% over the approved valuation for a total of \$16,500.00. Therefore, the Board is requested to approve an additional \$1,500.00.

Funds are available in account 9910-903183-9588-900000-704040.

**MINUTES****OPTIONS/CONDEMNATION/QUICK-TAKES:**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Condemnations and the Payment of Settlement.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

862 - 863

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$280,000.00	9938-920019-9475	
Rec. & Parks	(Reserve)	
23 <sup>rd</sup> Series		
5,202.56	9938-922019-9474	
Rec. & Parks	(Active)	
23 <sup>rd</sup> Series		
<u>\$285,202.56</u>	-----	9938-920300-9474
		(Active) Property
		Assessment &
		Acquisition

This transfer will provide funds to cover the costs associated with the assessment and acquisition of property next to Gwynns Falls/Leakin Park.

Department of Planning

2. <b>\$ 42,000.00</b>	9904-902152-9129	9904-901152-9127
1 <sup>st</sup> Cultural	Baltimore City	Baltimore City
Institution Loan	Heritage Area	Heritage Area
	- Reserve	- Active

This transfer is to fund the Heritage Area's Small Cap Grant Program that makes small, but strategic capital grants to improve, protect, and restore historic and cultural sites within the Baltimore National Heritage Area. The Small Cap Grants require the grantee to match the funds 1:1 with other investments. To date, the program has leveraged approximately \$13.00 for every \$1.00 of Small Cap funds distributed.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
3. \$ 750,000.00	9910-923006-9609	
General Funds	Home FY 2014-2017	
	Reserve	
65,000.00	9910-906073-9587	
General Funds	Inclusionary Housing	
	Constr. Reserve	
185,000.00	9910-902848-9587	
30 <sup>th</sup> Community	Home Program Reserve	
Development		
Bonds		
<b><u>\$1,000,000.00</u></b>	-----	9910-906850-9588
		Restoration Gardens 2

This transfer will provide funds to Restoration Gardens 2, LLC to support a portion of the new construction cost for 42 residential studio units.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

865 - 867

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.



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

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

Department of Public Works/Office of  
Engineering and Construction (DPW/OE&C)

1. EWO #001, \$32,499.60 - W.C. 1242, Brown Pond Dam Breach  

\$ 446,591.00 -	Monumental Paving	-	95%
	and Excavating Inc.		

Previously the Maryland Department of the Environment Dam Safety inspection of the Loch Raven Dam developed a list of immediate repairs. Some of the repairs were addressed by the Owner Agency and some repairs were added to W.C. 1242 using contingent items during the bid phase. During construction, it was determined additional quantities were required to address all repairs. Therefore, the OE&C is requesting an increase to Contingent Bid Item 702 - Concrete Floor Repairs from 100 CY to 186 CY; increase to Contingent Bid Item 704 - Replace 60-inch Valve Operator from 33,256 to 43,787; and increase Bid Item 201 - Class I Excavation from 890 CY to 1357 CY. 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 principal items of work for this project are, but not limited to: breaching the existing dam embankment and stabilizing the site at the Brown Pond Dam Breach, and miscellaneous repairs to the Loch Raven Dam.

2. EWO #002, \$85,230.00 - W.C. 1173R, Guilford Finished Water Reservoir  

\$54,444,777.00	\$131,000.00	Allan Myers MD,	-	-
		Inc.		

During the Stormwater Management Permit review, the consultant was directed to include in their design, a full

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

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

Department of Public Works/Office of  
Engineering and Construction (DPW/OE &C)

depth of No. 57 stone for the temporary Loyola Parking Lot. The project was bid as such and the contractor built the temporary parking lot as designed. However, due to unsuitable site conditions, the temporary parking lot was considered to be unsuitable for vehicle navigation. The Office of Compliance and Laboratories Design Review Section agreed to allow a paved bituminous concrete parking lot. Allan Myers MD, Inc. has submitted an asphalt mix design from American Paving and has provided a lump sum cost proposal of \$85,230.00 to perform the paving activity.

The principal items of work for this project are: construction of two buried pre-stressed concrete finished water storage tanks within the footprint of the existing reservoir, including gravity inlet and outlet main, effluent mains to supply the Guilford Pumping Station, tank overflow and drain, tank bypass mains, site enhancements and grading, and stormwater management facilities.

3. EWO #005, \$32,189.92 - S.C. 857, Chlorination/Dechlorination Facilities Process Conversion at Patapsco Wastewater Treatment Plant

\$12,714,000.00	\$ 71,458.66	The Whiting-Turner	-	61%
		Contracting Co.,		
		Inc.		

The contractor requested details for the installation of the 3-inch x ¾-inch CPVC double container Sodium Bisulfite piping at the Chlorine Contact Chambers because none were provided

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

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

(DPW/OC&E) - cont'd

in the contract documents. Sidhu Associates, Inc., a design firm, generated RFI-057 to provide the details for installation piping. The initial cost proposal provided by the contractor was for \$154,977.88. A Proposed Change Order meeting was held on October 11, 2016 to discuss this price. The double container pipe will be paid for under contingent item, and the cost was reduced to \$32,189.92. The contractor's estimate has been reviewed by the design engineer and concurs with final approval. The Director's change order review approval was previously granted.

The scope of the construction project includes provision of temporary liquid sodium bisulfite system for dechlorination, provision of new permanent liquid hypochlorite and liquid bisulfite system, and civil and utility work on plant.



## MINUTES

Health Department - cont'd

remaining adherent, engage and inform the MSM and transgender communities via town hall community forums, print materials, and educational events to increase knowledge and prevent HIV infections. The period of the agreement is September 30, 2016 through September 29, 2017.

The agreement is late because of the Department's administrative process.

**MWBOO GRANTED A WAIVER.**

3. **PUBLIC ALLIES MARYLAND, UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK** **\$15,600.00**

Account: 6000-618515-3001-268400-603051

The organization operates the Public Allies Maryland site, an AmeriCorps program funded by the Corporation for National and Community Service. AmeriCorps recruits and selects young people for training and placement in public interest groups, community-based organizations, government agencies and other organizations working for community impact.

The Department, as the Partner Organization will accept one qualified Ally to work with the Baltimarket Healthy Stores Program. The Ally will be trained to administer the Youth Neighborhood Food Advocates program in the community. This program is designed to train 8<sup>th</sup> grade students as leaders advocating for, and understanding, food justice.

The Ally will recruit, develop, and maintain a partnership with a new community site and administer the Youth Neighborhood Food Advocates curriculum to 8<sup>th</sup> grade students. This program includes work on nutrition, advertising, leadership building, health disparities, and other concepts

## MINUTES

Health Department - cont'd

related to this work. The period of this agreement is November 14, 2016 through September 14, 2017.

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

4. **MEDSTAR HARBOR HOSPITAL** **\$13,487.00**

Account: 5000-530317-3041-605800-603051

The organization will work with the Department to educate minority adults on the risk factors associated with tobacco use and the harm caused by secondhand smoke exposure to non-smokers. They will promote and offer smoke cessation classes to residents. The period of the agreement is November 1, 2016 through June 30, 2017.

The agreement is late because of a delay in the administrative review process.

5. **MARYLAND DEPARTMENT OF HUMAN RESOURCES/  
OFFICE OF THE SECRETARY/CONSTITUENT  
SERVICES OFFICE** **\$ 0.00**

The Department was awarded a grant from the Corporation for National and Community Services to develop and/or operate volunteer services programs, specifically the Retired and Senior Volunteer Program where services are performed by persons 55 years of age and over.

The RSVP volunteers serve in a diverse range of non-profits, private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. Assignments include, but are not limited to health and other education,

**MINUTES**Health Department - cont'd

assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness and response, delivery of health services, food collection and distribution, and assisting organizations with capacity building through planning, organizing, and grant writing. The period of the agreement is July 1, 2016 through June 30, 2019.

The Agreement is late because of a delay in the administrative process.

MODIFICATION OF AGREEMENT

6. **NATIONAL ASSOCIATION OF COUNTY & CITY HEALTH OFFICIALS** **\$60,500.00**

Account: 6000-606417-3160-308600-404001

The organization was awarded a grant to increase implementation of evidence-based violence prevention interventions in high-risk communities for shootings and homicides.

On December 21, 2016, the Board approved the Sub-Award Agreement in the amount of \$145,000.00 for the period of July 01, 2016 through June 30, 2017.

This modification will provide additional funding in the amount of \$60,500.00, making the new total \$205,500.00. This will allow the Department to expand services in the Sandtown-Winchester neighborhood of Baltimore City.

**MINUTES**

Health Department - cont'd

AMENDMENT TO AGREEMENT

7. **GAY FAMILY FOUNDATION, LTD.** **\$83,456.00**

Account: 4000-427716-3023-273307-603051

On March 9, 2016, the Board approved the original agreement in the amount of \$400,000.00 for the period of March 1, 2016 through February 28, 2017. The Department is increasing the agreement by \$83,456.00, making the new total \$483,456.00.

This amendment will provide additional technical assistance, training for HIV-positive persons and support for planning council members to attend the 2016 Ryan White National Conference and/or the United States Conference on AIDS.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NOS. 1, 3, AND 5) AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above listed Agreements, Modification, and Amendment to Agreement.



**MINUTES**

Health Department - Correction to Board Memo

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to an amount that was approved on March 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$ 836,234.00	-	4000-433516-3024-761400-404001
1,114,655.00	-	4000-432916-3255-761200-404001
579,628.00	-	4000-434316-3255-761600-404001
35,927.00	-	4000-436216-3255-761800-404001
373,159.00	-	4000-436116-3255-761700-404001
35,807.00	-	4000-433916-3044-761500-404001
10,295.00	-	4000-433916-3044-761500-404001
<b>\$2,985,705.00</b>	-	<b>Total</b>

**BACKGROUND/EXPLANATION:**

The original NGA was approved on February 24, 2016, in the amount of \$692,933.00 for the period of October 1, 2015 through September 30, 2016.

On March 30, 2016, the Board approved the revised NGA in the amount of \$3,678,638.00. The Board Memo incorrectly stated a revised NGA amount of \$3,678,638.00.

The correct amount was \$2,985,705.00, making the new total NGA \$3,678,638.00. Therefore, the Board is requested to approve the Correction to Board Memo.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the correction to an amount that was approved on March 30, 2016.

**MINUTES**

Health Department - Correction to Board Memo

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to an amount that was approved on March 16, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$204,077.00 - 6000-633516-3255-771700-406001

**BACKGROUND/EXPLANATION:**

On February 10, 2016, the Board approved the interim NGA in the amount of \$53,666.00 for the period of October 1, 2015 through September 30, 2016.

On March 16, 2016, the Board approved the second revision of the NGA in the amount of \$257,743.00. The Board Memo incorrectly stated a revised NGA amount of \$257,743.00.

The correct amount was \$204,077.00, making the correct total NGA amount \$257,743.00. Therefore, the Board is requested to approve the Correction to Board Memo.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the correction to an amount that was approved on March 16, 2016.

**MINUTES**Health Department - Employee Expense Reports**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various expense reports for following employees:

1. **DEDRA LAYNE** **\$ 174.57**

Accounts: 4000-430512-3160-308600-603002	\$ 134.57
4000-430512-3160-308600-603003	\$ 40.00
June 2016	

The Department requests reimbursement to Ms. Dedra Layne for mileage and parking expenses. The reimbursement is late because the employee expense statement and appropriate back up documents were inadvertently misplaced due to an oversight.

2. **JOANNE CARNEGIE** **\$ 60.76**

Account: 4000-423216-3080-294100-603002  
June 2016

The Department requests reimbursement to Ms. Joanne Carnegie for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to an oversight.

3. **CRYSTAL MOSELEY** **\$ 44.21**

Account: 4000-475917-3080-294600-603002  
July 2016

The Department requests reimbursement to Ms. Crystal Moseley for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to an oversight.

## MINUTES

Health Department - cont'd4. **MICHELLE LAMBIRTH-HANNA** **\$ 43.33**

Accounts: 4000-475917-3080-294600-603002 \$ 28.33  
 4000-475917-3080-294600-603003 \$ 15.00  
 July 2016

The Department requests reimbursement to Ms. Michelle Lambirth-Hanna for mileage and parking expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to an oversight.

5. **SHANNON SNYDER** **\$ 48.82**

Account: 4000-423117-3150-295900-603002  
 July 2016

The Department requests reimbursement to Ms. Shannon Snyder for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to an oversight.

6. **JENNIFER MARTIN** **\$ 88.88**

Account: 4000-423117-3150-295900-603002  
 July 2016

The Department requests reimbursement to Ms. Jennifer Martin for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to an oversight.

7. **VIRGINIA WALKER** **\$ 82.91**

Account: 1001-000000-3080-288700-603002  
 August 2016

The Department requests reimbursement to Ms. Virginia Walker for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to an oversight.

## MINUTES

Health Department - cont'd

## 8. MICHAEL CROOK

\$ 22.50

Account: 1001-000000-3021-268600-603003  
October 2016

The Department requests reimbursement to Mr. Michael Crook for parking expenses. The reimbursement is late because the employee expense statement and appropriate back up documents were inadvertently misplaced due to an oversight.

Pursuant to Administrative Manual Section 240-11, an Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 40 work days from the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expense reports for the above listed employees.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Community Development Block Grant Agreement (CDBG) with Strong City of Baltimore, Inc. The period of the CDBG Agreement is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$53,814.00 - 2089-208917-5930-427634-603051

**BACKGROUND/EXPLANATION:**

The CDBG funds will be used to subsidize the Adult Literacy and English Acquisition Program. Strong City of Baltimore, Inc. will provide intensive literacy instruction services in basic reading, writing, and math skills to approximately 700 Adult residents.

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2016 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

**MINUTES**

Department of Housing and - cont'd  
Community Development

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Strong City of Baltimore, Inc.



MINUTES

Department of Housing and Community Development (DHCD) - Land Resources Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to reimburse the TRF Development Partners for environmental remediation related expenses.

**AMOUNT OF MONEY AND SOURCE:**

\$125,166.90 - 9910-902487-9588-900000-704044

**BACKGROUND/EXPLANATION:**

On June 17, 2009, the Board approved the sale and Land Disposition Agreement of the vacant undeveloped site located at 1500 Greenmount Avenue in the Greenmount West Community to TRF Development Partners-Baltimore, LLC, Jubilee Baltimore Inc. and Homes for America Inc. (TRF-DP). The project consisted of ten newly constructed townhomes and one multi-family building with 70 rental units.

As part of the Land Disposition Agreement, Article 10 states that "All Environmental Costs incurred after the Settlement Date will be paid by the City to the Developer within 30 days following the submission to the City of evidence that said costs have been incurred."

In accordance with this agreement and to facilitate the furtherance of the project, TRF-DP spent \$125,166.90 in environmental remediation of Lots 57 through 64 in Block 1120 and 424 through 438 East Oliver Street. The breakdown of the costs is as follows:

Whiteford, Taylor & Preston	09/06/2016	\$ 50,202.60
Cleanearth	07/31/2012	32,791.06
Cleanearth	08/10/2012	12,861.59
Cleanearth	10/10/2012	21,565.30
Cleanearth	12/17/2013	7,746.35
	Total	<u>\$125,166.90</u>

**MINUTES**

DHCD - cont'd

TRF Development Partners is seeking reimbursement for these expenses utilizing the budget account established for the Greenmount West project.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board reimbursed the TRF Development Partners for environmental remediation related expenses.

**MINUTES**

Department of Housing and - First Amendment to Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Agreement (First Amendment) with the Westport Community Economic Development Corporation (WCEDC) and the American Communities Trust (ACT). The amendment will extend the period of the agreement through June 15, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On June 15, 2016, the Board approved the Grant Agreement in the amount of \$43,750.00 with the WCEDC and ACT. The funds were provided to complete a strategic plan to assist with board and organizational development. The original Agreement expires on March 15, 2017.

The amendment extends the period of the agreement by 90 days. The extension is necessary in order to complete the planning process. All other terms and conditions remain in effect.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Agreement with the Westport Community Economic Development Corporation and the American Communities Trust.

**MINUTES**

Department of Housing and - First Amendment to Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Agreement (First Amendment) with East Baltimore Development Inc. (EBDI). The First Amendment will extend the period of the agreement through June 15, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On June 15, 2016, the Board approved the Grant Agreement with the EBDI, in the amount of \$1,000,000.00. The funds were provided to demolish approximately 49 vacant buildings that are located on the 1000 block of North Castle Street, the 2000 block of East Chase Street (odd side) and the 1000 block of North Chester Street (even side) to create a new residential development site. The period of the original agreement was through March 31, 2017.

This amendment extends the period of the agreement for 90 days. The extension is necessary to allow the EBDI time to complete the inspections, approvals, and request for payment. All other terms and conditions of the original agreement remain in effect.

**MBE/WBE PARTICIPATION:**

The EBDI will comply with the terms established under the approved Land Disposition and Development Agreement.

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Agreement with East Baltimore Development Inc.

**MINUTES**

Retirement Savings Plan of - Agreement and Cost Estimate Plan  
the City of Baltimore

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to approve and authorize execution of the Agreement and Cost Estimate Plan for document drafting services with Segal Consulting, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 to \$18,000.00 -The 457(b) Deferred Compensation Plan, unallocated plan assets account, will be used to pay for this service. No City of Baltimore funds will be used.

**BACKGROUND/EXPLANATION:**

Segal Consulting, Inc. has agreed to undertake the 457(b) Plan Document restatement for the City of Baltimore 457(b) Deferred Compensation Plan. Section 457(b) of the Internal Revenue Code, maintained by the Internal Revenue Service (IRS), governs the City's existing 457(b) Deferred Compensation Plan. The City is required to maintain a Plan Document, which delineates how the City administers and operates the plan to conform with section 457(b) of the Internal Revenue Code. The Plan Document has not been restated in its entirety since 2009.

However, there have been numerous amendments to the Plan Document subsequent to that 2009 restatement. A complete restatement of the Plan Document will ensure that the City is administering and operating the 457(b) Deferred Compensation Plan in a manner that is consistent with the Internal Revenue Code and that enables the City and the Board of Trustees to effectively discharge their fiduciary obligations to the Plan, participants, and their beneficiaries.

**MINUTES**

Retirement Savings Plan of - cont'd  
the City of Baltimore

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement and Cost Estimate Plan for document drafting services with Segal Consulting, Inc.

**MINUTES**

Department of General Services - First Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Agreement with Henry Adams, LLC for Project 1220, On-Call Mechanical/Electrical Engineering Services. The First Amendment to the Agreement will extend the period of the agreement through May 12, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On May 13, 2015, the Board approved the original agreement for a two-year period with an upset amount of \$1,000,000.00. This First Amendment to the Agreement will extend the period of the agreement for two years through May 12, 2019, and allow Henry Adams, LLC to continue and complete ongoing services contracted within the original agreement and any additional tasks which may be identified.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with the MBE goal of 27% and the WBE goal of 10% approved as part of the original agreement.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW THE TASK ASSIGNMENT.**



**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Agreement with Henry Adams, LLC for Project 1220, On-Call Mechanical/Electrical Engineering Services.

**MINUTES**

Department of General Services - Third Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Third Amendment to the Agreement with Johnson, Mirmiran, and Thompson, Inc. for Project 1126J, On Call Civil/Structural Design Services. The Third Amendment to the Agreement will extend the period of the agreement through March 26, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 27, 2013, the Board approved the original agreement for a two-year period with an upset amount of \$1,831,748.40. On March 18, 2015, the Board approved an amendment to extend the original agreement for one year. On March 2, 2016, the Board approved a second amendment for an additional one-year period. The third Amendment to Agreement will approve an additional two-year extension for the period of the agreement through March 26, 2019. This extension will allow for the continuation and completion of ongoing services contracted under the agreement.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with the MBE goal of 23% and the WBE goal of 10% approved as part of the original agreement.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW THE TASK ASSIGNMENT.**

**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to the Agreement with Johnson, Mirmiran, and Thompson, Inc. for Project 1126J, On Call Civil/Structural Design Services.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City for Mr. Zeke Cohen, a Baltimore City Councilman, to solicit donations in support of the placement of a Baltimore Corps Fellows in the First District. The period of the campaign is effective upon Board approval through December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Mr. Cohen wishes to solicit donations from local individuals, Baltimore businesses, civic leaders, the foundation community, and the general population in order to help Baltimore Corps expand their mission of recruiting and placing high-quality human talent in the City.

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.

Baltimore Corps is a year-long program designed to disburse talented and skilled individuals into public, non-profit and private sectors in order to increase understanding of social and racial injustice while building on community equality throughout Baltimore. Mr. Cohen and his office supports Baltimore Corp's

## MINUTES

Office of the City Council - cont'd

mission which is to create opportunities for individuals and the community. Mr. Cohen's office provides a strategic and diverse platform for these talented individuals to work on these goals and visions within the local government. This gives them an opportunity to work directly with local leaders in addressing the challenges presented and creating valuable relationships which is essential for a productive community.

When Mr. Cohen was elected into office, he recognized the vital need to include every group in order to build an inclusive community. With the Latino community being the fastest growing immigrant population in Baltimore, specifically in Highlandtown, Upper Fell's Point, and Greektown, which are in the First District, Mr. Cohen enlisted a Latino Liaison from Baltimore Corps to address the missing gaps between the Latino community and local government. Prior to this happening, Latino residents within the first district experienced disproportionate challenges regarding health, housing affordability, wage theft, and representation by the City government. The language barrier discouraged participation from this group which led to a disengaged relationship between Latinos and the local government.

Since the Liaison has joined the team, the office has been receiving a higher volume of Latino civic participation in community meetings and has strengthened the voice of the Latino residents who have gradually coalesced into a unified community. By efficiently addressing these issues, the Latino Liaison has been able to increase community organization efforts and provide bilingual services to improve constituent services. These initiatives have created a relationship with the Latino community in Baltimore through its Liaison who continues to provide research and awareness to the First District City Council office on various challenges within the community. The First District seeks to ensure the continuity of dedicated service to the Latino community through the Baltimore Corps Fellow.

## MINUTES

Office of the City Council - cont'd

Additionally, many people within the communities along the eastern border of the First District, particularly areas like O'Donnell Heights, harbor feelings of being left behind by the rest of Baltimore City. In the opinions of these residents, attention has been given largely to the Inner Harbor and waterfront neighborhoods where development is on the rise. Meanwhile, communities in this eastern region are experiencing an array of challenges, from unemployment and poverty to drug abuse and prostitution. In O'Donnell Square, residents have experienced years of segregation, economic stagnation, and isolation from neighboring communities as a public housing development.

Currently, O'Donnell Heights is under construction, transitioning from a public housing development to a mixed-income community, Key's Point. Residents of O'Donnell Heights have expressed concerns surrounding the past interactions with neighboring communities and how the transition to Key's Point will affect current O'Donnell Heights residents.

The Baltimore Corps Fellow will allow the First District City Council office to engage the Housing Authority, residents, and surrounding community members in a meaningful process to transition O'Donnell Heights residents to Key's Point, facilitate the connection of O'Donnell Heights to surrounding neighborhoods, and equip residents with the skills to organize their community while also collaborating to implement actions that empower current and future residents. Leaders of community associations have expressed interest in tackling these challenges, but they are in need of support.

A Fellow would provide the First District City Council office with greater capacity to organize in these communities, supporting the community associations in growing their membership, building power, and developing local and city-wide campaigns to address

**MINUTES**Office of the City Council - cont'd

community concerns. The Fellow would be an essential resource for the office to work and collaborate on creating individual and community growth specifically along the eastern border.

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. Ethics Regulation 96.26B sets out the standards for approval, which includes 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. After receiving Board of Estimates approval, the application must be reviewed and endorsed by the Baltimore City Ethics Board.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City for Mr. Zeke Cohen, a Baltimore City Councilman, to solicit donations in support of the placement of a Baltimore Corps Fellows in the First District. The President

**ABSTAINED.**

**MINUTES**

Department of Public Works/Office - Amendment No. 2 for Project  
of Engineering and Construction 1207, Owner Project  
Alternative Delivery Advisory  
Services for the City's  
Capital Programs

**AMOUNT OF MONEY AND SOURCE:**

The Board is requested to approve and authorize execution of the Amendment No. 2 for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Programs with KPMG Corporate Finance, LLC. (Amendment No. 2). This Amendment No. 2 will extend the period of the Agreement through June 16, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On June 17, 2015, the Board approved an Agreement with KPMG Corporate Finance, LLC in the amount of \$ 1,000,000.00 for the period of two years.

On May 4, 2016, the Board approved Amendment No. 1 increasing the contract amount by \$982,637.50.

This Amendment No. 2 will extend the period of the Agreement for 12 months from June 17, 2017 to June 16, 2018 or until the upset limit is reached or whichever occurs first.

KPMG Corporate Finance, LLC will advise the Department on alternative delivery methods for the design, advertisement, and construction of projects in the agency's Capital Improvement Program.



**MINUTES**

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

**MBE/WBE PARTICIPATION:**

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

**MBE: 10%**

**WBE: 5%**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Programs with KPMG Corporate Finance, LLC.

**MINUTES**

Department of Public Works/Office of - Task Assignment  
Construction & Engineering (DPW/OC&E)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to A. Morton Thomas and Associates under Project 1236A, On-Call Stormwater Management Study and Engineering Design Services. The period of the task assignment is approximately 1 year.

**AMOUNT OF MONEY AND SOURCE:**

\$222,824.92 - 9958-906417-9525-900020-703032 (ER 4056)

222,824.92 - 9958-910428-9525-900020-703032 (ER 4058)

222,824.93 - 9958-911429-9525-900020-703032 (ER 4060)

**\$668,474.77**

**BACKGROUND/EXPLANATION:**

The Consultant will evaluate specific sites within the City for the potential to implement best management practices to meet or exceed the total of 13.8 acres of the impervious area treatment goal and prepare biddable documents for each of the projects, ER 4056, ER 4058, and ER 4060.

The projects were listed in the Watershed Implementation Plan for the renewal of the National Pollutant Discharge Elimination System Municipal Separate Storm permit to the City. These projects have deadlines and there are stipulated penalties associated with them.

The scope of the original agreement includes designing civil/environmental stormwater drainage systems, geotechnical services, conducting and evaluating all subsurface investigations and responding to stormwater systems and open channels emergencies, preparing design reports, performing inspections, and consulting management services, and structural engineering evaluation and design.

**MINUTES**

OC&E - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

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

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$300,000.00</b> SW Utility Funds	9958-936004-9526 Constr. Reserve	9958-906417-9525-3 Engineering
<b>\$300,000.00</b> SW Utility Funds	9958-936004-9526 Constr. Reserve	9958-910428-9525-3 Engineering
<b>\$300,000.00</b> SW Utility Funds	9958-900007-9526 Constr. Reserve	9958-911429-9525-3 Engineering

The transfer will cover the costs for Project No. 1236A, Task No. 001, Design of ER 4056, ER 405?, and ER 4060.

**MINUTES**

OC&E - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to A. Morton Thomas and Associates under Project 1236A, On-Call Stormwater Management Study and Engineering Design Services. The Transfers of Funds were approved, SUBJECT to the receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1227W, On-Call Stormwater Study and Engineering Design Services. The period of the task assignment is approximately 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$240,174.52 - 9958-907443-9525-900020-709001

**BACKGROUND/EXPLANATION:**

On December 27, 2013, The Maryland Department of the Environment reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit to the City of Baltimore. The City prepared and submitted the Baltimore City Municipal Separate Storm Sewer System (MS4) and Total Maximum Daily Load (TMDL) Watershed Implementation Plan (WIP) as a requirement by the MS4 Permit. Whitman, Requardt & Associates, LLP will prepare design and biddable documents for project ER 4045, Gwynns Falls Ponds Retrofits. This project is located in the Carroll Park neighborhood and is one of many listed in the WIP. This project must be designed and constructed before the MS4 Permit expires on December 26, 2018 to avoid stipulated penalties.

The scope of the original agreement includes hydrology and hydraulic analysis of storm drain and open channel systems utilizing computer models including, but not limited to XP-SWMM (Visual Hydro), HEC-RAS, HSPF, TR-20, and Info Works CSTM. Also included are: development, calibration, and maintenance of hydraulic models for storm drain and open channel systems. Design of Stormwater drainage systems and stormwater management facilities, structural design for culvert rehab, retaining wall, slope stabilization, outfall stabilization, urban best management practice, environmental site design; innovative in-line, in-stream

## MINUTES

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

and off-stream stormwater pollution control measures including but not limited to wetlands, wet ponds, plate separators, pump-and-treat systems; debris collector system; innovative non-point source stormwater pollution control measures; including but not limited to structural design for various trash collection technologies in addition to structural assessment of existing infrastructure; hydro-geomorphological stream assessments, fluvial geomorphology, river and stream restoration using natural channel design approach and bioengineering techniques; urban best management practice, and environmental site design. Geotechnical services, conducting and evaluating all subsurface investigations, such as soil characterization and utility location, perform the video inspection of underground utility pipes, soil study, unsuitable material removal, and disposal estimates. Responding to stormwater system and open channel emergencies by rapidly assessing situation and recommending corrective measures. Structural engineering to evaluate and design of concrete, stormwater infrastructure including, but not limited to stone/brick arch structures, steel structures, mechanical and electrical elements of stormwater quantity management facilities (pump stations). Preparation of design reports and contract documents including plans and specifications, all permit applications, easement, and related items necessary. Perform inspection, evaluation, and assessment of structural conditions of stormwater infrastructure under confined space conditions. Construction management services including, but not limited to, construction inspection, review and response to requests for information, review and tracking of shop drawings, submittals and change orders, review of substitutions and technical consultations. National Pollution Discharge Eliminations System

**MINUTES**

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

permit for stormwater; forest stand delineation and forest conservation plan and invasive species control services.

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00 (SW Utility)	9958-909407-9526 (Constr. Res. Large Stormwater BMP's)	9958-907443-9525-3 (Design)

This transfer will cover the costs of Project 1227W - Task 003, Stormwater Study - ER 4046.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1227W, On-Call Stormwater Study and Engineering Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES****PERSONNEL**Fire Department1. Abolish the following Position:

Classification: Fire Lieutenant Urban Search & Rescue ALS  
Job Code: 41258  
Grade: 372 (\$63,820.00 - \$78,384.00)  
Position No.: 2023-50250

2. Abolish the following Position:

Classification: Fire Lieutenant Urban Search & Rescue ALS  
Job Code: 41255  
Grade: 340 (\$55,500.00 - \$67,720.00)  
Position No.: 2023-50248

**THE PERSONNEL MATTERS HAVE BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**

**A PROTEST WAS RECEIVED FROM BALTIMORE FIRE OFFICERS ASSOCIATION.**

UPON MOTION duly made and seconded, the Board **DEFERRED** these items for one week.





# Baltimore Fire Officers Association

Local No. 964

1030 S. LINWOOD AVENUE  
BALTIMORE, MARYLAND 21224  
(410) 276-6964 FAX: (410) 675-3930



CHARTERED FEBRUARY 20, 1948



Joan M. Pratt, Comptroller  
Board of Estimates  
City of Baltimore  
204 City Hall  
100 N. Holliday Street  
Baltimore, MD 21202

March 14, 2017

**Re: Board of Estimates proposed actions on:**

- **Fire Captain Urban Search and Rescue Fire Department Class and Position(s) (Created on or about February 27, 2013)**
- **Fire Lieutenant Urban Search and Rescue Fire Department Class and Position(s) (Created on or about February 27, 2013)**

Dear Comptroller Pratt:

By letters dated December 22, 2016, Scott M. Merbach, Fire Captain, USAR ALS and Stephen F. Karas, Fire Lieutenant, USAR ALS were informed that their Fire Department positions would be disbanded or abolished, and they would be demoted. Mr. Merbach was to be demoted from USAR Captain to Fire Suppression Lieutenant, and Karas from USAR Lieutenant to Fire Suppression Emergency Vehicle Driver. The two personnel actions are scheduled for consideration by the Board of Estimates at its next meeting, on March 15, 2017. (BOE Agenda at page 44).

We ask the Board to deny or defer action on the requested personnel actions that appear at page 44 of the Board's Agenda for March 15, 2017.

In December, Members Merbach and Karas sought out aid and assistance from their exclusive representative, Baltimore Fire Officers Local 964, IAFF. In turn, our Union addressed a Public Information Act application to your office and to the Chief of Department of the Fire Department on December 29, 2016 to learn more about the history of the USAR and the proposed personnel actions. A partial, incomplete reply was received on January 27, 2017.

The Union wrote to renew its PIA application again on January 31, 2017. In that letter, it explained that through its PIA application, the Union attempted to gather documents to trace the history of the class and position of Fire Captain, Urban Search and Rescue, Grade 341, and Fire Lieutenant, Urban Search and Rescue, Grade 338; and to follow the revenue sources and budget actions tied to fund the two positions. We pointed out that the Union's request was prompted by the Fire Department's announcement that it intended to request authority to abolish the two positions.

After careful examination of the documents produced on January 27, 2017, the Union explained in its letter of January 31, 2017 that it still had not been granted access to the following:

1. Personnel Action Report(s) requesting authority pursuant to the Administrative Manual to abolish either or both Fire Department USAR positions;
2. Document(s) reflecting actions of the City's Expenditure Control Committee on any recommendation to abolish either or both Fire Department USAR positions;
3. Documents(s) reflecting actions of the Board of Estimates to abolish either or both Fire Department USAR positions;
4. Any budget, grant or other document that by title sought or grants authority to expend funds to sustain either or both Fire Department USAR positions;
5. Any financial statement, bookkeeping entry, and/or PAYVO that reflects the appropriation or grant of authority to expend funds to sustain either or both Fire Department USAR positions; and,
6. Any document reflecting the organizational design of the OEM within the Fire Department to include either or both USAR positions.

The Union protested on January 31, 2017 that the documents received did not permit the Union (and the two affected employees) to understand for what purposes the Fire Department created the two USAR positions, how it funded the USAR positions, and when, why and how the two USAR positions are presently singled-out for abolition. The Union followed the letter of January 31, 2017 with email correspondence dated February 6 and February 14, 2017 addressed to counsel for the Fire Department, but, again, without substantive response from the City.

Information and documents necessary to enable this Local Union (and the affected members) to assess the proposed USAR personnel actions have not been produced. Action by the Board prior to production of the information and documents requested shall be fundamentally unfair and arbitrary. It shall prevent the Local Union from taking full measure of the actions proposed and of the effects of those actions on the two employees who are to be affected.

It is for these reasons that we ask the Board to deny or defer the actions proposed on page 44 of the Agenda. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Campbell". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Campbell".

Michael Campbell

President

Baltimore Fire Officers, IAFF L-964

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay the membership dues for the Water Research Foundation (WRF) for the period of January 2017 through December 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$20,500.00 - 2071-000000-5531-398600-603022

**BACKGROUND/EXPLANATION:**

This subscription program will continue to provide a sustainable foundation to meet the City's water research needs. Subscribers receive tangible benefits in exchange for their support, including first access to important research, communication tools, key audiences, and opportunities to guide the research agenda and influence the future of drinking water.

The Board letter was delayed because of staffing changes and verification of membership status for employees.

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

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay the membership dues for the Water Research Foundation for the period of January 2017 through December 2017.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

## 1. WASTE EQUIPMENT SALES

AND SERVICE, LLC	\$200,000.00	Renewal
Contract No. B50003366 - Parts and Service for Transfer Trailers and Tankers - Department of Public Works - Solid Waste P.O. No. P650358		

On April 9, 2014, the Board approved the initial award in the amount of \$80,000.00. The award contained two 1-year renewal options. On March 25, 2015, the Board approved an increase in the amount of \$100,000.00. This first renewal in the amount of \$200,000.00 is for the period April 9, 2017 through April 8, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

In setting the goals on a contract, MWBOO must consider the availability in various industry classifications and professions of MBEs and WBEs that are qualified and willing to provide goods, expertise, and services on a particular contract. On January 29, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract as there are currently no certified MBEs or WBEs who are certified to provide these parts or services.

**MWBOO GRANTED A WAIVER.**

## 2. JODIE RODGERS AND

MARJORIE RODGERS d/b/a ROGERS UNIFORMS, LLC	\$45,000.00	Renewal
Contract No. B50003352 - Turnout Boots - Baltimore City Fire Department - P.O. No. P526941		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

On April 16, 2014, the Board approved the initial award in the amount of \$95,000.00. The award contained five 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$45,000.00 is for the period April 16, 2017 through April 15, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of the following commodities only, turnout boots. No services are provided.

**MWBOO GRANTED A WAIVER.**

3. SAMUEL TRUCKING, INC.	\$ 32,800.00 <u>197,200.00</u> <b>\$230,000.00</b>	Ratification and Renewal
-----------------------------	--	-----------------------------

Contract No. 06000 - Grit and Debris Hauling - Back River Wastewater Treatment Plant - Department of Public Works - P.O. No. P534743

On March 9, 2016, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained three 1-year renewal options. On January 18, 2017, the Board approved an increase in the amount of \$50,000.00. The Board is requested to ratify \$32,800.00 in spending resulting from an increase in daily hauling which exceeded account funds. Continuous hauling is required to remain compliant with the Maryland Department of the Environment (MDE) regulation. This renewal in the amount of \$197,200.00 is necessary to allow for the continued removal of hazardous waste materials as mandated by the MDE regulation, and to allow time to advertise a

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

solicitation for the requirement going forward. The period of the renewal is March 8, 2017 through March 7, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical 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. Initial award was below the subcontracting threshold. The contractor, Samuel Trucking, Inc. is a certified MBE.

4. KEY RISK MANAGEMENT  
SERVICES, LLC \$4,800,000.00 Renewal  
 Contract No. B50003192 - Workers Compensation Claims  
 Administration - Department of Finance, Risk Management - PO.  
 No. P526712

On March 26, 2014, the Board approved the initial award for the amount of \$13,614,900.00. The Board is requested to approve the first renewal for the amount of \$4,800,000.00. With this renewal, the total contract amount will be \$18,414,900.00. This is the first of three, one-year renewal options.

	<u>COMMITMENT</u>	<u>PERFORMED</u>	
<b>MBE:</b> Claims Assist, LLC	1%	\$ 136,564.00	1.6%
SPRC, LLC	13%	1,981,338.00	23.7%
Sutherland Data Products, Ltd.	1%	77,532.00	0.9%
Tyson Investigative Services, Inc.	<u>2%</u>	<u>130,701.00</u>	<u>1.6%</u>
	<b>17%</b>	<b>\$2,326,135.00</b>	<b>28%</b>

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>		<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>			
	<u>COMMITMENT</u>	<u>PERFORMED</u>	
<b>WBE:</b> All Pro Placement Service, Inc.	2%	\$ 589,889.00	7.1%
Comprehensive Investigations, Inc.	2%	251,251.00	3%
Expert Medical Opinions	3%	417,780.00	5%
Mary Kraft & Associates, Inc.	2%	437,005.00	5.2%
Restore Rehabilitation	1%	232,999.00	2.8%
	<b>10%</b>	<b>\$1,928,924.00</b>	<b>23.1%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

5. BELTWAY INTERNATIONAL, LLC \$951,115.00 Increase  
 Contract No. B50004588 - Tandem Dump Truck - Department of General Services - P.O. No. P536207

On July 13, 2016, the Board approved the initial award in the amount of \$190,223.00. This increase in the amount of \$951,115.00 is necessary to purchase five additional tandem dump trucks to replace an older unit in the City's fleet, as part of Fleet Management's planned replacement program. Only one of the units will be financed through the master lease program. This increase will make the award amount \$1,141,338.00. The contract expires on July 12, 2017. The above amount is the City's estimated requirement.

The amount of \$190,223.00 will be financed through the City's master lease program by the Bureau of Treasury Management.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

On July 13, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

**MWBOO GRANTED A WAIVER.**

6. PRO-FIX MEDICAL REPAIR  
AND SALES LLC \$200,000.00 Sole Source  
Solicitation No. 08000 - Stretcher Repairs - Baltimore City  
Fire Department - Req. No. N/A

On February 13, 2017, a Notice of Intent to Waive Competition was advertised on CitiBuy as B50004911, with no responses received. The vendor is the manufacturer's sole authorized repair and service provider in this area for the Ferno and Stryker stretchers and other evacuation equipment currently in use by the Fire Department. The period of the award is March 15, 2017 through March 14, 2018, with three 1-year renewal options. 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 practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirements for certification as sole source procurement. These services are only available from the vendor, and are not available from subcontractors.

- |  |              |                          |
|--|--------------|--------------------------|
| 7. LEICA GEOSYSTEMS,<br>INC.   | \$ 45,022.00 | Sole Source<br>Agreement |
| Contract No. 08000 - Licensing, Maintenance and Updates to ScanStation C10 Laser Scanning System - Baltimore City Police Department - Req. No. R750372 |              |                          |

The Board is requested to approve and authorize execution of an Agreement with Leica Geosystems, Inc. The period of the Agreement is March 15, 2017 through March 14, 2018, with two 1-year renewal options.

Leica Geosystems, Inc. is the provider of the Leica ScanStation C10 currently installed and in use by the Police Department's Crime Lab. Leica software is exclusively produced, supported and distributed by Leica Geosystems, Inc. and is only available for purchase directly from them. Therefore, a sole source award is being requested for updates, maintenance, and support of the ScanStation C10 Laser Scanning System currently in use at the Police Department's Crime Lab. 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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

be practical 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. Refer to the above certification that these services are only available from the vendor as this is a proprietary system.

- |  |              |                          |
|--|--------------|--------------------------|
| 8. SMITH DETECTION<br>INC.   | \$ 99,232.23 | Sole Source<br>Agreement |
| Contract No. 08000 - Hazmat ID Elite command Package and Hazmat ACE-ID (Green) Agreements - Baltimore City Fire Department - Req. Nos. R748962 and R748984 |              |                          |

The Board is requested to approve and authorize execution of an Agreement with Smith Detection Inc. The period of the Agreement is March 15, 2017 through March 14, 2020, with no renewal options.

The vendor, Smith Detection, Inc. is the sole manufacturer and distributor of the required equipment and the related proprietary software currently in use at the Fire Department. The equipment must interface with the existing Hazmat ID equipment. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical 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. Refer to the above certification. This meets the requirements for certification as sole source procurement. These proprietary products and materials are only available from the vendor, and are not available from subcontractors.

9. CONTRACT VIDEO SPECIALISTS,  
INC. \$ 40,053.65 Low Bid  
 Contract No. B50004885 - Centralized Roll Call Message Boards  
 and Installation - Baltimore Police Department - Req. No.  
 R753564

Vendors were solicited by posting on CitiBuy. The sole bid received was opened on February 14, 2017, and was found to be fair and reasonable. Therefore, award is recommended to be made to the responsible bidder.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases - cont'd

10.	\$10,000,000.00	Cooperative Contract
-----	-----------------	-------------------------

The Board is requested to approve the attached list of qualified vendors for subsequent awards under Maryland State DoIT Contract Number 06000 - 060B2490021 - Commercial Off-the-Shelf (COTS) Software with the vendors listed in the attachment. Period covered is March 15, 2017 through September 30, 2027.

Vendors were solicited nationwide by the Maryland State Department of Information Technology (DoIT) via posting on eMaryland Marketplace and DoIT websites. A total of 54 bid proposals were received and 53 qualified offerors were initially selected. This contract is for Commercial Off-the-Shelf (COTS) software, installation, training services and maintenance, excluding Microsoft software products. The COTS contract encompasses the following three functional areas:

Functional Area I - COTS Software

Functional Area II - Installation and Training Services

Functional Area III - Manufacturer's Software Maintenance

DoIT will issue an expansion window announcement every three years at which time new Offerors will be allowed to propose for inclusion on the contract and existing Offerors will be allowed to add additional functional areas, thereby increasing market competition to increase cost savings. The COTS software requirements are bid among the participating vendors, not to exceed prices originally bid. Purchase Orders will be issued as the need arises to the bidders listed that offer the lowest responsive bids, solicited via CitiBuy. This Cooperative Contract will ensure the City receives the most competitive pricing for COTS software.

The above amount is our estimated requirement for a period of one year; however, the vendors shall supply the City's entire requirement, be it more or less.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

<b>Master Contractor</b>	<b>MBE</b>	<b>SBR</b>	<b>City Certified M/WBE</b>
Accelera Solutions			
Accenda, LLC	X	X	
Advanced Computer Concepts, Inc.	X		
Advantage Industries, Inc.			
AINS, Inc.	X		
Alliance Technology Group, LLC	X		
Analytica, LLC	X	X	
AP Ventures, LLC	X	X	
Applied Technology Services, Inc. (ATS)	X	X	X (WBE)
ASG Software Solutions Inc.			
August Schell Enterprises, Inc.			
Barcoding, Inc.			
Bithgroup Technologies	X	X	X (MBE)
Braxton Grant Technologies, Inc.	X		
BullsEye Computing Solutions	X	X	
Carahsoft Technology Corporation			
CAS Severn, Inc.			
CDWGovernment			
CJEN, Inc.			
Converge One			
Copper River Enterprise Services			
Daly Computers, Inc.	X		
Data Networks of America, Inc.		X	
Data Processing Solutions, Inc. (DP Solutions)		X	
Datastrong, LLC		X	
Dell Marketing, L.P.			
Digital Information Services, LLC		X	
DISYS Solutions, Inc.		X	
DLT Solutions, Inc.			

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

Early Morning Software, Inc. (EMS)	X		
EM360, LLC (Emergent)			
EN Pointe Technologies Sales, LLC			
En-Net Services, LLC		X	
Enterprise Consulting, Inc.			
Environmental Systems Research Institute, Inc. (ESRI)			
ePlus Technology, Inc.			
FASTech, Inc.	X	X	
Federal Hill Solutions		X	
Gantech, Inc.	X		
Geo-Comm, Inc.			
GL Suite, Inc. (DBA GL Solutions)		X	
HCGI Hartford Computer Group, Inc.	X	X	
Image API, Inc.			
Immix Group, Inc.			
Indisoft, LLC			
Information Builders, Inc.			
Insight Public Sector, Inc.			
Intermedix c/o Esi Acquisitions			
JobAps, Inc.			
Johnson, Mirmiran & Thompson (JMT Technology Group)			
Knot Technology Solutions, LLC (KTS)	X	X	
Kratos Public Safety and Security Solutions, Inc.			
Lexmark Enterprise Software			
Maranatha & Associates, Inc. (MAI)	X	X	
Mavenspire, Inc.			
Micropact Global, Inc.			
Mission Essentials, LLC		X	
MS Technologies Corporation	X	X	
MVS, Inc.	X	X	
Mythics, Inc.			
Neo Technologies, Inc.	X	X	
Norseman Defense Technologies			

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

Oakland Consulting Group, Inc.	X	X	
OmegaCor Technologies	X	X	
Patriot Technologies, Inc.			
Presidio Networked Solutions			
Prosys Information Systems			
RAFFA, P.C.			
Ricoh USA, Inc.			
Sirius Computer Solutions, Inc.			
Skyline Technology Solutions			
Slait Consulting			
Snap, Inc.	X		
Software House International, Inc. (SHI)			
Software Productivity Strategists, Inc.	X	X	
Source IT Technologies		X	
Star Computer Supply		X	
System Automation Corporation		X	
Systems Alliance, Inc.			
TechTrend, Inc.			
The Winvale Group, LLC			
TSRC Inc./dba Frank Parsons			
UNICOM Government, Inc. formerly known as GTSI Corporation			
Universal Adaptive Consulting Services, Inc.	X	X	
Vestra Resources, Inc.			
Victory Global Solutions, Inc.	X		
Vox Scripta LLC			
Xerox Corporation			
Zones, Inc.			

MBE/WBE PARTICIPATION:

N/A

All offerors are expected to bid as prime contractors. The above-list indicates which offerors are City certified MBE/WBEs or State certified Small Business.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Department of General Services

11. <u>TRIONFO BUILDERS, INC.</u>	\$ 44,200.00	Low Bid
Contract No. GS 16829 - People's Courthouse Window Well Grates - Department of General Services - Req. No. N/A		

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board approved and authorized execution of the Sole Source Agreements with Leica Geosystems, Inc. (item no. 7) and Smith Detection, Inc. (item no. 8).

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Employment Development</u>			
1. Ernest Dorsey	National Youth Employment Coalition Board Meeting San Francisco, CA April 10 - 12, 2017 (Reg. Fee \$0.00)	General Funds	\$1,264.90
<u>Health Department</u>			
2. Airaka Dozier	Passport to Partner Services St. Paul, MN March 26 - 31, 2017 (Reg. Fee \$0.00)	Compre- hensive HIV Prevention	\$1,453.40
The airfare cost of \$348.40 was prepaid on a City-issued credit card assigned to Ryan Hemminger. Therefore, the disbursement to Airaka Dozier is 1,105.00.			
3. Ashmita Sharma	Passport to Partner Services St. Paul, MN March 26 - 31, 2017 (Reg. Fee \$0.00)	CDC-PS12 -1201 Comprehen- sive HIV Pre- vention	\$1,650.00
The airfare cost of \$545.00 was prepaid on a City-issued procurement card assigned to Ryan Hemminger. Therefore, the disbursement to Ashmita Sharma is \$1,105.00.			
4. C. Patrick Chaulk	UCHAPS Membership Meeting Washington, DC March 24 - 28, 2017 (Reg. Fee \$0.00)	Non-City Funds	\$1,131.34

**MINUTES****TRAVEL REQUESTS**

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

The Urban Coalition for HIV/AIDS Prevention Services will cover all costs for Mr. Chaulk. No City funds will be expended.

Fire and Police Employees' Retirement System

5. Robert Haukdal	Trustees Educational Seminar & Annual Conference & Exhibition Ft. Lauderdale, FL May 19 - 24, 2017 (Reg. Fee \$1,250.00)	Special Funds - Fire and Police	\$3,204.35
-------------------	---	---------------------------------------	------------

The subsistence rate for this location is \$182.00 per night. The hotel cost is \$259.00, plus hotel taxes of \$28.49 per night. The F&P is requesting additional subsistence of \$77.00 per night for the hotel balance and \$40.00 per day for meals and incidentals. The registration fee of \$1,250.00 was prepaid by the F&P. Therefore, the amount to be disbursed to Mr. Haukdal is \$1,954.35.

6. Paul DeSimone	Trustee Educational Seminar & Annual Conference & Exhibition Fort Lauderdale, FL May 19 - 25, 2017 (Reg. Fee \$2,400.00)	Special Funds - Fire and Police	\$4,671.84
------------------	---	---------------------------------------	------------

The subsistence rate for this location is \$182.00 per night. The cost of the hotel is \$259.00 per night plus hotel taxes of \$28.49 per night. The Department is requesting additional subsistence of \$77.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The registration costs of \$2,400.00 were prepaid by Fire and Police Employees' Retirement System. Therefore, the disbursement to Mr. DeSimone is \$2,271.84.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Housing and Community Development</u>			
7. Carol Amanze	2017 Annual Grants	Comm.	\$5,353.94
Romilla David	Training Program	Dev.	
Joyce Nance-Frierson	Arlington, VA	Block	
	April 17 - 20, 2017 (Reg. Fee \$709.00)	Grant Fund	

The registration fees for Mses. Amanze, David and Nance-Frierson were prepaid on EA000195354. Therefore, the disbursement to Ms. Amanze is \$1,077.79, Ms. David is \$1,074.58, and Ms. Nance-Frierson is \$1,074.58.

Office of the President

8. Bernard C. "Jack" Young	2016 International Council of Shopping Centers RECON Las Vegas, NV May. 21 - 25, 2016 (Reg. Fee \$610.00 ea.)	Elected Officials Expense Account	\$4,125.90
----------------------------	---	-----------------------------------	------------

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$375.00 per night, plus occupancy tax cost of \$45.00 per night, a resort fee of \$35.00 per night, and a resort tax in the amount of \$4.20 per night. The Department is requesting additional subsistence of \$209.00 per day and \$40.00 per day for meals and incidentals. The airfare costs of \$959.90, registration fee \$610.00 and the first night of the hotel \$486.00 were prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Mr. Young is \$1,935.00.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u> - cont'd			
9. Carolyn Blakeney	2016 International Council of Shopping Centers RECON Las Vegas, NV May. 21 - 25, 2016 (Reg. Fee \$610.00 ea.)	General Funds	\$3,607.87

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night, plus occupancy tax cost of \$35.40 per night, a resort fee of \$35.00 per night, and a resort tax in the amount of \$4.20 per night. The Department is requesting additional subsistence of \$129.00 per day and \$40.00 per day for meals and incidentals. The airfare cost of \$889.87, registration fee of \$610.00 and the first night of the hotel cost of \$370.00 were prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Ms. Blakeney is \$1,740.00

10. Michael Huber	2016 International Council of Shopping Centers RECON Las Vegas, NV May. 21 - 25, 2016 (Reg. Fee \$610.00 ea.)	General Funds	\$3,677.90
-------------------	--	------------------	------------

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night, plus occupancy tax cost of \$35.40 per night, a resort fee of \$35.00 per night, and a resort tax in the amount of \$4.20 per night. The Department is requesting additional subsistence of \$129.00 per day and \$40.00 per day for meals and incidentals. The airfare cost of \$959.90, registration fee of \$610.00 and the first night of the hotel cost of \$370.00 were prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Mr. Huber is \$1,740.00.

**MINUTES****TRAVEL REQUESTS**

UPON MOTION duly made and seconded, the Board approved the travel requests. The President **ABSTAINED** on item nos. 5, 8, 9 and 10. The Comptroller **ABSTAINED** on item nos. 5 and 6.

**MINUTES**

Fire & Police Employee's - Investment Management and  
Retirement System (F&P) Adoption Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Investment Management and Adoption Agreement with the RhumbLine Advisers Limited Partnership (RhumbLine).

**AMOUNT OF MONEY AND SOURCE:**

\$60,000,000.00 - F&P

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The F&P Board of Trustees conducted a search for a large cap growth index fund manager and, as a result of that search, selected RhumbLine to initially receive \$60 million to be invested in RhumbLine's large cap growth index fund. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Investment Management and Adoption Agreement with the RhumbLine Advisers Limited Partnership. The Comptroller **ABSTAINED**.

**MINUTES**Department of Transportation - Grant Agreements

The Board is requested to approve and authorize the Grant Agreements.

The Maryland Bikeways Program was established and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve bicycle transportation in the State.

1. **MARYLAND DEPARTMENT OF TRANSPORTATION** **\$80,000.00**

Account: 9950-905182-9527-000000-490358

The Maryland Department of Transportation has granted \$80,000.00 to the Department for the Arlington Avenue Greenway Design project, described as 30% Design Plans for a greenway pedestrian and bicycle connection on South Arlington Avenue between Hollins Street and Washington Boulevard. The project's scope of work will include, but is not limited to completion of Preliminary Conceptual Designs, stakeholder and public involvement in the development of plans, submittal of Preliminary Conceptual Designs to the Department for review and comment. The work will also include preparation of quarterly status reports, and monitoring and supervising the compliance of all provisions in this Agreement. The Grant Agreement is effective upon Board approval through December 31, 2018.

2. **MARYLAND DEPARTMENT OF TRANSPORTATION** **\$41,280.00**

Account: 9950-905182-9527-000000-490358

The Maryland Department of Transportation has granted \$41,280.00 to the Department of Transportation for the Martin Luther King, Jr. Sidepath Design project, described as design of a 2-mile section of sidewalk on the west side of Martin



**MINUTES**Department of Transportation - cont'd

Luther King Jr. Blvd between Russell St. and Eutaw St. to become a mixed-use trail for use of bicyclists and pedestrians. The project's scope of work will include, but is not limited to completion of Feasibility Analysis Report and Concept Plans, submittal of a Feasibility Analysis Report and Concept Plans to the Department for review and comment, and completion of 30% Design Plans for the Project area. The work will also include preparation of quarterly status reports and final reports, monitoring and supervising the compliance of all provisions in this Agreement. The Grant Agreement is effective upon Board approval through December 31, 2018.

**MBE/WBE PARTICIPATION:**

This Grant Agreement is to establish the frame work for roles and responsibilities for the subject project and the future procurement. As a result, the outlined funding above will be considered for minority and women owned business participation.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above listed the Grant Agreements.

## MINUTES

Department of Transportation - Developer's Agreements

The Board is requested to approve and authorize execution of the Developer's Agreements.

	<u>DEVELOPERS</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>HARBOR POINT PARCEL 4, HOLDINGS, LLC, DEVELOPER</b>	<b>1448-A</b>	<b>\$ 118,468.80</b>

Harbor Point Parcel 4 Holdings, LLC would like to install new utilities to their proposed new building located in the vicinity of 1000 Wills Street, Baltimore, MD 21231. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$118,468.80 has been issued to Harbor Point Parcel 4 Holdings, LLC, which assumes 100% of the financial responsibility.

2.	<b>HARBOR POINT OPEN SPACE CORP. AND WILLS STREET PIER, LLC, DEVELOPER</b>	<b>1461</b>	<b>\$1,701,922.00</b>
----	--	-------------	-----------------------

Harbor Point Space Corp. and Wills Street Pier, LLC would like to install and construct road, alley, sidewalk, water, conduit, street lighting, storm drain, sanitary sewer and parks and plazas to its proposed construction located at 1000 Wills Street, unit 4A and 1300 Thames Street, unit 3. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Letter of Credit in the amount of \$1,701,922.00 has been issued to Harbor Point Space Corp. and Wills Street Pier, LLC, which assumes 100% of the financial responsibility.

## MINUTES

Department of Transportation - cont'd

	<u>DEVELOPERS</u>	<u>NO.</u>	<u>AMOUNT</u>
3.	<b>BEATRICE PROPERTIES, LLC</b>	<b>1479</b>	<b>\$ 16,310.00</b>

Beatrice Properties, LLC would like to install a new water service to its proposed construction located at 3421 Frederick Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Letter of Credit in the amount of \$16,310.00 has been issued to Beatrice Properties, LLC, which assumes 100% of the financial responsibility.

4.	<b>BPLI, LLC</b>	<b>1498</b>	<b>\$ 17,620.00</b>
----	------------------	-------------	---------------------

BPLI, LLC would like to install a new water service to its proposed construction located at 204 South High 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 \$17,620.00 has been issued to BPLI, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreements.

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

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 6820 Reisterstown Road	Fallstaff Center, LLC	Two single face electric signs 5.5' x 1.5' each One single face electric sign 11.5' x 3'

Flat Charge: \$810.90

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Permit.

**MINUTES**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL PAGES ON THE AGENDA.**

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

*Kim A. Trueheart*

March 14, 2017

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:

Pages 1 - 68, City Council President and members of the Board of Estimates, BOE Agenda dated March 15, 2017, if acted upon:

- a. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
- b. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
- c. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
- d. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;

Email: [kimtrueheart@gmail.com](mailto:kimtrueheart@gmail.com)

*5519 Belleville Ave  
Baltimore, MD 21207*

- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
- f. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

4. Remedy I desire: The Board of Estimates should immediately direct each agency to include measures of effectiveness in any future submissions for the board's consideration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 15, 2017.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart,  
Voter, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

**MINUTES**

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

\* \* \* \* \*



**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued addenda extending the dates for receipt and opening of bids.

Department of Transportation - TR 11318, Key Highway at Light Street Intersection  
**BIDS TO BE RECV'D: 03/29/2017**  
**BIDS TO BE OPENED: 03/29/2017**

Department of Public Works - WC 1293, Water Infrastructure Rehabilitation, Various Locations  
**BIDS TO BE RECV'D: 03/22/2017**  
**BIDS TO BE OPENED: 03/22/2017**

## MINUTES

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

Department of Public Works/ - RP 17801, FY'16 Playground  
 Department of Recreation Improvements  
 and Parks \_\_\_\_\_

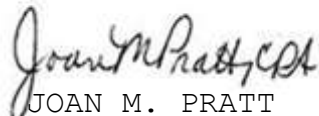
Allied Contractors, Inc.  
 Bensky Construction Co., LLC  
 DSM Properties, LLC

Bureau of Purchases - B50004852, Land Resources  
General Contactor

Houses by PJ Design, Corporation  
 Living Classrooms Foundation  
 Paige Industrial Services, Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 22, 2017.

  
 JOAN M. PRATT  
 Secretary