

MINUTES**REGULAR MEETING**

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

Glen Armstrong: "Good morning. The Board of Estimates will be accepting protests up until 8:45. Is there a protest that anyone would like to submit at this time? It must be in writing. Alright. No protests being submitted."

President: "Good morning. The June 5, 2019 meeting of the Board Estimates is now called to order. In the interest of promoting order in the efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. Before we move on, I'd like to recognize, fresh off a plane from Japan, Councilman Ryan Dorsey has joined us this morning."

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Councilman Dorsey: "Thank you Councilman Scott."

President: "The Mayor says that he's -- he's glad they allowed you through check to come back into the country, Mr. Councilman. I will direct the Board Members attention to the Memorandum from my office dated June 3, 2019 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

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

Comptroller: "I Second."

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

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

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

BMC Services, LLC	\$ 1,500,000.00
Boyer, Inc.	\$115,940,000.00
Citelum US, Inc.	\$ 1,500,000.00
DSI, Inc.	\$ 1,500,000.00
KaRon Masonry of Maryland, Inc.	\$ 8,000,000.00
Maine Drilling & Blasting	\$ 8,000,000.00
MELLENDEZ GENERAL CONTRACTING, LLC	\$ 1,500,000.00
Ruff Roofers, Inc.	\$ 8,000,000.00
Seal Tight Plumbing, LLC	\$ 1,500,000.00
Simpson of Maryland, Inc.	\$ 8,000,000.00
Site Services, LLC	\$ 1,500,000.00
The Durable Slate Company	\$ 8,000,000.00
USA Energy Company, Inc.	\$ 270,000.00

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. Morton Thomas and Associates, Inc.	Landscape Architect Engineer Land Survey Property Line Survey Construction Management Services
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MINUTES

BOARDS AND COMMISSIONS - cont'd

Atkins North America Holdings Corporation	Engineer
Brightfields, Inc.	Engineer
Brudis & Associates, Inc.	Engineer
Johnson, Mirmiran & Thompson, Inc.	Architect Landscape Architect Engineer Survey Construction Management
Marine Solutions	Engineer
Navarro & Wright Consulting	Engineer Engineers, Inc. Land Survey
Sheladia Associates, Inc.	Architect Engineer
DMY Engineering Consultants	Engineer
Weigand Associates, Inc.	Engineer

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

MINUTES

Department of Real Estate - Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal option of a Lease Agreement by and between the Mayor and City Council, Landlord, and Dayspring Programs, Inc. Tenant, for the rental of property known as 2803 N. Dukeland St., consisting of approximately 10,560 square feet. The period of the renewal option is July 1, 2019 through June 30, 2024.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00

BACKGROUND/EXPLANATION:

The Board approved the Lease Agreement on November 25, 2015. The term of the lease agreement was three years and seven months commencing December 1, 2015 and terminating June 30, 2019, with the option to renew for one five-year term.

Dayspring Programs, Inc. is exercising their renewal option commencing July 1, 2019 and terminating June 30, 2024.

The leased premises will continue to be used to provide education, health, social services and parent-community involvement opportunities to low-income, 3-5 year old children and their families.

All other terms and conditions of the Lease Agreement dated September 23, 2015 and amended June 28, 2017 remain in full force and effect.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the renewal option of a Lease Agreement by and between the Mayor and City Council, Landlord, and Dayspring Programs, Inc. Tenant, for the rental of property known as 2803 N. Dukeland St., consisting of approximately 10,560 square feet.

MINUTESSpace Utilization Committee - Amendment to Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement by and between the Mayor and City Council, Landlord and Kolper Properties, Inc., Tenant, for the rental of the properties known as 3409, 3411 Ash Street and ES Ash Street NEC Clipper Road (Block 3525B, Lots 2/3,4 and 5) being approximately 12,917 sq. ft.

AMOUNT OF MONEY AND SOURCE:

<u>Annual</u>	<u>Monthly Installments</u>	
\$1,773.38	\$147.78	12/1/20 - 11/30/21
\$1,826.58	\$152.22	12/1/21 - 11/30/22
\$1,881.38	\$156.78	12/1/22 - 11/30/23
\$1,937.82	\$161.49	12/1/23 - 11/30/24
\$1,995.96	\$166.33	12/1/24 - 11/30/25
\$2,055.84	\$171.32	12/1/25 - 11/30/26
\$2,117.51	\$176.46	12/1/26 - 11/30/27
\$2,181.04	\$181.75	12/1/27 - 11/30/28
\$2,246.47	\$187.21	12/1/28 - 11/30/29
\$2,313.86	\$192.82	12/1/29 - 11/30/30

BACKGROUND/EXPLANATION:

The Tenant will use the property for restaurant patron parking.

The Board is requested to approve an Amendment to the Lease Agreement. The term is extended for five years, commencing December 1, 2020 and terminating November 30, 2025, with the right to renew for one five-year term, commencing December 1, 2025 and terminating November 30, 2030. All terms and conditions of the Amendment to Lease Agreement dated September 17, 2014 and the Amendment to Lease Agreement dated May 10, 2017 will remain in full force and effect.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Amendment to Lease Agreement by and between the Mayor and City Council, Landlord and Kolper Properties, Inc., Tenant, for the rental of the properties known as 3409, 3411 Ash Street and ES Ash Street NEC Clipper Road (Block 3525B, Lots 2/3, 4 and 5) being approximately 12,917 sq. ft.

MINUTES

Environmental Control Board - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 6000-673319-1170-769300-603050

BACKGROUND/EXPLANATION:

The Environmental Control Board requests approval to transfer funds to the Baltimore City Foundation for the Care-A-Lot and BMORE Beautiful programs, in order to provide grants to Baltimore City neighborhoods working to maintain identified vacant lots within their community.

The funds will be dispersed to participating community organizations and youth participants based on invoiced maintenance visits and work completed.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds to the Baltimore City Foundation.

MINUTES

Office of the City Council - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund an initiative to transform Baltimore City Recreation Centers into trauma informed and trauma resilient resource centers for young people and their families. The period of the campaign will be effective upon Board approval through March 1, 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community and the general population. 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 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.

Funds will be solicited for the purpose of supporting an initiative to transform Baltimore City Recreation Centers into trauma informed and trauma resilient resource centers for young people and their families. The initiative will involve providing trauma informed training and ongoing coaching to all Recreation

MINUTESOffice of the City Council - cont'd

Center staff so that they are prepared to recognize the signs and symptoms of trauma and toxic stress. The training and coaching will also provide Recreation Center staff with the skills to support students who have experienced trauma and to manage the secondary trauma that the staff experience as they support these students. Finally, the initiative will ensure that each Recreation Center has a staff member dedicated to supporting the students, families, and staff on an ongoing basis through the coordination of community resources.

This program will be a collaboration between partners in industry, non-profits, and government. The Office has been working with the Department of Recreation and Parks, the Baltimore City Health Department, the Mayor's Office of Children and Family Success, and the Mayor's Office of Criminal Justice to devise a plan for the initiative. This Office seeks to raise \$5,000,000.00 to support the initiative.

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.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Office of the City Council - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** for one week the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund an initiative to transform Baltimore City Recreation Centers into trauma informed and trauma resilient resource centers for young people and their families.

MINUTES

Department of Recreation and Parks - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement between the Department of Recreation and Parks and the Waterfront Partnership of Baltimore, Inc. (Donor) and SBC Landscaping, LLC (Contractor).

The term of this Agreement will begin upon the date this Agreement is approved by the Board and will end upon Final Acceptance of the project by the City, unless earlier termination pursuant to the terms hereof.

AMOUNT OF MONEY AND SOURCE:

\$60,000.00 - Value of Waterfront Partnership Donation - No City funds will be transacted.

BACKGROUND/EXPLANATION:

The Department and the Donor wish to enter into this Agreement to properly record and acknowledge the donation of improvements at Boston Street Pier Parks aka Harris Creek Park located at 2601 Boston Street. The Donor received the necessary grant funding from Chesapeake Bay Trust and has hired its own contractor to perform the installation of two (2) rain gardens. The Department has not contributed any funding toward this project nor has it participated in the selection of the Contractor. The Donor agrees that upon completion of the Project, the improvements will become the sole property of the City.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Donation Agreement between the Department of Recreation and Parks and the Waterfront Partnership of Baltimore, Inc. and SBC Landscaping, LLC.

MINUTES

Department of Recreation and Parks - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Department of Natural Resources (DNR) Maryland Park Service concerning the 2019 Conservation Job Corps (CJC) Youth Summer program. Upon approval by the Board, the MOU will commence on June 24, 2019 and terminate on December 27, 2019, unless terminate sooner in accordance with the MOU.

AMOUNT OF MONEY AND SOURCE:

\$113,985.00 - 5000-577719-4871-363900-603026

BACKGROUND/EXPLANATION:

The Department would like to continue its collaboration with DNR Maryland Park Services to host the 2019 CJC youth summer program, an environment enrichment program. Fifty inner city Youth Works participants, who otherwise would not likely have constructive personal experiences with environmental exploration and conservation, will be this year's beneficiaries. The CJC youth summer environmental program doubles as a job skills development program which allows Youth Workers to earn summer salaries while learning how to help preserve and enjoy Baltimore's natural environments. The Department and DNR will continue to share in the program costs and the City's contribution will not exceed the POS funding amount indicated.

MBE/WBE PARTICIPATION: N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding between the Department of Recreation and Parks and the Department of Natural Resources Maryland Park Service concerning the 2019 Conservation Job Corps Youth Summer program.

MINUTES

Health Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statements to reimburse Ms. Joan Carey for expenses incurred during the month of October 2018.

AMOUNT OF MONEY AND SOURCE:

\$29.43 - 4000-427718-3023-599601-603002 - mileage
28.00 - 4000-427718-3023-599601-603003 - parking expenses
\$57.43

BACKGROUND/EXPLANATION:

Ms. Carey submitted her employee expense statement and appropriate back up documents on time, but the budget numbers were inactive, making the statements late.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days after the calendar day of the month in which the expenses were incurred require the Board's approval.

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statements to reimburse Ms. Joan Carey for expenses incurred during the month of October 2018.

MINUTES

Health Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statements to reimburse Ms. Joan Carey for expenses incurred during the month of December 2018.

AMOUNT OF MONEY AND SOURCE:

\$34.88 - 4000-427718-3023-599601-603002 - mileage
9.00 - 4000-427718-3023-599601-603003 - parking expenses
\$43.88

BACKGROUND/EXPLANATION:

Ms. Carey submitted her employee expense statement and appropriate back up documents on time, but the budget numbers were inactive, making the statements late.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days after the calendar day of the month in which the expenses were incurred require the Board's approval.

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statements to reimburse Ms. Joan Carey for expenses incurred during the month of December 2018.

MINUTESHealth Department - Agreements

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

1. **ARMYN GAZDAR** **\$77,600.00**

Account: 6000-622120-3080-294300-603051

Ms. Gazdar will perform services in the area of Early Intervention Special Instruction and Evaluations for the Baltimore Infants and Toddlers Program. She will provide educational assessments of assigned children, complete standardized testing, and interpret the results, direct special instruction services of the assigned children, and complete and submit eligibility and progress reports as required. In addition Ms. Gazdar will identify children at risk for developmental delays as well as children that present with a high probability for a delay and assist in developing goals, outcomes, and completion of the individualized Family Services Plan.

MWBOO GRANTED A WAIVER.

2. **TODAY'S CARE & FAMILY, INC.** **\$47,676.00**

Account: 5000-533320-3254-316200-603051

Today's Care & Family, Inc. will provide adult medical daycare services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services grant funding from the City.

The City will pay at the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 1200 days of service provided to recipients per year, for all combined. The rate includes transportation services.

MINUTES

Health Department - cont'd

Today's Care & Family, Inc. will develop an appropriate care plan to each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program.

3. **STRONG CITY BALTIMORE, INC.** **\$ 2,000.00**

Account: 4000-429519-3160-308600-603051

The Department received a sub-award from the University of Baltimore, Center for Drug Policy and Enforcement for Combating Opioid Overdose through Community-level Intervention. The Department's Office of Youth and Trauma Services is launching the Family Resilience Project: Supporting Children and Youth Impacted by the Opioid Epidemic. The Department will work with referral agencies, including law enforcement to identify youth at-risk of developing an opioid use disorder or engaging in violence due to traumatic experiences related to the opioid epidemic.

Strong City Baltimore, Inc. will function as the fiscal sponsor for AZIZA PE&CE, a City youth program. AZIZA PE&CE will provide structured alternative workshops and performance/mixed media classes for LGBTQ+ youth and allies. The period of the agreement is May 1, 2019 through November 30, 2019.

The agreement is late because of administrative delays.

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

MINUTES

Health Department - Update to Fiscal Year 2019
Unified Funding Document

ACTION REQUESTED OF B/E:

The Board is requested to approve the Update to Fiscal Year 2019 Unified Funding Document (UFD), for the period ending January 31, 2019.

AMOUNT OF MONEY AND SOURCE:

<u>Grant Description</u>	<u>Type of Action</u>	<u>Base Award</u>	<u>Amount of Action</u>	<u>Total Award</u>
Public Health Emergency Preparedness	Supplement	\$388,265.00	\$ 7,901.00	\$ 396,166.00
Cities Readiness Initiative	Supplement	\$ 92,930.00	\$ 1,332.00	\$ 94,262.00
Needle Exchange Program	Supplement	\$750,000.00	\$424,475.00	\$1,174,475.00

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modification, and/or reductions will be processed through the granting administration with revised Unified Funding Awards being issued. The most current Unified Funding Document will be the official award of record.

The Update to Fiscal Year 2019 Unified Funding Document is late because of administrative delays.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the Update to Fiscal Year 2019 Unified Funding Document for the period ending January 31, 2019.

MINUTES

Health Department - Update to Fiscal Year 2019
Unified Funding Document

ACTION REQUESTED OF B/E:

The Board is requested to approve the Update to Fiscal Year 2019 Unified Funding Document (UFD), for the period ending February 28, 2019.

AMOUNT OF MONEY AND SOURCE:

<u>Grant Description</u>	<u>Type of Action</u>	<u>Base Award</u>	<u>Amount of Action</u>	<u>Total Award</u>
Abstinence Education Grant	New	\$ 9,248.00	\$36,352.00	\$ 45,600.00
Sexual Risk Reduction Avoidance Grant (SRAE)		\$145,418.00	(\$36,352.00)	\$109,066.00

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modification, and/or reductions will be processed through the granting administration with revised Unified Funding Awards being issued. The most current Unified Funding Document will be the official award of record.

The Update to Fiscal Year 2019 Unified Funding Document is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded the Board approved the Update to Fiscal Year 2019 Unified Funding Document for the period ending February 28, 2019.

MINUTES

Department of Transportation - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Agreement (MOA) between the Maryland Transit Administration, Maryland Department of Transportation, and the Department in connection with the North Avenue Rising Project. The MOA is effective upon Board approval through December 31, 2025.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MTA awarded a project for construction services related to the North Avenue Rising Project. The Department will assist with this project by providing construction management inspection services and post construction maintenance services.

The parties will plan, implement, and adhere to the goals of the North Avenue Rising Project. The goals are as follows: 1) improve the transportation infrastructure along North Avenue; 2) improve service quality and reliability for public transit, walking, and bicycling; 3) support economic development in neighborhoods along North Avenue to broaden access for residents to economic opportunity throughout Baltimore; 4) improve mobility for residents and citizens along the North Avenue corridor; and 5) engage residents, transit riders, community organizations, neighborhood associations, and elected officials in the planning and implementation process to create and build upon existing community plans and projects.

MINUTES

Department of Transportation - cont'd

Full execution of the MOA is conditioned upon the MTA applying for and obtaining a franchise from the City Council within 18 months of the date of the approval of this MOA.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement between the Maryland Transit Administration, Maryland Department of Transportation, and the Department of Transportation in connection with the North Avenue Rising Project.

MINUTES

Department of Transportation - Amendment No. 1 to Pilot Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to the Pilot Agreement with Social Bicycles, LLC. The Amendment No. 1 extends the period of the Pilot Agreement through December 31, 2019, or until the date when the rules and regulations governing operations by Dockless Businesses in the City (Dockless Vehicle Law) will be in place and effective, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On February 27, 2019, the Board approved the original Pilot Agreement with Social Bicycles, LLC for the deployment of a limited number of dockless, personal use bicycles or motorized scooters within the City of Baltimore and for the temporary permitted use of the public right-of-way for the operation of a dockless vehicle program. The period of the original Pilot Agreement was February 27, 2019 through April 30, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to the Pilot Agreement with Social Bicycles, LLC.

MINUTES

Mayor's Office of Criminal Justice - Final Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Final Services Agreement with Roca, Inc. The period of the agreement is August 1, 2018 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$5,057,678.00 - 1001-000000-2255-772100-603026

BACKGROUND/EXPLANATION:

On June 27, 2018, the Board approved a Preliminary Services Agreement between the City of Baltimore and Roca, Inc. for preliminary planning of the Roca Intervention Model. The final Services Agreement between the City of Baltimore and Roca, Inc. will provide funding for the full program implementation from August 1, 2018 through June 30, 2022. Roca's replication in Baltimore focuses on high risk young men involved with the criminal justice system and will begin its first year services for up to 100 young men, growing over the term of the agreement to serve approximately 250 young men annually. Roca's intervention model is designed to allow participants enough time to undergo meaningful behavior change, which will enable them to stay out of jail and go to work. The funding will be used for the operating costs of the Roca replication in Baltimore operating costs, including salaries, fringe benefits, consultants, travel, professional development, equipment, supplies, rent, utilities, postage, printing/copying, telephone, and evaluation.

The agreement is late because of the administrative process.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Criminal Justice - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Final Services Agreement with Roca, Inc.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|-----------------|---------|
| 1. CROWN SECURITY SYSTEM, INC. | \$ 1,000,000.00 | Renewal |
| Contract No. B50003952 - Provide Personnel for CCTV Monitoring - Mayor's Office of Criminal Justice - P.O. No. P531307 | | |

On April 22, 2015, the Board approved the initial award in the amount of \$2,225,610.00. The award contained two renewal options. On July 18, 2018, the Board approved the first renewal in the amount of \$800,000.00. This second and final renewal in the amount of \$1,000,000.00 is for the period May 1, 2019 through April 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 9, 2015, MWBOO set goals of 15% MBE and 0% WBE. On May 22, 2019, Crown Security Systems, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>
MBE: Aasim Security Agency, Inc.	15%	\$57,427.22 11.58%
WBE:	0%	

On May 22, 2019, MWBOO found the vendor in compliance after receipt of an email from the Mayor's Office of Criminal Justice. The approved plan for Aasim Security Agency is 15% MBE and 0% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|---------|---------|
| 2. LION TOTAL CARE, INC. | \$ 0.00 | Renewal |
| Baltimore County Contract No. #1540-Firefighter Turnout Gear Repair and Cleaning - Fire Department - P.O. No. P541907 | | |

On December 6, 2017, the Board approved the initial award in the amount of \$1,500,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is for the period April 18, 2019 through April 17, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 29, 2019, MWBOO set goals of 1% MBE and 1% WBE. On May 17, 2019, MWBOO found Lion Total Care, Inc. in compliance.

MBE: Sue Ann's Office Supply \$18,064.00 1%

WBE: The Fitch Dustdown Company \$18,064.00 1%

- | | | |
|---|---------|---------|
| 3. CITIZENS PHARMACY SERVICES,
INC.
BOUND TREE MEDICAL, LLC | \$ 0.00 | Renewal |
| Contract No. B50004394 - Pharmaceuticals for the Baltimore City Fire Department - P.O. Nos. P535140 and P535141 | | |

On March 30, 2016, the Board approved the initial award in the amount of \$4,821,118.00. The award contained three 1-year renewal options. On April 25, 2018, the Board approved the first renewal in the amount of \$0.00. This second renewal in

MINUTES**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

the amount of \$0.00 is for the period May 1, 2019 through April 30, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 28, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

4. ROCKY MOUNTAIN HOLDINGS,
LLC \$800,000.00 Renewal

Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - P.O. No. P535700

On June 1, 2016, the Board approved the initial award in the amount of \$452,542.00. The award contained three renewal options. Subsequent actions have been approved and two renewals have been exercised. Non-Emergent Medical Air Transportation Services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies, of which the referenced vendor is licensed. It is the MDH protocol for Baltimore City Health Department to properly screen calls to determine eligibility, medical necessity, and arrange the appropriate transportation upon approval. It is also the MDH protocol for the Baltimore City Health Department to cover all air ambulance transport costs for Maryland Medicaid recipients through the Transportation Grants Program. This final renewal is for the period June 1, 2019 through May 31, 2020. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

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

MBE/WBE PARTICIPATION:

On June 6, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. The contracting hospitals utilize its staff during transport.

MWBOO GRANTED A WAIVER.

- | | | | |
|----|---|----------------|---------|
| 5. | ADP, LLC
Contract No. 08000 - Human Resource Information, Automatic Processing, E-Time, and Enterprise Payroll Systems Licensing - Department of Finance - P.O. 529369 | \$4,800,000.00 | Renewal |
|----|---|----------------|---------|

On July 25, 2007, the Board approved the initial award in the amount of \$1,600,000.00. Subsequent actions have been approved. The Vendor is the sole provider of licensing, maintenance, and support of proprietary software for the Human Resource Information System (HRIS) and Enterprise Payroll System (E-Time) utilized by the Department of Finance, the Bureau of Accounting and Payroll Services, and the Department of Human Resources. The first amendment instituted the module Time and Labor Management Services, amending several other sections to accurately reflect the needs and services provided. The second amendment extended the contract term with an additional two 1-year renewal options. The third amendment instituted the module ADP Wage Payments and ALINE Pay

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

Electronic Services, disbursing payment in support of the City's Youth Works Program. The fourth amendment instituted a module Employment Verification Services, providing the City employment and income information of its current and former employees to commercial, private, and public entities. This final renewal in the amount of \$4,800,000.00 is for the period July 1, 2019 through June 30, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

6.	CREATIVE SOFTWARE	\$457,644.00	
	SOLUTIONS, LLC	<u>249,624.00</u>	Ratification
		<u>\$707,268.00</u>	and Award

Contract No. 06000 - Management Services for the Taxi Card Program - Baltimore City Health Department - P.O. No. To be determined.

The Baltimore City Health Department, Division of Aging and CARE Services offers its older adult 60+ and those with disability access to safe, reliable, on-demand, curb side subsidized taxi transportation. Creative Software Solutions, LLC is currently providing the full management services and

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

proprietary software for the CARE Taxi Card Program. A ratification and award are requested to continue the vendor's primary management of the Taxi Card for senior transportation program until a solicitation is released and awarded. The period of the ratification is July 1, 2018 through June 5, 2019. The period of the award is June 6, 2019 through November 30, 2019. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On November 14, 2008, MWBOO set goals of 3% MBE and 1% WBE. On May 24, 2019, Creative Software Solutions, LLC was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: A.S. Tours, Inc.	3%	\$4,640.00	2.58%
Taylor Made Transportation		<u>1,580.00</u>	<u>0.88%</u>
		\$6,220.00	3.46%
WBE: Curry Printing and Copy Center	1%	\$2,327.76	1.90%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Procurement</u>		
7. GARTNER, INC.	\$1,300,500.00 <u>130,000.00</u> \$1,430,500.00	Consulting Services Agreement

Contract No. 08000 - Gartner for IT Executives and Leaders - Baltimore City Information and Technology, Baltimore City Police Department - P.O. No. P528566

The Board is requested to approve and authorize execution of a Consulting Services Agreement with Gartner, Inc. The period of the Consulting Agreement is August 1, 2019 through July 31, 2020, with one-year renewals at the sole discretion of the City.

On August 14, 2013, the Board approved the initial award in the amount of \$33,800.00. The award contained one-year renewal options at the sole discretion of the City. Subsequent actions have been approved. Authority is requested to execute the Consulting Services Agreement to implement the IT Strategy Implementation Support to meet the City's obligations under its agreement with the Department of Justice to meet Consent Decree requirements and exercise the sixth renewal option for the continuation of access to Gartner's unique research database.

Gartner's database access enhances the Baltimore City Office of Information Technology in areas including enterprise architecture, applications, network security, and risk management for key initiatives that will improve stability and further advance the City's network infrastructure. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. The proprietary database library

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

is only available from the vendor, and is not available from subcontractors.

8. PROMOTIONS UNLIMITED, INC.

TRAYPML

AUTHENTIC PROMOTIONS	\$275,000.00	Renewal
Contract Number B50004531 - Promotional Items - Department of Recreation & Parks - P.O. Nos. P535724, P535725, & P535726		

On June 1, 2016, the Board approved the initial award for the amount of \$275,000.00. On May 2, 2018, the Board approved an increase for the amount of \$125,000.00. On December 12, 2018, the Board approved an increase for the amount of \$250,000.00. The Board is requested to approve a renewal for the period of June 1, 2019 through May 31, 2020 with one, 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

On May 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contact. This is a commodity purchase from a vendor who will provide printed promotional items. The services being provided consist solely of providing the requested promotional items. Promotions Unlimited, Inc. is a Baltimore City certified WBE.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

Emergency Medical Air Transportation Services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies, of which the referenced vendor is licensed. It is also the MDH protocol for the Baltimore City Health Department to properly screen calls to determine eligibility, medical necessity, and arrange the appropriate transportation upon approval. It is the MDH protocol for the Baltimore City Health Department to cover all air ambulance transport costs for Maryland Medicaid recipients through the Transportation Grants Program. Service providers are permitted to submit invoices no later than two years after transport services, which occurred prior to the review and verification process; this takes approximately one year.

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

11. AARON SHAWN BELL	Ratification
d/b/a A.S.B.	and Renewal
\$ 50,000.01	
Contract Number B50004643 - Carpet, Floor, Drapery and Upholstered Furniture Cleaning - Department of General Services - P.O. No. P536188	

On July 14, 2016, the City Purchasing Agent approved the initial award for the amount of \$24,999.00. On August 22, 2016, the City Purchasing Agent approved an increase for the amount

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

of \$12,000.00. On September 14, 2016, the Board approved an increase for the amount of \$50,000.00. On November 9, 2016, the Board approved an increase for the amount of \$100,000.00. On April 5, 2017, the Board approved an increase for the amount of \$90,000.00. On April 14, 2017, the Board approved the first renewal for the amount of \$100,000.00. The period of the ratification is July 18, 2018 through July 17, 2019. The period of the renewal is July 18, 2019 through July 17, 2020.

MBE/WBE PARTICIPATION:

On May 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The contractor, A.S.B. is a City certified MBE.

12. P2 CLEANING SERVICES, LLC
EVERGREEN LANDSCAPE &
DESIGN CORPORATION

\$1,940,000.00

Renewal

Contract No. B50004830 - Mowing & Debris Removal for Vacant Lots & Abandoned Properties II - Department of Public Works - Bureau of Solid Waste - P.O. Nos. P539348 and P545367

On April 26, 2017, the Board approved the initial award in the amount of \$1,366,120.00. The award contained four 1-year renewal options. On September 26, 2018, the Board approved an additional award and increase in the amount of \$400,000.00. This first renewal in the amount of \$1,940,000.00 is for the period April 26, 2019 through April 25, 2020, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals of 27% MBE and 9% WBE. On May 3, 2019, P2 Cleaning Services, LLC was found in compliance. On May 3, 2019, Evergreen Landscape & Design Corporation was found in compliance.

P2 Cleaning Services, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: Sparks Quality Fence Company	13.5%	\$ 0.00	0.00%
P2 Cleaning Services, LLC	13.5%	\$385,505.00	96.41%*
WBE: Tote-It Incorporated	9%	\$ 14,340.00	3.58%

*Indicates self-performance for which 50% of work performed is credited. The contractor failed to utilize Sparks Quality Fence Company, and failed to meet the WBE goal.

MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 3, 2019.

On May 3, 2019 based on communication the MWBOO, communication with Sparks Quality Fence Company and the meeting held on March 29, 2019 with representatives from P2 Cleaning Services, LLC and Tote-It Incorporated, the MWBOO reviewed and hereby approves the MBE and WBE participation plan.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

MBE: A/C Power, Inc.	25%	\$ 4,579.19	1.4%
Calmi Electrical Company*	25%	\$323,586.56	95.85%
WBE: Shantech Electric	3.5%	\$ 9,530.98	2.8%
Plexus Installations, Inc.	5.5%	\$ 0.00	0.0%

The vendor has been found compliant based on a good faith effort and the following: This contract ended in August of 2018. However, the vendors still provided services to agencies. Upon payment for the work completed outside of an existing contract, the vendor will have met the required goals. Payments cannot be made to the subs until the contract is renewed. The vendor has added an additional WBE (Plexus Installations) in order to meet the WBE goal. The Prime has not been paid by the City for the work performed by Plexus, therefore, no credit is shown in the totals. Additionally, Calmi (prime) elected to order parts for the BPD 911 project that was originally slated for AC Power in order to get the project completed on time. Lastly, Calmi performed work on a number of work orders that were more urgent in nature.

MWBOO FOUND VENDOR IN COMPLIANCE.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Ratifications, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Consulting Services Agreement with Gartner, Inc. (item 7). The President **ABSTAINED** on item no. 12.

MINUTESPolice Department - Grant Awards**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the various Grant Awards from the Governor's Office of Crime Control and Prevention (GOCCP) for the Baltimore Police Department (BPD). The period of the Grant Award is July 1, 2019 through June 30, 2020, unless otherwise indicated.

1. **SEX OFFENDER COMPLIANCE AND ENFORCEMENT** **\$172,665.00**
IN MARYLAND (SOCM-2020-0006)

Account: 5000-588220-2013-688600-600000

Under the terms of this award, this grant will fund the BPD's Sex Offender Compliance and Enforcement Program, which assist in developing and implementing strategies specifically intended to provide assistance in complying with the laws surrounding the Sex Offender Registry. The program tracks the compliance of the local sex offenders who are required to maintain registry with the Maryland Sex Offender Registry. The grant funds will support personnel.

2. **GUN VIOLENCE REDUCTION INITIATIVE** **\$ 89,000.00**
(GVRG-2020-0010)

Account: 5000-504220-2013-804700-600000

Under the terms of this award, this grant will fund the BPD's Gun Violence Reduction - Cease Fire Program, which helps reduce existing gaps in services and fosters collaboration and cooperation among partner agencies and stakeholders. The program focuses on developing and implementing strategies specifically intended to reduce gun related crime. The grant funds will support personnel.

MINUTES

Police Department - cont'd

3. **COVERDELL FORENSIC SCIENCE IMPROVEMENT** **\$ 24,000.00**
GRANT PROGRAM (CFSI-2018-004)

Account: 4000-408119-2024-212600-600000

Under the terms of this award, this grant will fund the BPD's Crime Laboratory Forensic Enhancement Program, which assists in developing and implementing strategies specifically targeted to increase productivity and efficiency within the crime lab. The program will focus on enhancing the Forensics Science Laboratory and Crime Scene Unit by providing updated equipment to increase the quantity of evidence being processed. This will allow forensic examiners to decrease the time it takes to process a crime scene and increase productivity. The grant funds will provide contractual, software, and licensing needs. The period of the Grant Award is April 1, 2019 through December 31, 2019.

The Grant Award is late because of delays in the administrative process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND CONFIRMED THE GRANT AWARDS.

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the various Grant Awards from the Governor's Office of Crime Control and Prevention for the Baltimore Police Department except for item No. 2 which was **DEFERRED** for one week.

MINUTES

Police Department - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Alexander Weiss Consulting, LLC. The period of the Consultant Agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$175,000.00 - 1001-000000-2041-776700-603018

BACKGROUND/EXPLANATION:

The Mayor and City of Baltimore and the United States of America entered into a Consent Decree whereas Article XVII specifies a requirement for the completion of a Staffing Plan.

Under the terms of the Consultant Agreement, Alexander Weiss Consulting, LLC will prepare a Staffing Plan for the Baltimore Police Department (BPD).

XVII. STAFFING, PERFORMANCE EVALUATIONS, AND PROMOTIONS

428. The BPD will complete a comprehensive staffing study to assess the appropriate number of sworn and civilian personnel to perform the functions necessary for the BPD to fulfill its mission, enable supervision, and satisfy the requirements of this agreement.

429. Based upon the staffing study, the BPD will develop a Staffing Plan that provides for each of the following:

- a. personnel deployment to ensure effective community and problem-oriented policing,

MINUTESPolice Department - cont'd

- b. sufficient number of well-trained staff and resources to conduct timely misconduct investigations,
- c. sufficient number of officers on patrol in each District, without needing to resort to drafting, except in unforeseeable circumstances,
- d. to the extent feasible, Unity of Command,
- e. sufficient number of Supervisors, and
- f. the BPD's and the City's existing and projected resources.

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 a Consultant Agreement with Alexander Weiss Consulting, LLC.

MINUTES

DHCD - cont'd

3. **CASA DE MARYLAND, INC.** **\$180,000.00**

Accounts:	2089-208919-5930-426426-603051	\$ 80,000.00
	2089-208919-5930-426429-603051	\$ 40,000.00
	2089-208919-5930-426434-603051	\$ 60,000.00

Under the terms of this Agreement, the Subgrantee will provide a variety of public services for day labors and low-wage workers, including permanent and temporary employment placement services, educational programs, information and referral services and legal services, representation, and workshops. Services will be provided through Subgrantee's Baltimore Welcome Center in Baltimore City.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MWBOO GRANTED A WAIVER.

4. **NEIGHBORHOOD HOUSING SERVICES OF BALTIMORE, INC. (NHSB)** **\$375,000.00**

Accounts:	2089-208919-5930-433583-603051	\$ 28,850.00
	2089-208919-5930-433591-603051	\$100,000.00
	2089-208919-5930-433562-603051	\$200,000.00
	2089-208919-5930-433581-603051	\$ 46,150.00

The purpose of this Agreement is to provide CDBG funding to subsidize the NHSB's operating expenses for one year beginning September 1, 2018 and ending August 31, 2019. Under the terms of this Agreement, the NHSB will provide public information, housing counseling services and rehabilitation,

MINUTES

DHCD - cont'd

administration of a revolving loan fund including underwriting, construction monitoring, and loan servicing.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$47,000.00.

MBE: \$12,690.00

WBE: \$ 4,700.00

On August 8, 2018, the Board approved the Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

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

The Department began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS FOR FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements.

MINUTES

Department of Housing and - First Amendment and Assignment
Community Development of Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment and Assignment of Land Disposition Agreement for the sale of 11 City-owned properties located at 614, 616, 618, 620, 622, 624, 626, and 628 Baker Street and 629, 631, and 633 Sanford Place from Castlewood Communities, LLC to the Trustees of Ames Memorial United Methodist Church.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - No City funds will be expended.

BACKGROUND/EXPLANATION:

On February 13, 2009, the City sold 11 vacant lots located at 614, 616, 618, 620, 622, 624, 626, and 628 Baker Street and 629, 631, and 633 Sanford Place for \$11,000.00, to Castlewood Communities, LLC, subject to a Land Disposition Agreement (LDA). Under the terms of the LDA, Castlewood Communities, LLC agreed to construct affordable rental homes on the lots, but never began construction.

The Trustees of Ames Memorial United Methodist Church will purchase the properties from Castlewood Communities, LLC for \$11,000.00, the same price Castlewood Communities, LLC paid to the City. The purchase will be subject the terms of the original LDA, as amended by the First Amendment and Assignment of LDA.

The Trustees of Ames Memorial United Methodist Church have agreed to redevelop the properties as a play area and community garden. The purchase price and improvements to the site will be financed through private sources.

In accordance with the City's appraisal policy, unimproved real property with an assessed value of \$1,000.00, or less does not

MINUTES

DHCD - cont'd

require an appraisal. The vacant lots located at 614, 616, 618, 620, 622, 624, 626, and 628 Baker Street and 629, 631, and 633 Sanford Place were sold for the assessed value of \$1,000.00 each.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment and Assignment of Land Disposition Agreement for the sale of 11 City-owned properties located at 614, 616, 618, 620, 622, 624, 626, and 628 Baker Street and 629, 631, and 633 Sanford Place from Castlewood Communities, LLC to the Trustees of Ames Memorial United Methodist Church.

MINUTES

Department of Housing and - Contract of Sale
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Contract of Sale with the Housing Authority of Baltimore City (HABC) to purchase 1831 N. Chester Street.

The Board is also requested to approve the acquisition of this property SUBJECT to municipal liens in the amount of \$0.00 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

AMOUNT OF MONEY AND SOURCE:

\$7,000.00 - 9910-904177-9588-900000-704040 (HABC Transfers)

BACKGROUND/EXPLANATION:

This Contract of Sale enables the City of Baltimore to acquire the interests in 1831 N. Chester Street for resale through the planning and development efforts of the Department of Housing and Community Development.

Pursuant to the provisions of Article 13, §2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties and these properties will be redeveloped.

The Board of Commissioners of the HABC and the U.S. Department of Housing and Urban Development have approved the disposition in accordance with 24 CFR, Part 970.

MINUTESDHCD - cont'd

Also requested is approval to acquire this property SUBJECT to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens other than water bills, accrued through June 2, 2019, follows. The HABC is exempt from real estate taxes; therefore, no taxes are included in these figures. Water bills will be paid and are not listed.

<u>PROPERTY</u>	<u>BILL NO.</u>	<u>BILL DATE</u>	<u>BALANCE</u>
1831 N. Chester Street			\$0.00
		Total	\$0.00

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contract of Sale with the Housing Authority of Baltimore City to purchase 1831 N. Chester Street. The Board also approved the acquisition of this property SUBJECT to municipal liens in the amount of \$0.00 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

MINUTES

Department of Housing and - Land Sales Contract
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution by the Commissioner of the Department of Housing and Community Development of a standard sales contract to dispose of Mayor and City Council owned property located at 4826, 4830, 4834 Pimlico Road through the conventional market, subject to approval for form and legal sufficiency by the Law Department.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The DHCD on behalf of the Mayor and City Council of Baltimore City has piloted an initiative on the 4800 block of Pimlico Road where it completed a full renovation of three buildings in support of the new 21st century school across the street, Pimlico Elementary and Middle School. With the renovations complete, the Department is requesting to participate in the private market by being given the authority to negotiate and execute sales contracts presented by prospective purchasers of 4826, 4830 and 4834 Pimlico Road. This authority will enable the DHCD to close in a timely fashion.

The purchase price of the property will be the fair market value as determined by what the buyer's lender has committed to lend based on the lender's independent appraisal and subject to approval of a mutually agreed upon sales price by the City. Upon completion of the sale the Department will submit a memorandum to the Board notifying the Board of the property sale for each of the above referenced properties, sale date, sale price, and owner name to be entered into the record.

The authority to sell the properties is given under the Baltimore City Code, Article 13 §2-7 (h).

MINUTES

DHCD - cont'd

The sales price for the properties will be financed through private sources.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution by the Commissioner of the Department of Housing and Community Development a standard sales contract to dispose of Mayor and City Council owned property located at 4826, 4830, 4834 Pimlico Road through the conventional market, subject to approval for form and legal sufficiency by the Law Department, and a subsequent report to the Board on the sale of each property with the sale date, sale price, and owner name.

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 (DHCD) - Options</u>			
1. Mid Atlantic Funding Corporation	4672 Park Heights Avenue	G/R \$120.00	\$ 800.00
2. Wesley Plummer	3127 Virginia Avenue	L/H	\$25,437.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Project.

3. Antione Darius Johnson and Elvear Bessie Johnson (deceased)	625 W. Lanvale Street	F/S	\$ 5,000.00
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Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

4. Rusch, LLC	2736 Tivoly Avenue	G/R \$90.00	\$ 825.00
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Funds are available in account no. 9910-904326-9588-900000-704040, CHM Project.

5. Emma P. Ward and Samuel Abiri Payne-Ward	2923 Westwood Avenue	F/S \$96.00	\$14,000.00
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Funds are available in account 9910-905640-9588-900000-704040, FY 17 CORE Demo Project.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amounts.			

6. Jean S. Rimmel	3127 and 3129 Virginia Avenue	G/R \$67.50	\$1,126.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Project.

DHCD - Condemnations or Redemptions

7. Peter Ben Ezra 23 rd Julia Ben Ezra	433 E. G/R Street		\$ 640.00
	\$96.00		

Funds are available in account no. 9910-907079-9588-900000-704040, Barclay Project.

8. Arnold and Shoshana Ages	1612 Eareckson Place	G/R \$36.00	\$ 240.00
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Funds are available in account no. 9910-904403-9588-900000-704040, Great Blacks in Wax Project.

DHCD - Rescission of Condemnation/Approval of Option

9. Madison and Morgan, LLC	2121 Boyd Street	F/S	\$2,500.00
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Funds will be transferred prior to condemnation into account no. 9904-912058-9127-900000-704040, Boyd-Booth Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission of Condemnation/Approval of Option - cont'd</u>			

On January 23, 2019, the Board approved the acquisition of \$5,720.00, the fee simple interest, by condemnation, in the property located at 2121 Boyd Street. Unfortunately, an error was made during the inspection and the wrong property was appraised. Therefore, the Board is requested to rescind the prior condemnation approval and approve the option agreement for 2121 Boyd Street in the amount of \$2,500.00.

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing, Options, Condemnations, Condemnations or Redemptions, and Rescission of Condemnation/Approval of Option.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies

Hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

2738 - 2740

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

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.

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

- | | | |
|--|--|----------------|
| 1. TR 10309R, Inner Harbor Water Taxi Terminal | Mid-Atlantic General Contractors, Inc. | \$3,827,150.00 |
|--|--|----------------|

DBE PARTICIPATION:

The Chief of the Disadvantaged Business Enterprise (DBE) finds the low bidder compliant with the goal set. As a part of its bid, Mid-Atlantic General Contractors, Inc. has committed to utilize the following:

DBE:	Estime Enterprises, Inc.	\$650,615.50	17.00%
	Franqui Enterprises, LLC	<u>306,172.00</u>	<u>8.00%</u>
		<u>\$956,787.50</u>	<u>25.00%</u>

The DBE goal was 25%.

TRANSFER OF FUNDS

2. <u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,798,195.00	9950-944002-9507	
FED	Reserve for Closeouts	
1,000,000.00	" " "	
State Rev.		
51,025.00	" " "	
Others		
27,930.00	9950-925008-9528	
GF (HUR)	Belair Road Construction	
<u>\$2,877,150.00</u>	-----	9950-912054-9527-6 Structure & Improvements Water Taxi Terminal

This transfer of funds will partially fund the cost associated with the award of Project TR 10309R, Inner Harbor Water Taxi Terminal with Mid-Atlantic General Contractors, Inc.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Planning**TRANSFER OF FUNDS**

3.	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
	\$ 400,000.00	9904-901779-9129 USS Constellation Museum	9904-909779-9127 Constellation Museum/Water Taxi

This transfer will move funds from a reserve account to an active account for the construction of Living Classroom's Pier I Water Taxi Terminal and Constellation Museum.

Baltimore Development Corporation**TRANSFER OF FUNDS**

4.	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
	\$ 450,000.00	9910-918053-9600 1 st Community and Economic Development Bond	9910-913087-9601 Pier I Water Taxi

This transfer will provide funds for the construction of a new Water Taxi terminal on Pier I in the Inner Harbor. The new building will replace the existing USS Constellation Museum and will function as the centerpiece of the Water Taxi and the City's historic ships, including the USS Constellation to which the building will provide access.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

5.	B50005554, Management of Parking Garages Group IV	SP Plus Corporation d/b/a SP+ Municipal Services	\$	36.00
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(Parking Authority of Baltimore City)

Vendors were solicited through CitiBuy, eMaryland Marketplace and local newspapers. Eight proposals were received with one proposal deemed non-responsive. Parking Systems of America did not follow the solicitation submission instructions as outlined in Section B7, which requested a Certificate of Good Standing for Contractors and Subcontractors. Most importantly, Parking Systems of America price was found unfair and unreasonable. Their price proposal was based on total cost rather than administrative fees, which yielded a price grossly over budget. Therefore, award is recommended to SP Plus Corporation as the most responsive and responsible proposer with the highest total score.

MWBOO SET MBE GOAL AT 10% AND WBE GOAL AT 4%.

MBE:	Coleman Security Services, LLC	\$172,215.91	29%
WBE:	R1b Contract Services, LLC	\$ 17,815.44	3%
	Sue Ann's Office Supply, Inc.	5,938.92	1%
		<u>\$ 23,753.92</u>	<u>4%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

A PROTEST WAS RECEIVED FROM IMPARK AND DANAS PARKING.

A PROTEST WAS RECEIVED FROM DANAS PARKING.

GORDON FEINBLATT ON BEHALF OF DANAS ENTERPRISES SUBMITTED A SUPPLEMENTARY LETTER TO ADDRESS THE BOARD ON THE PROTEST.

GORDON • FEINBLATT_{LLC}
ATTORNEYS AT LAW

MARGARET M. WITHERUP
410.576.4145
FAX 410.576.4032
mwitherup@gfllaw.com

233 EAST REDWOOD STREET
BALTIMORE, MARYLAND 21202-3332
410.576.4000
www.gfllaw.com

June 4, 2019

HAND DELIVERED

Board of Estimates
c/o Clerk to the Board
204 City Hall
100 N. Holliday Street
Baltimore, MD 21202

Re: Protest of B50005554 - Management of Parking Garages
Group IV

Dear Board Members:

I am writing to advise that I wish to speak before the Board at its meeting on June 5, 2019, on behalf of Danas Enterprise Inc. ("Danas") in connection with the Protest referenced above. Danas previously submitted its protest on May 27, 2019, a copy of which is attached. Danas also adopts and incorporates all arguments in the protest filed by Impark on May 28, 2019, a copy of which is also attached.

Thank you for your consideration.

Very truly yours,

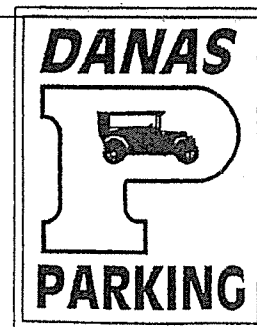


Margaret M. Witherup
Attorney for Danas Enterprise Inc.

MMW

Enclosures:

Protest of Danas Parking (May 27, 2019)
Protest of Impark (May 28, 2019)



May 27, 2019

Danas Enterprise Inc.
218 East Lexington Street, Ste 602
Baltimore, MD 21202

Honorable Members of Baltimore City Board of Estimates
100 Holiday Street, Suite 204
Baltimore, Maryland 21202

Honorable Bernard C. "Jack" Young, Mayor
Honorable Joan Pratt, Comptroller
Honorable Brandon M. Scott, City Council President
Mr. Andre M. Davis, City Solicitor
Mr. Rudolph S. Chow, P.E., Director of Public Works

c/o Harriett Taylor, Secretary/Deputy Comptroller

Re: Bid Protest/Appeal for B50005554 - Management of Parking Garages Group IV

Dear Board Members:

This letter serves as Danas Enterprise Inc's bid protest as to B50005554- Management of Parking Garages Group IV. It has come to our attention that the Baltimore City Bureau of Purchases is recommending awarding the above contract award to another organization The potential awardee.

The Danas organization is submitting this letter to protest the bid as nonresponsive. According to the RFP, bids which are submitted with the price of less than one dollar (\$1.00) will be deemed nonresponsive. Predatory pricing is illegal which is setting prices low in an attempt to eliminate the competition. We are requesting the Board of Estimates members defer this matter indefinitely while the Parking Authority of Baltimore City (PABC), CityBuy (City purchasing), and Bureau of Purchases review of the procurement process carefully.

Shown below are the following sections of the Request for Proposal (RFP).

SW3 - Method of Award

1. A bid is submitted with the Price less than one dollar (**\$1.00**) will be deemed nonresponsive. (Page 4)
2. Paragraph E5 on page 7 states "All Bids that are submitted shall not have a price less than **\$1.00**. Prices less than \$1.00 shall be deemed non-responsive."

The proposed bidder submitted less than a one-dollar management fee for each of the garages as shown below and attached in Exhibit A, The potential awardee' bidder management fee proposal.

- A. Lexington Street Garage 33 cents
- B. Arena Garage 34 cents
- C. Baltimore Street Garage 33 cents

The potential awardee offered a total monthly management fee of **33 pennies for Baltimore Street Garage, 33 pennies for Lexington Garage and 34 pennies for Arena Garage** which are **three premium garages** with more than **2,057** Parking spaces and more than **five million dollars \$5,000,000.00** revenue. This type of abnormal pricing based on unreasonable management cost analysis is completely unfeasible and grounds for predatory pricing.

- 3. The contract addendum shown on page 3 of 10 states Quote should ONLY be on the management of all services? "As this is a fully reimbursable contract, your Quote would be for any profit and administrative fees by you that are not reimbursed"

Management fees at a minimum include:

Off-site Supervision	Bookkeeping and Accounting	Human Resources Support for new employees
Background Checks	Random Drug Testing	Employee Training
Marketing/Advertising		

In 2017, as shown in Exhibit 2, Management and Incentive Fees paid by the City, alone the monthly management fee for the same garages were over **3,438 %** times The potential awardee proposal and their 3-year management fee at **\$36.00** versus the current management fee worth **\$193,389.34**.

- 4. **Paragraph 6E** on page 6.
Price Scoring will be as follows.

- A. "The Committee will determine if the price is considered fair and reasonable."

As shown in Parking Today's article, *Results of Competing on Management Fees*, low management fees often negatively affect the performance and quality of services. During our past 25 years of managing garages, our stellar performance and commitment to optimizing safety and customer have been our utmost priority.

By accepting this abnormally low bid, the CityBuy (City purchasing) is dictating that management companies bid for garages at a rate at which it is impossible to run a garage, let alone make a profit. \$1.00 a month per garage with more than 2,057 spaces is unreasonable. Additionally, accepting these low bids will require businesses to spend money to obtain the contract; however necessary operations will exceed traditional reimbursement. Lastly, these types of bids is also a tsunami for small, local parking companies as it will not only destroy them, it will also wipe them out from the City and low management fee often negatively affects the performance of the operation.

For all the reasons mentioned above Danas strongly recommend that CitiBuy (city Purchasing) rejects the potential awardee proposal and allow for the consideration of a more carefully constructed bid.

Please contact me at 410.685.7275 to discuss this matter.

Sincerely,

Moges Abebe
Danas Enterprise Inc.
Vice-President

3 Encls: 1) Exhibit A: Management Fee Proposal

2) 2016-2018 Management & Incentive Feeds Paid by the City

3) ParkingToday.com, *Results of Competing on Management Fees, 5/27/2019*

B50005554 – Management of Parking Garages Group IV – Due: 11/07/2018

Group IV

	Facility	Monthly Management Fee Proposed
1	Arena Garage	\$.34
	Lexington Street	\$.33
2	Baltimore Street	\$.33
5	Group IV – Total Monthly Management Fees	\$1.00
6	Total Contract Fee = x 12 months x 3years	\$36.00

Groups IV - Total Contract Management Fees = \$ 36.00

TERM: NET 30 DAYS

Payment Discount Offered (check below):

2% - 20 Days, Net 30

F.O.B.: DESTINATION



(Affix
Corporate
Seal Here)

November 12, 2018

Signature of Authorized Representative (Sign in blue ink only)

Date

Senior Vice President

Title

2016 Management and Incentive Fees Paid by the City

	Garage Name	Monthly Management Fees	yearly Management Fees	Incentive Fees	Total
1	Baltimore Street Garage	\$1,639.00	\$19,668.00	\$0.00	\$19,668.00
2	Arena Garage	\$300.00	\$3,600.00	\$0.00	\$3,600.00
3	Lexington Street Garage	\$1,500.00	\$18,000.00	\$0.00	\$18,000.00
	Total 1 Year Contract		\$41,268.00	\$0.00	\$41,268.00

2017 Management and Incentive Fees Paid by the City

	Garage Name	Monthly Management Fees	yearly Management Fees	Incentive Fees	Total
1	Baltimore Street Garage	\$1,639.00	\$19,668.00	\$5,035.00	\$24,703.00
2	Arena Garage	\$300.00	\$3,600.00	\$0.00	\$3,600.00
3	Lexington Street Garage	\$1,500.00	\$18,000.00	\$12,744.34	\$30,744.34
	Total 1 Year Contract	3439	\$41,268.00	\$17,779.34	\$59,047.34

2018 Management and Incentive Fees Paid by the City

	Garage Name	Monthly Management Fees	yearly Management Fees	Incentive Fees	Total
1	Baltimore Street Garage	\$1,639.00	\$19,668.00	\$10,016.00	\$29,684.00
2	Arena Garage	\$300.00	\$3,600.00	\$0.00	\$3,600.00
3	Lexington Street Garage	\$1,500.00	\$18,000.00	\$41,790.00	\$59,790.00
	Total 1 Year Contract		\$41,268.00	\$51,806.00	\$93,074.00

	3 Years Contract Total		\$123,804.00	\$69,585.34	\$193,389.34
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Will City Purchasing Accept the Following Bid ?

	Garage Name	Monthly Management Fees	Management Fees	NO Incentive fee will be Paid Per RFP	Total
1	Baltimore Street Garage	\$0.33	\$3.96	\$0.00	\$3.96
2	Arena Garage	\$0.34	\$4.08	\$0.00	\$4.08
3	Lexington Street Garage	\$0.33	\$3.96	\$0.00	\$3.96
	Total 1 Year Contract	\$1.00	\$12.00	\$0.00	\$12.00

	3 Years Contract Total	\$3.00	\$36.00	\$0.00	\$36.00
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Results of Competing on Management Fees

The positive aspect of the change to competition on management fees was that owners often paid less for what was identified as "Parking Management Fees." The negative aspect was that parking operators ran management fees "into the ditch," bidding increasingly low fees to get the business. The difficulties with these low management fees include the following:

Often the low management fees are accompanied by higher insurance rates, benefit rates, and other costs. These higher costs often are not allocated as labeled, since the excess amounts go to the operator in lieu of higher management fees. For instance, the cost of unemployment compensation or liability insurance may not be appropriate for a specific garage location, but is averaged across the entire company or is a percentage of the entire cost paid by the company. What is not actually spent on specific operations becomes, by default, part of the management fee. The larger the operation, the more profitable these hidden charges become to the operator.

Another example is that payroll processing costs and earned paid time off may not be calculated just for the on-site staff at a facility. The costs might also include accrued paid time off of an employee who was transferred to a new facility, and the new facility is charged when the time is taken. Other activities that may become cost items are human resources processing of new employees, background and drug testing, driver's license record review, and initial training. How those costs are attributed to a specific facility is a difficult issue to analyze.

If the management fee is low, operating companies often do not devote a significant amount of off-site management to overseeing the on-site manager, the budget, compliance with the contract, or operations. Since operations in any city depend primarily on the quality, experience, ethics, and work habits of the on-site manager, strong oversight by representatives of the company is essential to the client receiving proper on-site management. When the management fee is low, the company may not devote resources to monitoring and mentoring of the on-site manager to achieve a high quality of service.

These characteristics associated with low management fees often negatively affect the performance of the operator, and thus the incentive fees may not be gained either – depending upon how they are calculated.

The truth of the matter is best expressed by the old saying, "You get what you pay for." When bids or RFPs are judged primarily by which operator proposes the lower management fee, the owner is more likely to receive lower quality performance. Operating parking garages and lots depends upon, at a minimum:

a quality on-site manager that will remain for the length of the contract, or at least for a minimum number of required years;

good standard operating procedures for each management and operating position;

an appropriate strategy for ensuring compliance with the management agreement;

excellent reporting on transactions, trends in occupancy and use, revenues, expenses, and ideas for optimizing revenue and customer service;

a suitable plan for oversight/evaluation of employee performance;

strong internal financial analysis and controls, in addition to the owner's financial oversight;

a desire to exceed expectations by the on-site manager; and





impark

May 28, 2019

Honorable Members of the Baltimore City Board of Estimates -

RE: Parking Authority of Baltimore City Recommendation of Contract Award for Management of the Arena Garage, Baltimore Street Garage, and Lexington Garage

RFP- B50005554 AWARD PROTEST

Dear Board Members:

I represent the joint venture of Impark and Danas Parking, an offeror who submitted a proposal to manage the above referenced parking facilities, pursuant to RFP – B50005554. It has come to our attention that the Parking Authority of Baltimore City is recommending an award of a management contract to an offeror that does not qualify under the requirements of the issued RFP. Therefore, Impark/Danas is submitting this letter of protest and is respectfully requesting the members of the Board of estimates defer this matter indefinitely while the PABC and Bureau of Purchase review of this procurement process.

Our protest is based on the following sections of the RFP.

Bid Qualification Requirements

Page 47 “Section A. All Proposers must be registered in CitiBuy and must download the solicitation, before bidding. This is to ensure that proposers receive all subsequent information and addenda related to this solicitation.”

Page 2 “Important notice to Vendors, Regarding Registration as Requirement for Proposing: To be added to the Bidder list you must register in CitiBuy and then download the solicitation. Bids/ Proposal submitted who are not on the official bidder list will be returned as non-responsive.”



impark

The proposed awardee *did not* acknowledge the bid and *was not* added to the bidder list. Attached you will find the attached bidders/ solicitation holder list for This Bid (RFP-B50005554) Baltimore City Purchasing (CitiBuy) Site.

Per the aforementioned requirement this would qualify them as unresponsive, and per the clearly stated requirements, should disqualify them from any rights to being awarded RFP – B50005554 (Management of Parking Garages Group IV)

Best Interest of City

We believe that in this case selection of the lowest bidder is not in the best interest of the City of Baltimore. The proposed awardee will be tasked for managing millions of dollars for the City, priced at a cost that clearly will not provide them any incentive to do so on a consistent basis during the three year term of this contract.

The quoted fee of the proposed awardee totaled \$36 over the entire three years term, or 33 cents per garage per month over the three year period.

The RFP also states –

SW3. METHOD OF AWARD:

A. Award, if made, will be made to the responsive and responsible Proposer meeting the specifications, terms and conditions and that receives the highest combined evaluation score for Technical Scoring and Price Scoring, as determined by the Evaluation Committee (Committee) and approved by the Board of Estimates. Bids that are submitted with a price of less than one dollar (\$1.00) will be deemed non-responsive.

Although the requirement doesn't state what period of time the minimum fee structure falls within, monthly or annually, it clearly was put in place and is intended to protect the City of Baltimore from proposals that reasonable people would understand as "too good to be true", and therefore should be scrutinized as likely to create future potential issues.

We respectfully request that the Board of Estimates reject the PABC's award recommendation. Thank you for your consideration.

Sincerely,

Christopher Johnson
Executive Vice President

SECTION B - BID DOCUMENTS:

(NOTE: For your proposal to be responsive you must submit all of the documents contained in this section.)

B1. PROPOSERS MUST BE REGISTERED:

A. All Proposers must be registered in CitiBuy and must download the solicitation, before bidding. This is to ensure that proposers receive all subsequent information and addenda related to this solicitation.

B. To register go to www.baltimorecitiBUY.org and click on the "Register" link above the log in box.

B2. PROPOSER REQUIRED RESPONSE:

B. Each Proposer shall provide and submit all of the forms and/or information stated and required in Section 'B' and the Submission Instructions.

C. This is a One-Step Solicitation/Offer process. You will find an envelope/package label following this section. Each Proposer shall prepare its Bid to include all of the forms and/or required information as set forth in Section 'B' of this Part 1 and shall assemble the Proposer response in the prescribed manner and required format as set forth in Section 'B'. Proposers are also instructed to adhere to all instructions found in the Submission Instructions in Part 2.

D. Prepare and submit One (1) complete "Original", and Seven (7) complete "Duplicates" which shall include all of the forms and/or information identified in Section 'B'.

B3. ONE ORIGINAL (SUBMIT ALL PAGES IN SECTION B.) and SEVEN (7) DUPLICATES:

A. Be sure the original is clearly marked as "Original". Be sure the original is signed in blue ink (or some color other than black). Be sure all duplicate copies are clearly marked as "Duplicate."

B. ADDENDA. Attach signed copies of all Addenda received in connection with this solicitation.

B4. GENERAL SUBMISSION COMMENTS:

A. The "original" bid shall be typed or printed in ink using the set of documents included in this Solicitation package. "Duplicate" copies must be photo-copied by the Proposer.

B. Exceptions, Modifications, Alterations and Deviations: Do not insert or include any exception, modification, alteration or deviation not approved in writing by the City Purchasing Agent per instructions elsewhere in this solicitation.

C. Failure to fully complete and submit any of the solicitation documents or other requests for information per the above instructions will be grounds for rejection of your proposal at the sole discretion of the City.

D. If your complete response to any specific question or other specific request for information is not found where it is expected to be found, per the Solicitation's format instructions, it will be considered as missing and therefore non-responsive

E. Failure to provide complete and concise responses to all questions and other requests for information according to the format as stipulated and required herein shall risk making your proposal

Important Notice to Vendors

**Regarding Registration as a Requirement for
Proposing**

- Anyone wishing to submit a bid or proposal must first be on the official bidder list for this solicitation. This is to ensure that bidders receive all subsequent information and addenda related to this solicitation.
- To be added to the bidder list you must be registered in CitiBuy and then download the solicitation.
- To register go to www.baltimorecitiBUY.org and click on the "Register" link above the log in box.
- *Bids / Proposals submitted by vendors who are not on the official bidder list will be returned as non-responsive.*

Solicitation Holder List - B50005554 = Is a List of vendors who have acknowledge
The bid

Solicitation Name: Management Parking Garages - Group IV **Buyer:** Will Glasmyer
Solicitation #: B50005554 **Opening Date:** 11/21/2018 11:00:00 AM

Date Acknowledged	Contact Name, Company Name, Address, Phone & Fax	File Sent	File Downloaded
09/25/2018	<p>Contact Person: Carol Porter Broadway Services, Inc. 3709 E. Monument Street Baltimore, MD, 21205 Phone: (410)979-2456 Fax: (410)563-6955 Email address: cporter@broadwayservices.com</p>		<p>Arena Garage FY 2019 Budget(10/24/2018) B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/13/2018) B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/13/2018) B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/24/2018) B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(10/24/2018) Baltimore Street Garage FY 2019 Budget(11/12/2018) Lexington Street Garage FY 2019 Budget(10/24/2018) Security Arena 2018 Police Schedule.pdf(11/12/2018)</p>
11/19/2018	<p>Contact Person: Andrew Fickinger The Sherwin-Williams Company d/ba Duron Paints and Wallcoverings 3348 So. Central Ave. Baltimore, MD, 21202 Phone: (443)250-7029 Fax: (410)563-2810 Email address: swrep6381@sherwin.com</p>		
09/27/2018	<p>Contact Person: Henok Tesfaye U Street Parking Inc. 1112 U Street NW Suite 1110 Washington D.C., DC, 20009 Phone: (202)265-0010 Fax: (202)265-5007 Email address: henok@ustreetparking.com</p>		<p>Arena Garage FY 2019 Budget(10/24/2018) B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/12/2018) B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/12/2018) Baltimore Street Garage FY 2019 Budget(10/24/2018) Lexington Street Garage FY 2019 Budget(10/24/2018) Revenue Expense Arena 2016-2018.pdf(11/12/2018) Revenue Expense Baltimore 2016-2018.pdf(11/12/2018) Revenue Expense Lexington 2016-2018.pdf(11/12/2018) Security Arena 2018 Police Schedule.pdf(11/12/2018) Security Baltimore 2018 Police Schedule.pdf(11/12/2018) Work Employee Schedule Lexington St. August 2018.pdf(11/12/2018) Work Employee Schedule Arena August 2018.pdf(11/12/2018) Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/12/2018)</p>
11/02/2018	<p>Contact Person: Tim Hoppenrath Impark 510 Walnut Street Suite 420</p>		<p>Arena Garage FY 2019 Budget(11/20/2018) B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/20/2018) B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/20/2018) B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-</p>

Philadelphia, PA, 19106

Phone: (240)495-2778 Fax: (215)829-8211
Email address: thoppenrath@impark.com

10/15/2018 Contact Person: Alan Kraemer | ABM Parking Services
1459 Hamilton Avenue
Cleveland, OH, 44114
Phone: (412)802-5683 Fax: (412)261-9913
Email address: alan.kraemer@abm.com

10/27/2018 Contact Person: Diana Turcotte | ABM Parking Services
1459 Hamilton Avenue
Cleveland, OH, 44114
Phone: (312)541-6313 Fax: (412)261-9913
Email address: diana.turcotte@abm.com

10/25/2018 Contact Person: Karen Wilkes | All Mines, LLC
10821 Red Run Blvd #1473
Owings Mills, MD, 21117
Phone: (410)417-7118 Fax: (410)510-1295
Email address: allminesnow@gmail.com

11/16/2018 Contact Person: Kelly Johnson | RFX ANALYST INC
8 The Green
Suite #5875
Dover, DE, 19901
Phone: (302)244-5650 Fax:
Email address: rfp@rfxanalyst.com

10/15/2018 Contact Person: Jim Rogers | Parking Systems of America

1.pdf(11/20/2018)
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-
2.pdf(11/20/2018)
Baltimore Street Garage FY 2019 Budget(11/20/2018)
Lexington Street Garage FY 2019 Budget(11/20/2018)
Revenue Expense Arena 2016-2018.pdf(11/20/2018)
Revenue Expense Baltimore 2016-2018.pdf(11/20/2018)
Revenue Expense Lexington 2016-2018.pdf(11/20/2018)
Security Arena 2018 Police Schedule.pdf(11/20/2018)
Security Baltimore 2018 Police Schedule.pdf(11/20/2018)
Work Employee Schedule Lexington St. August 2018.pdf(11/20/2018)
Work Employee Schedule Arena August 2018.pdf(11/20/2018)
Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/20/2018)

B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-
1.pdf(10/15/2018)
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-
2.pdf(10/15/2018)

Arena Garage FY 2019 Budget(10/27/2018)
B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/13/2018)
B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/13/2018)
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2.pdf(10/27/2018)
Baltimore Street Garage FY 2019 Budget(10/27/2018)
Lexington Street Garage FY 2019 Budget(10/27/2018)
Revenue Expense Arena 2016-2018.pdf(11/13/2018)
Revenue Expense Baltimore 2016-2018.pdf(11/13/2018)
Revenue Expense Lexington 2016-2018.pdf(11/13/2018)
Security Arena 2018 Police Schedule.pdf(11/13/2018)
Security Baltimore 2018 Police Schedule.pdf(11/13/2018)
Work Employee Schedule Lexington St. August 2018.pdf(11/13/2018)
Work Employee Schedule Arena August 2018.pdf(11/13/2018)
Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/13/2018)

Arena Garage FY 2019 Budget(10/25/2018)
B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-
1.pdf(10/25/2018)
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-
2.pdf(10/25/2018)
Baltimore Street Garage FY 2019 Budget(10/25/2018)
Lexington Street Garage FY 2019 Budget(10/25/2018)

B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/19/2018)
B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/19/2018)

4011 Commerce St
Dallas, TX, 75226
Phone: (469)802-2216 Fax: (214)874-0469
Email address: jimrogers@belclaire.com

11/17/2018 Contact Person: Sebsibe Gebremariam | Impark / Danas parking llc
218 East Lexington Street
Suite 602
Baltimore, MD, 21202
Phone: (410)685-7275 Fax: (410)685-7276
Email address: sabby@danasparking.net

B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(11/19/2018)
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(11/19/2018)
Revenue Expense Arena 2016-2018.pdf(11/19/2018)
Revenue Expense Baltimore 2016-2018.pdf(11/19/2018)
Revenue Expense Lexington 2016-2018.pdf(11/19/2018)
Work Employee Schedule Lexington St. August 2018.pdf(11/19/2018)

Arena Garage FY 2019 Budget(11/17/2018)
B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/17/2018)
B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/17/2018)
B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(11/17/2018)
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(11/17/2018)
Baltimore Street Garage FY 2019 Budget(11/17/2018)
Lexington Street Garage FY 2019 Budget(11/17/2018)
Revenue Expense Arena 2016-2018.pdf(11/17/2018)
Revenue Expense Baltimore 2016-2018.pdf(11/17/2018)
Revenue Expense Lexington 2016-2018.pdf(11/17/2018)
Security Arena 2018 Police Schedule.pdf(11/20/2018)
Security Baltimore 2018 Police Schedule.pdf(11/20/2018)
Work Employee Schedule Lexington St. August 2018.pdf(11/20/2018)
Work Employee Schedule Arena August 2018.pdf(11/20/2018)
Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/20/2018)

Cancel



Acknowledge Receipt and View Solicitation

Bid #	950025554
Bid Description	Management Parking Garages - Group IV

To acknowledge a bid, you must complete the following information. If you do not want to acknowledge the bid click No and the bid will be displayed. Do you want to continue?

Proceed

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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 Transportation - TR 00073, Reconstruction Hawkins Point Rd. Bridge over CSXT and Roadway Improvements from West of Chemical Rd to Ross Avenue

Allan Myers
Corman Kokosing
Anchor Construction Company

Department of Procurement - B50005554, Management of Parking Garages Group IV

American Building Maintenance ✓
Broadway Services, Inc. ✓
SP Plus Corporation d/b/a
SP+ Municipal Services
Mid Atlantic Parking Services, Inc.
Imperial Parking LLC ✓
TAG & PARKING
PMS Parking, Inc.
Parking Systems of America ✓

Department of Procurement - B50005563, GC-MS Equipment Maintenance, Repair and Diagnostic Services

Agilent Technologies
Full Spectrum Analytics, Inc.
Specialty Underwriters LLC
Electronic Risk Consultant
Compco Analytical, Inc.
The Remi Group, LLC

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President: "The first item on the non-routine agenda can be found on page 49, Item 5, Recommendations for Contract Awards/Rejections Management of Parking Garages Group IV. Will the parties please come forward. Good morning everybody. Ma'am do you have anything ex -- more from last week?"

Ms. Erin Scher-Smyth: "Yes. Good morning, Erin Scher-Smyth, City Purchasing Agent for the Bureau of Procurement. Um -- I wanted to reiterate that I have addressed all of the issues that were raised in the protest as well in the supplemental. The issues are that the ah -- recommended awardee was not on the bidders list which we have shown -- shown actually as untrue. They were on the bidders list, and they received all the documents and they were found responsive. The other issue is that the price is unreasonable. We addressed that. Clearly, the contract -- the solicitation said anything under a dollar would be unreasonable. Therefore, the opposite is true, a dollar and up is considered reasonable, and the Evaluation Committee found it so. The last issue that was brought up was that this process is manifestly unfair to small

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businesses. However, that is also untrue as ah -- both the protesting vendor and um -- the next ah -- vendor in line for award, PMS, another local vendor have both been successful three different times under this same method of award, and therefore, while they're not successful on this actual recommendation, they have been previously under the same method. And therefore, I ask the Board to reject the protest and award the contract as recommended to SP Plus. Thank you."

President: "Thank you. Ma'am I understand that we heard the protest at our last meeting. Do you have anything additional to add?"

Ms. Witherup: "Yes. Very briefly, thank you. Um -- Mr. President members of the Board."

Comptroller: "State your name."

Ms. Witherup: "Maggie Witherup, on behalf of Gordon Feinblatt, for Danas Enterprise, Inc. Um -- just want to reiterate that Danas is a small minority local business that is in joint venture with Impark, and um -- has been successfully managing garages --

MINUTES

parking garages for 25 years. The potential awardee in this case has submitted a proposal to manage three premium garages for .33 cents per month and .34 cents per month for each garage. We do believe that that was non-responsive. I understand that was um -- that has been considered and rejected. But I think the Board should also be concerned by this extremely low price proposal. It is so low that we believe that it constitutes predatory pricing, which would be an anti-trust violation and you can --- you should consider that very seriously. Ah -- look at the entire circumstances of this proposal and this award, and we think that it can only be viewed as an intent to -- to force competition out of the market. Um -- it is impossible to run ah -- manage a garage at the proposed amount of the bid. Ah -- the management fees include things like bookkeeping and accounting, um -- training, human resources support, and I think there's a very real concern here that an unreasonably low management fee is going to affect the performance of the contract and result in neglect um -- and low performance. Ah -- it may look good in the short run ah -- to

MINUTES

have a price proposal that is so low, and certainly we all want to save money and the City wants to save money, I understand that. But we do not believe it is in the best interest of the City to accept this award because it is so unreasonably low. So we request that the um -- award be rejected to proposed offeree."

President: "Madam Comptroller."

Comptroller: "Yeah, I have a couple questions. So the \$36.00 management fee, it appears that that is the break even so, the SP is not making a profit? Can they answer that?"

Ms. Witherup: "Um -- I don't, I don't think --"

Comptroller: "I'm talking about the ven -- is SB, SP --."

Ms. Witherup: "Yeah."

Comptroller: "Can you come up and explain the management fee of \$36.00 and why, why you're --."

President: "Come up and identify yourself on the microphone please."

Mr. Alan Schuller: "Alex Schuller Regional Manager for SP Plus. Um -- in the parking business there are several cost plus items."

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Most of us are self-insured. So, the way we presented it to the Selection Committee we are able to make enough profit with the liability insurance due to our successful risk platform. So that's where we make our profit. Um -- I would also like to say that we successfully run four other properties, with a much similar management fee and we've been very successful in that. We were awarded three last year. We've also been running Lexington Garage which is one of the ones in this bid for the past 15 or 20 years successfully."

Comptroller: "So because you're self-insured you're not paying a fee to ah -- you're not paying a premium. And so what is the rationale or how do you allocate the insurance that the City is paying?"

Mr. Schuller: "So the City dictates the budget to us, and they say the budget is for say its \$2,400.00 for insurance and that's what we bill the City for insurance and if we are successful in our risk platform and we're able to turn up a profit."

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Comptroller: "And so all your other costs in the pro forma are actual expenditures, other than the self-insurance."

Mr. Schuller: "Correct."

Comptroller: "Okay."

President: "Mr. Mayor."

Mayor: "Um -- how many garages are you managing in the City?"

Mr. Schuller: "We have about -- ah -- about 30 garages."

Mayor: "That you manage?"

Mr. Schuller: "Correct."

Mayor: "How many of them are City garages?"

Mr. Schuller: "Four."

Mayor: "Four."

Mr. Schuller: "This would make it six."

President: "Which four are they?"

Mr. Schuller: "Caroline, Fleet and Eden, ah -- Little Italy and Lexington."

President: "Thank you. Okay. I will entertain a Motion."

City Solicitor: "Mr. President having heard the -- ah -- protest as supplemented by counsel's argument. Ah -- I would move to

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reject the protest and follow the recommendation of Procurement and award as recommended."

Comptroller: "Second."

President: "All those in favor. All opposed. The Motion carries.

Thank you."

Ms. Witherup: "Thank you."

President: "Yes. Note -- note that President Scott **ABSTAINS**."

* * * * *

MINUTES

Department of Human Resources - Revised MAPS Performance
Management Program Policy

ACTION REQUESTED OF B/E:

The Board is requested to approve the Revised Managerial and Professional Society (MAPS) Performance Management Program Policy (Policy). The policy becomes effective July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Performance Management Policy for Managerial and Professional Society of Baltimore Covered Employees was initially approved by the Board on April 15, 2015. Following receipt of extensive feedback from Agency Heads and HR Practitioners, the Department formed a project team, comprised of human resources representatives from 8 operational city agencies to review all aspects of the current policy and make recommendations for improvement.

The features of the new policy include:

- Streamlined AM-228-1 Policy
- New! MAPS Employee Performance Management Form
- Branded Communications Strategy
- Updated Performance Management Lifecycle
- Enhanced Managerial and staff resources

The policy modifications are recommended to improve the MAPS employee performance across Baltimore City. The project team is working on a robust program, which will provide citywide access to coaching and evaluation tools, managerial guides, in-person and webinar training sessions, as well as, forms, resources and FAQ documents.

The current policy, performance management forms, and resources will sunset on June 30, 2019. With your approval, the program enhancements will be implemented on July 1, 2019 (FY '20). The

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Department of Human Resources - cont'd

project team will begin a soft rollout with Agency Leaders and HR Practitioners in June. Formal training sessions with MAPS employees in August 2019.

DEFERRED

MINUTES

AM-228-1

a **Performance Management Policy for Managerial**
m **and Professional Society of Baltimore Covered**
Employees

The City of Baltimore (the City) is committed to building and maintaining a high performing and an accountable workforce by providing a continuous, year-round process where your managers and employees work together to plan, track, and review the employee's career goals, work objectives, and contributions.

I. PURPOSE

The purpose of the Performance Management Program (PMP) policy is to improve organizational effectiveness through individual, division, and agency accountability. PMP documents establish individual performance goals that are aligned to each employee's job responsibilities. The PMP also supports the City's goals by requiring ongoing, supervisory coaching, counseling, and feedback to each employee, encouraging professional development and the recognition of each employee's contributions toward achieving organizational goals.

When properly executed, the PMP process meets the following City objectives:

1. Aligns the individual employee responsibilities and performance objectives to division and agency strategic goals;
2. Ensures the use of an objective and quantifiable system for evaluating employee performance and recognizing employee accomplishments;
3. Provides an objective basis for supervisors to address an employee's performance deficiencies;
4. Improves the City's overall performance through assessment, coaching, counseling, and training;
5. Recognizes different levels of performance; and
6. Serves as a workforce and succession planning tool for all job actions.

II. SCOPE

This policy applies to all eligible Managerial and Professional Society of Baltimore (MAPS) employees, both Civil Services and Non-Civil Service employees.

All Performance Management (PM) reviews are confidential, unless they are required for production during grievances; appeals to the Civil Service Commission or Labor Commissioner; or for external litigation.

III. DEFINITIONS

Job Competencies – Competencies are a set of defined knowledge, skills, abilities, and other requirements that are needed for an employee to perform successfully.

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a **Performance Management Policy for Managerial**
m **and Professional Society of Baltimore Covered**
 Employees

Eligible Employee – All *regular employees* of the City of Baltimore in both Civil Service and Non Civil Service MAPS represented and non-represented covered classifications.

Performance Objectives – Measurable and evidence-based outcomes that the employee is expected to achieve (e.g., SMART goals - Specific, Measurable, Attainable, Realistic, and Timed).

Professional Development – Training that builds skills, expands knowledge, or enhances competencies.

IV. RESPONSIBILITIES

The PMP is a collaborative effort involving multiple stakeholders with specific responsibilities at critical stages of the process including, but not limited to, the following:

A. Employee Responsibilities

Employees must develop their own performance objectives and professional development plan in collaboration with their manager. Employees also must complete a self-evaluation during the mid-year and year-end review.

B. Manager Responsibilities

Managers are required to approve final performance objectives based on the employee's position description and Agency goals and in consultation with employees.

Managers are required to meet periodically throughout the year to provide continuous feedback, along with the completion of mid-year and year-end reviews of their employees.

C. Agency Human Resources (HR) Practitioner Responsibilities

The Agency HR office is responsible for retaining a completed evaluation in the employee's personnel file and must input all information into the City's system of record.

D. Agency Responsibilities

Agencies are responsible for ensuring compliance with this policy. Agencies must keep the annual performance review and any supporting documentation as a permanent part of the employee's official personnel record.

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m **and Professional Society of Baltimore Covered**
 Employees

V. PERFORMANCE MANAGEMENT PROGRAM MEASUREMENT PERIOD

The PMP measurement period runs concurrent with the City's fiscal year and must be completed timely to ensure an effective administration. Eligible employees must receive a formal evaluation and ratings from their managers in the PM review. This PM review must occur once every year according to the schedule attached as communicated by the Department of Human Resources (DHR) Office of Shared Services.

VI. PERFORMANCE MANAGEMENT PROGRAM ELIGIBILITY

Each eligible employee must receive performance objectives annually, except for employees who fall into one of the categories below:

A. Newly Hired Employees: Newly hired employees must receive the manager's performance objectives within 45 days of their initial start date. Employees who receive a review must 15 days before the end of the employee's probationary period. After successful completion of the probationary period, the employee will receive new performance objectives for the performance management period.

B. Material Change in Job Duties: An employee who is reclassified, promoted, demoted, or transferred during the performance management cycle must receive updated performance objectives within 45 days of a permanent material change in performance objectives.

C. Recently Appointed Supervision: Whenever an employee changes supervisors, the employee's former supervisor should evaluate the employee's performance in relation to the employee's goals. Each goal should be rated individually, and no overall rating is required. If the change in supervisors is the result of the employee's former supervisor terminating employment with the City, the next level manager is responsible for evaluating the employee's performance within 7 days. These ratings shall cover the period from the beginning of the year until the effective date of the change in supervisors.

D. Reinstated employees: An employee reinstated to the same position, in the same agency, will use the previous performance objectives. An employee reinstated to a different position must create new goals and objectives utilizing their new position description.

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a *Performance Management Policy for Managerial*
m *and Professional Society of Baltimore Covered*
 Employees

VII. PERFORMANCE PLANNING

Annual performance guidance is set forth by using an employee's position description, performance objectives, job competencies, and professional development goals for the specific performance management period. Performance objectives must be created by the employee in collaboration with their direct manager. Performance measures are documented on the City's official PM forms.

Employees may not initiate a grievance or appeal at any stage of the employee performance planning process.

A. Administration

Performance PM reviews for all employees are due according to the schedule that is communicated by DHR's Office of Shared Services. Performance PM reviews must be signed by the employee, the direct manager, and by the next level manager. All reviews should be submitted to the Department of Human Resources Office and retained in the employee's official personnel file.

B. Development and Training

Training is an essential part of the performance management process. Managers are also required to ensure employees complete at least one professional development goal or training activity within the performance year. This may include courses offered in the Department of Human Resources Learning and Development Catalog.

VIII. PERFORMANCE MONITORING

Performance monitoring is an ongoing process that assists managers and employees in achieving performance objectives by identifying and addressing performance deficiencies when they occur. Performance monitoring consists of continuous coaching and counseling, a mid-year PM review and may include performance improvement plans.

A. Performance Objectives

An employee's manager must work with the employee to identify the performance objectives against which the employee's performance is evaluated every year. This must be done annually for current employees, as well as upon appointment to a new position, or the assignment of substantially different duties to an employee. These goals must be provided to the employee in writing.

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a **Performance Management Policy for Managerial**
m **and Professional Society of Baltimore Covered**
Employees

B. Coaching and Counseling

In addition to the mid-year and year-end reviews, managers must initiate coaching and counseling throughout the year as needed to assist employees with meeting performance objectives.

C. Performance Management Program Ratings

PM ratings are assigned using a DHR-approved scale (e.g., a 5-point scale). These ratings serve as the primary basis for determining employee PM review in the current position, promotability, employee development employee improvement, and employee separation.

IX. PERFORMANCE MANAGEMENT REVIEWS

PM reviews must encompass the employee's overall performance during the performance management period.

PM reviews are not grievable, but may be appealed as set forth below.

Appealing PM Review

An employee may appeal a final performance PM review rating, and the appeal may only be filed for the most recent performance PM review. Any appeal not filed timely will not be considered. The employee is limited to one appeal for any performance cycle, regardless of the number of issues involved.

Employees should contact their agency Human Resources Practitioner to discuss concerns or to file an appeal.

Appeal Procedure

1. An employee who disagrees with an annual PM review and cannot resolve the disagreement with the manager may take their written appeal to the Human Resources Practitioner of their agency. Such an appeal must be made within 10 days of the initial performance PM review.
2. Upon receiving the written appeal, the HR Practitioner must provide the appeal to the Agency Head. The Agency Head/Director (or executive-level designee) must provide the employee and the manager a written response within 10 days of the HR Practitioner's receipt of the appeal. The written response shall indicate one of the following outcomes:

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AM-228-1

a m Performance Management Policy for Managerial and Professional Society of Baltimore Covered Employees

- a. The Agency Head/Director agrees with the original performance PM review;
- b. The Agency Head/Director disagrees with parts of the performance PM review and instructs the managers/Supervisor to revise the original performance PM review; and
- c. The Agency Head/Director disagrees with entire performance PM review and instructs the managers/Supervisor to complete a new performance PM review.

The decision by the Agency Head/Director or designee shall be final.

X. PROHIBITED CONDUCT

The City strictly prohibits retaliation or discrimination against an employee for conforming to the Performance Management and Development policy. Violation of this policy may result in disciplinary action, including termination of employment. All employees are required to promptly report concerns of retaliation under this policy to the agency human resources practitioner.

XI. AUTHORITY

The Department of Human Resources issued this policy pursuant to the authority provided in the City Charter, Articles VI and VII, and the approval of the City's Board of Estimates.

XII. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this policy at any time, with the approval of the City's Board of Estimates.

RELATED POLICIES

- AM-200-05 Hiring, Transfers, and Promotions
- AM-204-32 Employee Recognition Program
- AM-231-01 Hiring and Transfers
- AM-235-01 Promotions
- PM-370 Performance Management Reviews

DEFERRED

MINUTES

Department of Human Resources - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** the Revised Managerial and Professional Society Performance Management Program Policy for two weeks.

MINUTES

Department of Public Works/Office - Agreement
of Engineering and Construction (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Dewberry Engineers, Inc., under SC 950R, Post Award Services for Caroline Street Stormwater Pumping Station Improvements. The period of Agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$84,036.77 - 9956-904549-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Dewberry Engineers, Inc. to provide Post Award Services for the construction of SC 950R, Caroline Street Stormwater Pumping Station Improvements.

Under this Agreement, Dewberry Engineers, Inc. will provide various engineering services during construction including review of shop drawings, schedule of value, test sample results, all submittals, review and evaluation of Proposed Change Orders, and will review and approve construction schedules.

In addition, Dewberry Engineers, Inc. will respond to Requests for Information, maintain a log listing of all submittals and the status of the review and appeal, and attend construction progress meetings.

MINUTES

DPW - cont'd

MWBOO SET GOALS OF 14% FOR MBE AND 7% FOR WBE.

MBE: Dhillon Engineering, Inc.	\$34,293.47	40.80%
WBE: Carroll Engineering, Inc.	\$ 5,883.46	7.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Dewberry Engineers, Inc., under SC 950R, Post Award Services for Caroline Street Stormwater Pumping Station Improvements.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 to Johnson, Mirmiran & Thompson, Inc. (JMT), under Project No. 1802, (SC 965), On-Call Project and Construction Management Assistance. The period of the services under Task No. 001 is approximately 17 months.

AMOUNT OF MONEY AND SOURCE:

\$723,848.20 - 9956-903578-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting the JMT to provide construction management assistance services for the ongoing work on SC 965.

The terms of the scope of the original agreement included the Consultant assisting the Construction Management Section with monitoring and inspection, preparing daily reports, maintaining project records and documentation, reviewing contractor's application for payment, attending progress meetings, preparing record drawings, reviewing of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, and construction contract administrative support. The original agreement will expire on July 11, 2022.

The scope of the construction project includes re-scope of work deleted from SC 908, SC 909, and SC 911, sewer cleaning and closed circuit television inspection, cured-in-place pipe lining of sanitary sewers, excavate and replace segments of sanitary sewer via point repairs, sewer replacement, manhole repairs and rehabilitation work, sewer house connection repair and rehabilitation work, and new manhole and cleanout installation work.

MINUTES

DPW - cont'd

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29% MBE and 10% WBE goals assigned to the original agreement. This On-Call Agreement is currently not in compliance because this is the first task on this contract.

MWBOO APPROVED THE EAR ON OCTOBER 16, 2018.

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>
\$781,756.06	9956-903569-9549	9956-903578-9551-9
Revenue Bonds	Sanitary Sewer Replace/Rehab	Design & Study

This transfer will provide funds to cover the costs associated with Project No. 1802 (SC 9650) On-Call Project and Construction Management Assistance.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1802, (SC 965), On-Call Project and Construction Management Assistance. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

Department of Public Works - Amendment No. 1 to Post
Award Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Post Award Services Agreement with Whitman, Requardt & Associates, LLP under WC 1305, Ashburton Filtration Plant Standby Generator. This Amendment No. 1 will extend the period of the Agreement through April 5, 2020.

AMOUNT OF MONEY AND SOURCE:

\$20,358.11 (59.3929%)
13,918.90 (40.6071%)
\$34,277.01 - 9960-902298-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction (OEC) requests approval for Post Award Services to increase the budget of the electrical sub consultant, Shah and Associates, Inc., to provide additional Post Award Services for the referenced project. The construction contract has been extended by 201 days.

During this additional time, there has been continuing coordination between the design team, OEC, the Contractor and personnel at the Ashburton Water Filtration Plant (WFP). This coordination has been necessary to ensure, as much as possible, that the WFP remains online and continues to provide the quantity and quality of water necessary for the City. The scope of work added to the PAS includes additional RFIs and submittals; attendance at progress and site meetings; conference calls and on-site testing and commissioning.

MINUTES

Department of Public Works - cont'd

MBE/WBE PARTICIPATION:

The Vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MWBOO goals.

MBE: 27%

WBE: 9%

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$21,986.75 Water Revenue Bond	9960-921017-9558 Ashburton WFP Generator	
15,032.42 <u>County Revenue</u>	9960-921017-9558 Ashburton WFP Generator	
\$37,019.17	-----	9960-902298-9557-3 (PAS)

This transfer will cover the cost of amendment of WC 1305, Ashburton Filtration Plant Standby Generator.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Post Award Services Agreement with Whitman, Requardt & Associates, LLP under WC 1305, Ashburton Filtration Plant Standby Generator. The Transfer of

MINUTES

Department of Public Works - cont'd

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

MINUTES

Department of Law - Employment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Employment Agreement between the Baltimore Police Department and Michael G. Sullivan. The Employment Agreement is effective June 17, 2019 for three years, unless terminated sooner in accordance with the terms of the Employee Agreement.

AMOUNT OF MONEY AND SOURCE:

\$195,000.00 - 1001-000000-2042-774300-601062

BACKGROUND/EXPLANATION:

Mr. Sullivan is being hired to serve as the Deputy Commissioner for Operations and assist the Police Commissioner in leading the Baltimore Police Department. Mr. Sullivan served as the Deputy Chief of Police at the Louisville, Kentucky Metro Police Department.

Mr. Sullivan's salary is \$195,000.00 per year, including salary increases and benefits consistent with MAPS policies and \$3,500.00 in moving expenses; and expenses related to professional development, subject to the Board's approval and applicable City requirements.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Employment Agreement between the Baltimore Police Department and Michael G. Sullivan.

MINUTES

Mayor's Office of Employment - Ratification and Individual
Development Training Account Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Purchase Order for Jane Addams Resources Corporation. The Board is further requested to approve and authorize execution the Individual Training Account Agreement (ITAA) for Jane Addams Resources Corporation. The period of the Individual Training Account Agreement is July 1, 2018 through June 30, 2019, unless terminated earlier in accordance with the agreement.

AMOUNT OF MONEY AND SOURCE:

\$36,000.00 - Agreement
 4000-807518-6312-467253-603051
 4000-806718-6312-467253-603051
 2026-000000-6311-734100-603051
(24,000.00) - Purchase Order No. 546346
\$12,000.00 - remainder of ITAA amount

BACKGROUND/EXPLANATION:

Jane Addams Resources Corporation will provide training in areas specified on the Maryland Higher Education Commission list approved training providers through the Maryland Department of Labor, Licensing and Regulation.

The training consisted of the Workforce Innovation and Opportunity Act (WIOA) training programs outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards and the total hours of each course in a certification program. The maximum length of time a participant can remain in training is one year.

MINUTES

Mayor's Office of Employment Development - cont'd

The money will be drawn from three different accounts (FY19 WIOA Adult, FY19 WIOA Dislocated Worker and Casino Support Funds). The amount drawn from these accounts cannot be determined until the participants are registered.

The agreement will not exceed \$36,000.00 of Federal Funds and Casino Support Funds. The ITAA amount includes funds for Purchase Order No. 546346 in the amount of \$24,000.00, making the remaining available balance \$12,000.00.

MOED utilized a Purchase Order, prior to receiving Board approval because when the agency received the grant award from the State there was insufficient time to prepare the agreement in advance of the commencement of training for unemployed and dislocated workers. The agency did not want those individuals to lose their opportunity for training or the City not too fulfill the grant requirements.

The agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS HAS REVIEWED AND RECOMMENDED IN THE FUTURE THE AGENCY REQUEST A TWO-MONTH ADVANCE FROM THE BOARD, IF FUNDS ARE NEEDED PRIOR TO SUBMISSION OF THE AGREEMENT TO THE BOARD FOR APPROVAL.

MINUTES

Mayor's Office of Employment Development - cont'd

UPON MOTION duly made and seconded, the Board ratified the Purchase Order for Jane Addams Resources Corporation. The Board further approved and authorized execution the Individual Training Account Agreement for Jane Addams Resources Corporation.

MINUTES

Mayor's Office of Employment Development - cont'd

The agreement will not exceed \$105,769.00 of Federal Funds and Casino Support Funds. The ITAA amount includes funds for Purchase Order No. 547111 in the amount of \$24,000.00, making the remaining available balance \$81,769.00.

MOED utilized a Purchase Order, prior to receiving Board approval because when the agency received the grant award from the State there was insufficient time to prepare the agreement in advance of the commencement of training for unemployed and dislocated workers. The agency did not want those individuals to lose their opportunity for training or the City not too fulfill the grant requirements.

The agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS HAS REVIEWED AND RECOMMENDED IN THE FUTURE THE AGENCY REQUEST A TWO-MONTH ADVANCE FROM THE BOARD, IF FUNDS ARE NEEDED PRIOR TO SUBMISSION OF THE AGREEMENT TO THE BOARD FOR APPROVAL.

UPON MOTION duly made and seconded, the Board ratified the Purchase Order for Baltimore City Community College. The Board further approved and authorized execution the Individual Training Account Agreement for Baltimore City Community College.

MINUTES

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

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MINUTES

Clerk: "The Board 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 an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

- | | |
|-----------------------------------|---|
| <u>Bureau of Procurement</u> | - B50005629, Dental Health Maintenance Organization (DHMO) and Dental Preferred Provider Organization Model (DPPO) Plan
<u>BIDS TO BE RECV'D: 06/12/2019</u>
<u>BIDS TO BE OPENED: 06/12/2019</u> |
| <u>Bureau of Procurement</u> | - B50005653, Life and Accidental Death and Dismemberment Insurance for Employee and Retirees
<u>BIDS TO BE RECV'D: 06/12/2019</u>
<u>BIDS TO BE OPENED: 06/12/2019</u> |
| <u>Bureau of General Services</u> | - GS 17811, Northeastern District Police Station Improvements and Roof Replacement
<u>BIDS TO BE RECV'D: 06/12/2019</u>
<u>BIDS TO BE OPENED: 06/12/2019</u> |

MINUTES

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

Bureau of Procurement

- B50005633, Flexible Spending
Account Administration

Baker Tilly Vantagen
Benefit Strategies, LLC
Connect Your Care, LLC
Wage Works, Inc.
TASC Total Administrative
Services Corp.

Bureau of Procurement

- B50005765, OEM Parts and Services
for General Motors Heavy Duty Trucks

NO BIDS WERE RECEIVED.

Bureau of Procurement

- B50005771, OEM Parts and Services
for Dodge/Chrysler/Jeep Vehicles

Heritage Dodge

Bureau of Procurement

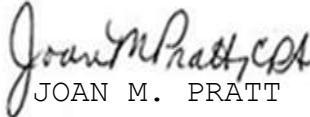
- B50005776, OEM Parts and Service for
Doosan Heavy Equipment

NO BIDS WERE RECEIVED.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, June 12, 2019.



JOAN M. PRATT
Secretary