

MINUTES**REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President
Honorable Stephanie Rawlings-Blake, Mayor - **ABSENT**
Honorable Joan M. Pratt, Comptroller and Secretary
George A. Nilson, City Solicitor
Rudolph S. Chow, Director of Public Works
David E. Ralph, Deputy City Solicitor
S. Dale Thompson, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk
Henry Raymond, Director of Finance

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, Honorable Stephanie Rawlings-Blake, Mayor, in her absence during the meeting, designated Mr. Henry Raymond, Director of Finance, to represent her and exercise her power at this Board meeting.

Clerk: "Good Morning. Today is October 14. As the Board um -- has extended the deadline for protest today because of the holiday on Monday. I like to know is there anyone present who has a protest ah -- to submit today if they have not already done so? No response. Thank you."

President: "Good Morning. The October 14, 2015, meeting of the Board of Estimates is now called to order."

MINUTES

In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. I will direct the Board members attention to the memorandum from my office dated October 13, 2015, 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: "Approve all items on the routine agenda."

Comptroller: "Second."

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

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MINUTES

Department of Real Estate - Lease Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve a lease renewal with the Progressive Education Center, Inc., Tenant, for the rental of a portion of the property located at 1510 W. Lafayette Avenue, being on the 2nd level - Courtyard side, consisting of approximately 2,862 sq. ft. The period of the renewal is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
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\$13,200.00	\$1,100.00
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Additional charge for utilities

<u>Annual</u>	<u>Monthly</u>
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\$3,000.00	\$ 250.00
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BACKGROUND/EXPLANATION:

The leased premises will be used as a Day Care Center. The original term of the lease was for one year, commencing on October 1, 2014 through September 30, 2015, with an option to renew for an additional one year term. The Landlord is responsible for maintaining equipment such as plumbing, air conditioning and heating, pest control, trash, snow, ice, debris, and providing utilities. The Tenant is responsible for janitorial services, telephone and computer services, securing all Day Care licensing, liability insurance, and paying for utilities usage.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the lease renewal with the Progressive Education Center, Inc., Tenant, for the rental of a portion of the property located at 1510 W. Lafayette Avenue, being on the 2nd level - Courtyard side, consisting of approximately 2,862 sq. ft.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3702 - 3704

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
1.	\$100,000.00	9950-909174-9528	9950-908174-9527
	FED	Constr. Reserve	Preston Gardens
		Preston Gardens	Infrastructure
		Infrastructure	

This transfer will cover the deficit and other expenses related to project TR12308, Preston Gardens Infrastructure in the amount of \$100,000.00.

2.	\$170,559.30	9950-944002-9507	9952-906044-9510
	FED	Constr. Reserve -	Street Lighting
		Reserve for	Historic District
		Closeouts	

This transfer is to close the project and match the Federal contribution on project TR10310 Pedestrian Lighting, in the amount of \$170,559.30.

3.	\$ 15,000.00	9950-935003-9509	9950-901547-9506
	GF (HUR)	Constr. Reserve	Fulton Ave. Bridge
		Fulton Ave. Street-	
		scape	

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise the construction project TR12310 Fulton Ave. Bridge over US 40, in the amount of \$15,000.00.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
4. \$150,000.00	9916-906088-9194	9916-904188-9197
1 st Parks & Public Facilities Loan	Shot Tower Stair- way - Reserve	Shot Tower Stair- way - Active

The Shot Tower is one of the most iconic City-owned cultural assets in Baltimore. The ability to climb to the top of the tower will assist the building's financial self-sufficiency through increased revenue, saving the City from long-term operational expenses and providing a popular activity to visitors. These funds will be matched by a State of Maryland grant which is reimbursable up to \$90,000.00.

5. \$ 70,000.00	9916-904845-9194	9916-901195-9197
3 rd Public Building Loan	Capital Constr. & Maintenance - Reserve	Police HQ Carpet Replacement - Active

Insurance will cover the cost for 65,000 sq. yards of carpeting that will be replaced at Police Headquarters due to a flood. This transfer will cover replacing the carpet in areas that are adjacent to damaged areas. These are contiguous areas and the carpeting will complete the workspace areas, instead of leaving old and worn carpeting.

6. \$350,000.00	9916-908413-9194	9916-916313-9197
1 st Parks & Public Facilities Loan	Mitchell Court- house Elevators - Reserve	Mitchell Courthouse Elevators - Active

The elevators at Mitchell Courthouse are outdated, unreliable, and are in continuous need of repair. They have outlived their useful life and need to be replaced.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
7. \$100,000.00	9910-902985-9587	9910-903283-9588
UDAG Repayment Funds	Housing Develop- ment (Reserve)	Emergency Housing

This transfer will provide funding for emergency housing costs associated with citizens displaced by fire, flooding, or other hardships.

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Chevy Chase Contractors, Inc.	\$ 8,000,000.00
Facchina Construction Company, Inc.	\$ 361,746,000.00
G.E. Tignall & Co., Inc.	\$ 147,888,000.00
Hayward Baker, Inc.	\$1,164,015,000.00
Horton Mechanical Contractors, Inc.	\$ 8,000,000.00
JLN Construction Services, LLC	\$ 8,000,000.00
Mobile Dredging and Pumping Co.	\$ 23,931,000.00
Power and Combustion, Inc.	\$ 82,143,000.00
Superior Painting & Contracting Co., Inc.	\$ 8,000,000.00
Tech Contracting Company, Inc.	\$ 8,000,000.00
Yancey Roofing and Waterproofing	\$ 1,500,000.00

2. Prequalification of Architects and Engineers

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

AMEC Foster Wheeler Environment & Infrastructure, Inc.	Engineer
Brown & Caldwell	Engineer
Hardesty & Hanover, LLC	Engineer

MINUTESBoards and Commissions - cont'd

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and Architects and Engineers for the listed firms. The Comptroller **ABSTAINED** on item no. 1, Horton Mechanical Contractors, Inc. only.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

3708 - 3709

The EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds as 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

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation

1. EWO #002, \$1,173,829.89 - TR 12314, Roland Avenue & Northern Parkway Improvements and Traffic Calming

\$3,899,000.00	\$131,829.62	M. Luis Construc-	180	-
		tion Co., Inc.		

This authorization will cover the cost of existing overruns on Roland Avenue. An additional 180-day time extension is needed to finish the remaining work in the contract. The contract expired September 8, 2015. The new completion date will be March 6, 2016.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,767,417.51 Federal	9950-944002-9507 Constr. Reserve Reserve for Closeouts	
441,854.38 <u>GF (HUR)</u>	9950-904214-9514 Constr. Reserve Local Resurfacing Northwest	
\$2,209,271.89	-----	9950-904782-9508-2 Contingencies - Roland Park Complete Streets

This transfer will cover the deficit and fund the costs associated with Change Order No. 2, Project TR 12314, Roland Avenue & Northern Parkway Improvements, and Traffic Calming, with M. Luis Construction Company, Inc. in the amount of \$2,008,428.99.

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation

- 3. EWO #005, (\$239,000.39) - TR 10307, Resurfacing Highways @
Various Locations, Southeast - Sector IV
\$1,973,777.10 \$51,376.41 P. Flanigan & - -
Sons, Inc.

This authorization provides for payment of overrun items, deduction of amounts not needed due to underruns or not used items, and to balance out the contract.

- 4. EWO #007, (\$161,206.54) - TR 03305, Resurfacing Liberty
Heights Avenue from Reisterstown Road to Druid Park Drive
\$1,060,935.75 \$22,070.34 P. Flanigan & - -
Sons, Inc.

This authorization is necessary for payment of overrun items, deduction of amounts not paid due to underruns or not used items, and to balance out the contract.

- 5. EWO #009, (\$1,086.71) - TR 09302, Construction of Traffic
Signals Citywide - JOC
\$3,372,645.00 \$288,101.51 Midasco, LLC - -

This authorization is necessary for payment of overrun items, deduction of amounts not paid due to underruns or not used items, and to balance out the contract.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with Johnson, Mirmiran & Thompson, Inc. (JMT), for Project 1141J, Wastewater Engineering Services for the Improvements to the High Level Collection System. The Amendment extends the Agreement through July 18, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The JMT was awarded an agreement on January 19, 2011 to provide engineering services for the Improvements to the High Level Sewershed Collection System in compliance with the Consent Decree for a period of five years. This Amendment to Agreement will allow the Consultant to continue to provide post award engineering services, which include but are not limited to attending additional progress meetings, site visits, responding to requests for information (RFI's), review of submittals, technical consultations, proposed change orders and post-rehabilitation videos, and attend the final acceptance walk-through which occurs one year after construction is completed. The JMT was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission. The original agreement expires January 19, 2016. This amendment will extend the contract for 18 months through July 18, 2017.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the MBE/WBE program in accordance with the Baltimore City Code, Article 5, Subtitle 28.

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with Johnson, Mirmiran & Thompson, Inc., for Project 1141J, Wastewater Engineering Services for the Improvements to the High Level Collection System.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the following Agreements. The period of the agreement is July 1, 2015 through June 30, 2016, unless otherwise indicated.

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

1.	STATE OF MARYLAND, DEPARTMENT OF HUMAN RESOURCES	\$0.00
2.	DESTINY'S PLACE, INC.	\$0.00
3.	GREENMOUNT SENIOR CENTER, INC.	\$0.00
4.	READING PARTNERS, INC. a/k/a READING PARTNERS	\$0.00
5.	CANTON HARBOR HEALTHCARE CENTER, INC.	\$0.00
6.	BON SECOURS SMALLWOOD SUMMIT LIMITED PARTNERSHIP	\$0.00
7.	ST. JAMES' TERRACE APARTMENTS, INC.	\$0.00
8.	UNITY PROPERTIES, INC.	\$0.00
9.	THE HEARING AND SPEECH AGENCY OF METROPOLITAN BALTIMORE, INC.	\$0.00
10.	UNITED PRESBYTERIAN MINISTRIES OF MARYLAND, INC./WESTMINSTER HOUSE APARTMENTS	\$0.00

The above-listed organizations will serve as volunteer stations for the RSVP. The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over.

MINUTES

Health Department - cont'd

SENIOR COMPANION PROGRAM

11. **UNITED PRESBYTERIAN MINISTRIES** **\$0.00**
OF MARYLAND, INC./WESTMINSTER
HOUSE APARTMENTS

The Department was awarded a grant from the Corporation for National and Community Services. The grant pays 100% of the cost for the Senior Companions to volunteer and assist special needs clients who want to remain in their homes. While the Senior Volunteers are on duty, the grant provides for their life insurance, transportation and other benefits.

The Agreements are late because they were recently completed.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of Information - Memorandum of Understanding
Technology

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with Baltimore County, Maryland. The period of the Memorandum of Understanding (MOU) is effective upon Board approval for five years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MOU provides for 911 call taking to be routed to the Regional Backup 911 Center located on Gilroy Avenue in the event the City is unable to answer 911 calls. The Urban Area Security Initiative provided a grant to support a Regional Backup 911 Center located on Gilroy Avenue in Baltimore County, Maryland. The Memorandum of Understanding will formalize the agreement between the City and County for 911 call taking support in the event of a system failure. The City's current backup is located within City limits. The Regional Backup 911 Center will create redundancy and provide a location outside of the City limits that may be impacted by the same natural or man-made disaster.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Baltimore County, Maryland.

MINUTES

Police Department - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consultant Agreement with Gary Hartsock Forfeiture Consultant Specialist, LLC. The period of the agreement is October 7, 2015 through October 6, 2016.

AMOUNT OF MONEY AND SOURCE:

\$42,000.00 - 1001-000000-2042-198100-603026

BACKGROUND/EXPLANATION:

Gary Hartsock Forfeiture Consultant Specialist, LLC. will receive faxes from the Auto Theft Detectives regarding narcotic vehicles seized and review the seized vehicles to ascertain if they meet the criteria for seizure. Gary Hartsock Forfeiture Consultant Specialist, LLC. will enter information on seized vehicles into the Vehicle Forfeiture Database and create a case folder. The Consultant will send cases to the Police Commissioner for review and if approved, will forward the cases to the Assistant State's Attorney office.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with Gary Hartsock Forfeiture Consultant Specialist, LLC.

MINUTES

Department of Finance - Capital Projects Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Capital Projects Grant Agreement with the State of Maryland.

AMOUNT OF MONEY AND SOURCE:

\$5,000,000.00 - 9914-912409-9588
2015 State of Maryland Revitalization Funds

BACKGROUND/EXPLANATION:

The Capital Projects Grant Agreement is for the support of the Redevelopment of the 88-acre Site in East Baltimore. The East Baltimore Development Initiative (EBDI) is managing the redevelopment of an 88-acre site in East Baltimore that includes the new biotech space, commercial and retail space, and over 2,100 units of mixed-income housing. The State of Maryland has played a critical role in realizing this vision through its approval of State Revitalization Funds, which support acquisition of properties, demolition, site improvements, and public infrastructure. Funds are appropriated in the Department of Housing and Community Development's Fiscal Year 2016 Capital Budget.

The 2015 General Assembly approved \$5,000,000.00 to advance development efforts within the EBDI's boundaries. Funds are being provided as a grant to the City and will be used to support public infrastructure throughout the project area.

The State requires that the City execute a Capital Projects Grant Agreement before funds can be made available. Once the Capital Projects Grant Agreement is approved by the State's Board of Public Works, the City will execute a separate Grant Agreement with the EBDI regarding specific uses and conditions for the State Funds. The Department of Housing and Community Development will request approval of this agreement from the Board at a future meeting.

MINUTES

Department of Finance - cont'd

MBE/WBE PARTICIPATION:

Minority and Women's Business participation requirements are established as part of the Land Development and Disposition Agreement between the City and the EBDI.

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

Department of Housing and Community Development

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$5,000,000.00	9910-904979-9587	9914-912409-9588
State Funds	Dept. of Housing East Baltimore Redevelopment	EBDI - FY2016

This transfer of funds supports the State Capital Funds for the East Baltimore Project.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Capital Projects Grant Agreement with the State of Maryland. 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

Mayor's Office of Human Services - Inter-Governmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Inter-Governmental Agreement with the State of Maryland Department of Human Resources, Baltimore City Department of Social Services (DHR/BCDSS). The period of the Inter-Governmental Agreement is July 1, 2014 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$425,040.00 - 5000-502816-3572-764500-603051
517,344.00 - 5000-502816-3572-764600-603051
\$942,384.00

BACKGROUND/EXPLANATION:

The initial award will be in the amount of \$314,128.00 and the agreement provides for two renewal options in the same amount. The total award amount will not exceed \$942,384.00. The grant will provide for transitional shelter and a full-range of services for homeless vulnerable families and single adults. The number served under this grant is estimated to be between 100 to 250 adults and members of families experiencing homelessness per year.

This Inter-Governmental Agreement is late because of the delay in obtaining the grant award from the DHR/BCDSS.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Governmental Agreement with the State of Maryland Department of Human Resources, Baltimore City Department of Social Services.

MINUTES

Mayor's Office Human - Agreements
Services (MOHS)

The Board is requested to approve and authorize execution of the following Agreements:

1. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$435,805.50**

Account: 4000-407016-3571-759400-603051

The organization will provide permanent housing and supportive services to 28 individuals. The period of the Agreement is January 1, 2016 through December 31, 2016.

MWBOO GRANTED A WAIVER.

2. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$469,294.50**

Account: 4000-407016-3571-757100-603051

St. Vincent de Paul of Baltimore, Inc. will use funds to provide permanent housing and supportive services to 32 individuals in a Housing First model program. The period of the Agreement is October 1, 2015 through September 30, 2016.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board Deferred Item nos. 1 and 2 for one week.

MINUTES

Department of Housing and - Amendment No. 1 to Grant
Community Development Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Grant Agreement with Healthy Neighborhoods Inc. (HNI).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 3, 2013, the Board approved the Grant Agreement with HNI in the amount of \$750,000.00 from a Settlement Agreement between the City and Wells Fargo Bank N.A. Funds were provided to support HNI's efforts underway through the Neighborhood Stabilization Program 2 (NSP2) Funds. Seventy-Five Thousand dollars was allocated to administration and the positions of Senior Program Manager and Compliance Officer.

The HNI notified the DHCD that the employees who filled those positions have left the HNI and that the Senior Program Manager is being replaced by a Compliance Officer. Amendment No. 1 to Grant Agreement provides for the change in staffing. The remaining funds will be used towards costs associated with the two Compliance Officers. The amount of funds allocated to personnel costs will not change.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Grant Agreement with Healthy Neighborhoods Inc.

MINUTES

Department of Housing and - Consultant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consultant Agreement with the Center for Land Reform, Inc. d/b/a Center for Community Progress. The period of the agreement is effective upon Board approval for 6 months.

AMOUNT OF MONEY AND SOURCE:

\$113,930.00 - 9910-909114-9588-900000-709032

BACKGROUND/EXPLANATION:

This is a professional service agreement for a study evaluating the Vacants to Value Program. The agreement was awarded through a formal competitive request-for-proposal process. A range of actions and activities will be undertaken in carrying out this evaluation.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with the Center for Land Reform, Inc. d/b/a Center for Community Progress.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agency
hereinafter named, the Board,
UPON MOTION duly made and seconded,
awarded the formally advertised contracts
listed on the following pages:

3724 - 3725

to the low bidders meeting the specifications,
and rejected the bids as indicated
for the reasons stated.

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

1. GS 14804, AWMB HVAC Replacement 1st Floor Denver-Elek, Inc. \$ 233,500.00

MBE: Spears Mechanical Contractors, Inc. \$ 63,045.00 27%

MWBOO FOUND VENDOR IN COMPLIANCE.

Department of Transportation

2. TR15019, Conduit System Repairs at Various Locations Citywide (JOC) Allied Contractors, Inc. \$1,659,750.00

MBE: J M Murphy Enterprises, Inc. \$100,400.00 6.00%

WBE: S&L Trucking, LLC \$ 16,800.00 1.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,991,700.00	9962-903521-9563	
Other	Constr. Reserve	
	Conduit Manhole	
	Reconstruction	
\$1,659,750.00	-----	9962-911067-9562-6
		Structure & Improv.
165,975.00	-----	9962-911067-9562-5
		Inspection

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

165,975.00	-----	9962-911067-9562-2
<u>\$1,991,700.00</u>		Contingencies -
		Conduit Repair JOC
		Co

This transfer will fund the costs associated with award of project TR15019 Conduit System Repairs at Various Locations Citywide, with Allied Contractors, Inc. in the amount of \$1,659,750.00.

Bureau of Purchases

- 4. B50004193, Storm Stormwater \$441,844.62
 Drain Inlet Maintenance, LLC
 Cleaning Services

MWBO SET GOALS OF 27% MBE AND 10% WBE.

MBE: A Halcon Contractors, Inc. 35.25%

WBE: Stormwater Maintenance, LLC 32.28%

MWBO FOUND VENDOR IN COMPLIANCE.

MINUTES

Bureau of Purchases - Open Price Proposal for B50003904

ACTION REQUESTED OF B/E:

The Board is requested to open the price proposal for B50003904, Health Care Consultant and Actuarial Services from the following vendors:

The Segal Company (Eastern States)
AON Consulting Inc.

and return unopened the price proposals of the vendors that did not receive an acceptable technical score.

AMOUNT OF MONEY AND SOURCE:

N/A - Price Opening

BACKGROUND/EXPLANATION:

Vendors were solicited by posting on CitiBuy and advertising in local newspapers. Four technical proposals were received and opened on August 19, 2015. The two vendors listed above achieved an acceptable technical score. The bids received from Kennedy & Rand Consulting, Inc. dba PRM Consulting Group and the Hay Group did not achieve an acceptable technical score.

UPON MOTION duly made and seconded, the Board approved the opening of the price proposal for B50003904, Health Care Consultant and Actuarial Services from The Segal Company (Eastern States) and AON Consulting, Inc. and returned the unopened the price proposals of the vendors that did not receive an acceptable technical score.

MINUTES

Department of Transportation (DOT) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Department of Transportation and Broadview Apartments, LLC. The period of the MOU is effective upon Board approval for 25 years, with an option to renew for an additional 25 years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MOU establishes the framework for the owner to maintain landscaping in the right-of-way for Broadview Apartments, LLC at 39th Street between University Parkway and Canterbury. The maintenance will be at the sole cost and expense of the owner during the term of the agreement.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Department of Transportation and Broadview Apartments, LLC.

MINUTES

Department of Transportation - Amendment No. 1 to Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Amendment No. 1 to a Traffic Mitigation Agreement with Park Square Homes I, LLC, for Center/West at 101 and 201 N. Schroeder Street.

AMOUNT OF MONEY AND SOURCE:

\$77,087.98 - 9950-908030-9512-000000-490375 - Revenue Account

BACKGROUND/EXPLANATION:

On September 9, 2015, the Board approved a Traffic Mitigation Agreement with Park Square Homes I, LLC in the amount of \$95,204.90 to fund the City's multimodal transportation improvements in the project's vicinity. The Department is now requesting the Board to approve an Amendment No. 1 to allow a revision of the Traffic Mitigation Fee due to an administrative oversight of documents in the amount to be paid to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved the Amendment No. 1 to a Traffic Mitigation Agreement with Park Square Homes I, LLC, for Center/West at 101 and 201 N. Schroeder Street.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 1 to A. Morton Thomas and Associates, Inc. under Project No. 1217, On-Call Construction Project Management Services.

AMOUNT OF MONEY AND SOURCE:

\$ 75,984.62 - 9950-904208-9514-900010-705032
75,984.61 - 9950-902256-9508-900010-705032
\$151,969.23

BACKGROUND/EXPLANATION:

This authorization provides for extending the services for a Construction Manager with the Transportation Engineering and Construction Division for approximately six-months for projects TR 10301 and TR 08310.

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

MWBOO SET GOALS OF 27% MBE AND 10% WBE.

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 1 to A. Morton Thomas and Associates, Inc. under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 2 to Rummel, Klepper & Kahl, LLP under Project No. 1217, On-Call Construction Project Management Services.

AMOUNT OF MONEY AND SOURCE:

\$138,223.13 - 9962-904056-9562-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides for on-site support to the Department of Transportation for approximately one year for a GIS Technician and Utilities Coordinator for the Reconstruction, Bridge, Resurfacing, and Conduit projects.

MBE/WBE PARTICIPATION:

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

MBE: 29.00%

WBE: 10.00%

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

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 2 to Rummel, Klepper & Kahl, LLP under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

1. SERVIT, INC.	\$40,178.00	Selected Source/ Agreement
Contract No. 06000 - IBM Managed Offsite High Availability & Disaster Recovery Services - Circuit Court for Baltimore City - Req. No. R703848		

The Board is requested to approve and authorize execution of an Agreement with Servit, Inc. The period of the Agreement is October 14, 2015 through October 13, 2016, with one 2-year renewal option.

This award is for necessary services to support the IBM Managed Offsite High Availability & Disaster Recovery Services. Servit, Inc. will provide the continuous services to the Maintenance and Disaster Recovery Service until the new system is in place. At this present time, the Circuit Court is waiting for the State of Maryland to install the Maryland Electronic Courts Case Management System. The projected installation date for Baltimore City Circuit Court is fiscal year 2018.

2. SYTECH INC.	\$32,856.00	Renewal/ Sole Source
Contract No. 08000 - I&IB/ATT Annual Maintenance - Baltimore City Police Department - Req. No. R707879		

This is a renewal of the I&IB/ATT Annual Maintenance Agreement. Sytech, Inc. is the sole distributor and only vendor authorized to provide maintenance support for the system the Baltimore City Police Department currently has in use. The period of the award is September 1, 2015 through August 30, 2016.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

3. LAWMAN SUPPLY COMPANY

OF NEW JERSEY, INC.	\$15,000.00	Renewal
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Contract No. B50003811 - Tactical Vests - Sheriff's Office -
Req. No. R677828 - Purchase Order No. P529099

On October 20, 2014, the City Purchasing Agent approved the initial award in the amount of \$15,664.00. The award contained two 1-year renewal options. This renewal in the amount of \$15,000.00 is for the period October 20, 2015 through October 19, 2016, with one 1-year renewal option remaining.

4. TOTE-IT INCORPORATED

\$20,000.00

Renewal

Contract No. B50003464 - Snow & Ice Removal - Enoch Pratt Free Library - P.O. No. P528593
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On September 9, 2014, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained three 1-year renewal options. On April 6, 2015, the City Purchasing Agent approved an increase in the amount of \$10,000.00. This renewal in the amount of \$10,000.00 is for the period November 1, 2015 through October 31, 2016, with two 1-year renewal options remaining.

5. LIFE TECHNOLOGIES

Sole Source/

CORPORATION

48,250.00

Agreement

Contract No. 08000 - I13-013 Genemapper ID-X - Baltimore City Police Department - Req. No. R694443

The Board is requested to approve and authorize execution of an Agreement with Life Technologies, Corporation. The period of the Agreement is effective upon Board approval for one year.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Thermo Fisher Scientific, a division of Life Technologies Corporation is the owner of the Applied Bio-systems Genemapper ID-X, the only forensic Expert System and Expert Assistant based on a multi-user database platform for use with Applied Bio-systems. This is an upgrade to an existing system.

- | | | |
|---|--------------|---------|
| 6. S. FREEDMAN & SONS,
INC. | \$ 50,000.00 | Renewal |
| Contract No. B50003181 - Restroom Tissue and Paper Towels -
Baltimore Convention Center - P.O. No. P525399 | | |

On October 30, 2013, the Board approved the initial award in the amount of \$30,760.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$50,000.00 is for the period October 30, 2015 through October 29, 2016. The above amount is the City's estimated requirement.

- | | | |
|--|--------------|---------|
| 7. WALTERS RELOCATIONS,
INC. | \$ 75,000.00 | Renewal |
| Contract No. B50003097 - Moving Services for the Lead Abatement
Program - Department of Housing and Community Development -
P.O. No. P525157 | | |

On October 9, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained three 1-year renewal options. On October 15, 2014, the Board approved the first renewal in the amount of \$75,000.00. This renewal in the amount of \$75,000.00 is for the period November 1, 2015 through October 31, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 10% MBE AND 0% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On July 1, 2009, the Board approved the initial award in the amount of \$2,800,000.00. The award contained three 2-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,076,285.80 is necessary to provide sufficient funding for the remainder of the contract term including the addition of funds made available through the Housing Authority of Baltimore City grant. This increase will make the award amount \$11,247,038.50. The contract expires on June 30, 2016, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 7% MBE AND 1% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Paniagua Enterprises, Inc.	7%	\$733,632.70	7.5%
WBE: Fleet Electric, Inc.	1%	\$146,820.00	1.5%

MWBOO FOUND VENDOR IN COMPLIANCE.

10. BALTIMORE GAS AND

<u>ELECTRIC COMPANY</u>	<u>\$2,000,000.00</u>	<u>Increase</u>
Contract No. 08000 - Requirements for Street Lights Rehabilitation - Department of Transportation - P.O. No. P517775		

On April 13, 2011, the Board approved the initial award in the amount of \$2,100,000.00. The award contained four 1-year renewal options. All renewals have been exercised. This increase in the amount of \$2,000,000.00 will provide funds for the Department of Transportation to pay for removal and replacement of deteriorated, damaged, downed, and vandalized street light poles.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This increase will make the award amount \$6,900,000.00. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not Applicable.

11. FLOTTWEG SEPARATION

TECHNOLOGY, INC.	\$167,084.00	Increase
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Contract No. 08000 - Control Panels for Centrifuges - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P531181

On May 13, 2015, the Board approved the initial award in the amount of \$167,084.00. This increase in the amount of \$167,084.00 is necessary for the purchase of two additional Flottweg Control Panels (#3 & #4) for the upgrade and integration into the centrifuges at Back River Waste Water Facility and associated field services. This increase will make the award amount \$334,168.00.

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

12. GERMAIN HOLDINGS LLC	\$200,000.00	Ratification
d/b/a OVERLEA CATERERS	200,000.00	and Extension
	<u>\$400,000.00</u>	

Contract No. B50001206 - Food Services for Eating Together in Baltimore Program - Health Department - Commission on Aging - P.O. No. P511359

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 26, 2010, the Board approved the initial award in the amount of \$1,536,150.00. The award contained two renewal options. Subsequent actions have been approved and all renewals have been exercised. The current contract expired on August 31, 2015. This extension will allow time to evaluate B50004113 and award a new contract. The period covered is September 1, 2015 through November 30, 2015. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 12% MBE AND 7% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Britt Food Transport	12%	\$105,008.90	12.5%
WBE: Shalom Catering Corporation	7%	\$ 63,907.92	7.6%

MWBOO FOUND VENDOR IN COMPLIANCE.

13. HIGHER GROUND TRANSPORTATION

SERVICES, INC.	\$ 25,000.00	<u>Extension</u>
Contract No. B50000924 - Transportation Service for the Sandtown-Winchester & Oliver Senior Centers 2009 - Health Department - Commission on Aging - P.O. No. P507574		

On April 1, 2009, the Board approved the initial award in the amount of \$167,665.00. The award contained two renewal options. The renewals and subsequent actions have been approved. This extension in the amount of \$25,000.00 is necessary to allow time for the transition from one vendor to another.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The new contract was submitted for award on the October 7, 2015 Board of Estimates Agenda. The period of the extension is September 1, 2015 through October 30, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

14. INTERGRAPH CORPORATION	\$144,080.40	Amendment No. 1 to the Master Services Agreement
Contract No. 08000 - Maintenance Services for Proprietary Software - Baltimore City Police Department - Req. No. R709785		

The Board is requested to approve and authorize execution of an Amendment No. 1 to the Master Services Agreement with Intergraph Corporation. The period of the Amendment No. 1 to Agreement is July 1, 2015 through June 30, 2016.

On December 17, 2014, the Board approved the initial award in the amount of \$948,940.00. The Police Department is a licensee of inPURSUIT WebRMS record management software owned, developed, and maintained by Intergraph Corporation, the sole provider for maintenance and support services. This Amendment No. 1 to the Master Services Agreement will include maintenance. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
15. NORRIS PA, LLC	N/A	Consent to Assignment Agreement
Contract No. B50001427 - Aftermarket Parts and Supplies for Cars and Light Trucks - Department of General Services, Fleet Management - P.O. No. P514304		

The Board is requested to approve and authorize execution of the Consent to the Assignment Agreement with Norris PA, LLC. The contract expires on August 31, 2017, with no renewal options remaining.

On June 30, 2010, the Board approved an award to Service Parts Company d/b/a Papa Auto Parts. On July 17, 2015, Norris PA, LLC acquired the rights, title and interest in Service Parts Company d/b/a Papa Auto Parts and is requesting approval of the Assignment of Contract B50001427 to Norris PA, LLC.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Agreement with Servit, Inc. (item no. 1), Life Technologies Corporation (item no. 5). The Board further approved the Amendment No. 1 to the Master Services Agreement with Intergraph Corporation (item no. 14), and Consent to Assignment Agreement with Norris PA, LLC (item no. 15). The Comptroller **ABSTAINED** on item no. 13, Higher Ground Transportation Services, Inc.

Department of Public Works/Office - On-Call Consultant Agreement

MINUTES

of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Stormwater Study and Engineering Design Services Agreement, with Johnson, Mirmiran & Thompson, Inc. for Project No. 1227J. The period of the On-Call Consultant Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

Johnson, Mirmiran & Thompson, Inc. will perform design, hydrology studies, hydraulic analysis, inspections, and investigations related to repairs, maintenance, and new construction of storm drain facilities managed by the Storm Drain Engineering Section of the Office of Engineering and Construction on an as needed basis. The cost of services rendered will be based on a not-to-exceed negotiated price for each task assigned. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Award Commission.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Article 5, Subtitle 28 of the Baltimore City Code.

MBE: Alvi Associates, Inc.	\$200,000.00	20.00%
Spartan Engineering, LLC	70,000.00	7.00%
	<u>\$270,000.00</u>	<u>27.00%</u>

MINUTES

Dept. of Public Works/Office of Eng. & Constr. - cont'd

WBE: Albrecht Engineering, Inc.	\$ 30,000.00	3.00%
Stormwater Consulting, Inc.	70,000.00	7.00%
	<u>\$100,000.00</u>	<u>10.00%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Stormwater Study and Engineering Design Services Agreement, with Johnson, Mirmiran & Thompson, Inc. for Project No. 1227J. The President voted **NO**.

MINUTES

Department of Public Works/Office - Expenditure of Funds
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Ulliman Schutte Construction, for Sanitary Contract No. 8526, Sludge Digester Facilities at the Back River Waste Water Treatment Plant.

AMOUNT OF MONEY AND SOURCE:

\$167,736.49 - 9956-907526-9551-900020-702064

BACKGROUND/EXPLANATION:

During start-up and testing, leaks were discovered in the existing High-Rate Digesters. These leaks were beyond the contract scope of work, and prevented start-up and testing of the new equipment. The contractor was directed to investigate and repair these leaks, and this work was done during the warranty period, and this work is now completed.

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

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Ulliman Schutte Construction, for Sanitary Contract No. 8526, Sludge Digester Facilities at the Back River Waste Water Treatment Plant.

MINUTES

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Mr. Derrick Green for the month of December, 2014.

AMOUNT OF MONEY AND SOURCE:

\$100.00 -2071-000000-5521-632440-603022

BACKGROUND/EXPLANATION:

Mr. Green is entitled to reimbursement for obtaining his Water Distribution - (1) Temporary License. He did not turn in his paperwork timely, as he was not aware that he was eligible for reimbursement until after 40 days from the end of December, 2014. Mr. Green has been made aware of the proper procedures for submitting reimbursements and other eligible activities.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expense statement for Mr. Derrick Green for the month of December, 2014.

MINUTES

Department of Public Works - Annual Membership

ACTION REQUESTED OF B/E:

The Board is requested to approve the annual membership for National Association of Clean Water Agencies (NACWA). The period of the annual membership is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$12,169.40	-	2070-000000-5541-399300-603022
7,301.64	-	2071-000000-5541-398600-603022
2,433.88	-	2072-000000-5181-613400-603022
<u>21,905.08</u>	-	<u>1001-000000-1901-190300-603022</u>
\$43,810.00	-	Annual Membership Dues

BACKGROUND/EXPLANATION:

NACWA provides a viable option to assist public agencies as Clean Water Act regulations and enforcement continue to expand. NACWA help make the case for a new approach that lets municipalities act as the drivers for prioritizing compliance with existing and new Clean Water Act regulations.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the annual membership for the National Association of Clean Water Agencies.

MINUTESFire Department - Payment of Back Salary

The Board is requested to approve and authorize payments of back salary for the following employees.

1. **FRANKLIN C. BURGESS** **\$25,993.59**

Mr. Burgess was suspended without pay. The back pay represents the amount of salary that he would have earned for the period April 21, 2015 through September 9, 2015.

2. **CHERYL A. BARR** **\$22,162.45**

Ms. Barr was suspended without pay. The back pay represents the amount of salary that she would have earned for the period May 19, 2015 through September 23, 2015.

Account: 1001-000000-2130-228200-601061

Pursuant to the Memorandum of Understanding, Article 12(G), between the Baltimore City Fire Department and Local 734, the employees are entitled to receive back pay for the period they were suspended without pay.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized payments of back salary for the foregoing employees.

MINUTES

Department of General Services - First Amendment to Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Memorandum of Understanding with the Administrative Office of the Courts (AOC).

AMOUNT OF MONEY AND SOURCE:

\$326,000.00

BACKGROUND/EXPLANATION:

The AOC will provide extra funds to the City for the construction of the Appellate Judges' Chambers in Courthouse East.

On July 16, 2014, the Board approved the MOU between the Department of General Services and the AOC. Pursuant to the MOU, the AOC provides funding for construction and related costs of the Appellate Judges' Chambers in the amount of \$452,215.00.

The AOC has now determined it wishes to fund the construction of additional administrative space for the AOC. This First Amendment to the MOU will allow for extra funding for construction and related costs of the Appellate Judges' Chambers in the amount of \$326,000.00 and make the total amount of the MOU \$778,215.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Memorandum of Understanding with the Administrative Office of the Courts.

MINUTES

Department of General Services/Facilities - Ratification of
Maintenance Division (DGS) Outstanding Invoice

ACTION REQUESTED OF B/E:

The Board is requested to approve the ratification of an outstanding invoice and approve and authorize payment to VFA, Inc. The period of the outstanding invoice is July 15, 2014 through July 14, 2015.

AMOUNT OF MONEY AND SOURCE:

\$46,115.00 - 1001-000000-1981-718100-603098

BACKGROUND/EXPLANATION:

The Department uses VFA Facility Software and VFA Auditor Software. In the fall of 2014, VFA, Inc. was acquired by Accruent. Throughout this merger process, the Department repeatedly requested an invoice for the VFA software. Finally, after a review of its customer files, VFA, Inc. found that Invoice No. 23243 for services rendered to the City of Baltimore, is still open and past due. Aware of DGS's obligation, the Department requests approval to pay this invoice.

VFA is a critical tool that creates assessments and reports based on current conditions of selected facilities and creates capital planning options. Since its implementation, using the VFA facility, the DGS has collected data on over 3,500,000 SF to provide analyses and reporting for this purpose. Using the industry recognized RSMeans Cost Data, allows the user to create and analyze differing budget and funding scenarios to best plan for capital expenditures over the projected time frame. Continued use of the VFA tool will allow the DGS to provide focused spending plans for an efficient allocation of capital funds for municipal facility assets.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DGS - cont'd

UPON MOTION duly made and seconded, the Board approved the ratification of an outstanding invoice and approved and authorized payment to VFA, Inc.

MINUTES

Baltimore Development - First Amendment to Land
Corporation Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to the Land Disposition Agreement (LDA) with American Communities Trust Inc., Developer, for the purchase and redevelopment of the City-owned parcels, with street addresses of 1801 E. Oliver Street and 1731 Llewelyn Avenue, known as The Baltimore Food Hub (the Property).

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

American Communities Trust Inc. will pay \$500,000.00 to the City. The Developer will pay \$50,000.00 in cash at settlement and the remaining \$450,000.00 will be a Purchase Money Mortgage, held by the City.

On November 12, 2014, the Board approved the original LDA for this site with American Communities Trust Inc., which plans to purchase and redevelop the property to house a group of food-related businesses, services, and programs. This redevelopment will include an urban farming operation, a retail farm stand, food-processing facilities, office, and training space for food entrepreneurs and start-up businesses, and a commercial kitchen incubator for entrepreneurs in the culinary and hospitality industries.

This First Amendment to the LDA adds the newly created, single-purpose entity, Baltimore Food Hub Inc. (BFH), as a co-developer with the original Developer, American Communities Trust, Inc. The BFH will assume the responsibility to perform all obligations of the Developer as defined in the original LDA.

MINUTES

BDC - cont'd

In addition, the First Amendment to the LDA makes a minor change to the phasing of the project. Under the terms of the original LDA approved by the Board, the project was split into two phases that were comprised of the following:

- Phase Ia - site work, demolition, and construction of the kitchen incubator,
- Phase Ib - the completion of urban agriculture facilities, and
- Phase II - site preparation, construction and the rehabilitation of three historic buildings.

Under the terms of this First Amendment to the LDA, the construction of the kitchen incubator will be moved to Phase Ib. This First Amendment to the LDA will also allow the project to move forward without delays as pending funds from the State, Federal government, and philanthropic sources are being processed.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

MINUTES

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Land Disposition Agreement with American Communities Trust Inc., Developer, for the purchase and redevelopment of the City-owned parcels, with street addresses of 1801 E. Oliver Street and 1731 Llewelyn Avenue, known as The Baltimore Food Hub.

MINUTESDepartment of Human Resources - Personnel Matters

The Board is requested to approve the Personnel matters below:

Department of Recreation & Parks

	<u>Hourly Rate</u>	<u>Amount</u>
1. DAVID KNOWLTON	\$40.00	\$72,800.00

Account: 5000-578716-4711-361880-601009

Mr. Knowlton will continue to work as a Contract Services Specialist II (Architect). His duties will include, but are not limited to managing the design and construction phases associated with the renovation of various recreation facilities, preparing architectural plans, and specification plans for various improvements, and upgrades at existing recreation facilities. He will confer with consulting architects, contractors, municipal agencies, and in-house staff on various projects. He will also prepare cost estimates, review engineer estimates submitted by consultants, review change orders submitted by contractors, and supervise field operation of projects including the construction of new or upgrading of existing recreation facilities. He will also monitor construction contracts and review Baltimore City Green Building Standards for projects over 10,000 sq. ft. as well as design and review security systems for all new Baltimore City Recreation and Parks buildings. The period of the agreement is effective upon Board approval for one year.

2. VICTOR MIRANDA	\$38.00	\$72,466.00
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Accounts: 1001-000000-4783-583800-601009	\$27,466.00
5000-577716-4781-363970-601009	\$45,000.00

Mr. Miranda will continue to work as a Contract Services Specialist II (GIS Coordinator). His duties will include, but are not limited to serving as point of contract for map and Geographic Information System (GIS) related matters, designing and implementing specific recreation, parks, forestry and event mapping, and data projects.

MINUTES**PERSONNEL** - cont'd

He will manage master GIS files, administer the collection of published maps, manage or advise GIS projects, and consult with the Department's employees on their GIS needs. He will also provide training or classes about GIS to Department's employees, provide technical support, guide GIS interns, and stay informed about available data from external sources. This contract has a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

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

UPON MOTION duly made and seconded, the Board approved the foregoing Personnel matters.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
1. Frank Murphy	National Assn. of City Transpor- tation Officials 2015 Designing Cities Conference Austin, TX Oct. 27 - 31, 2015 (Reg. Fee \$545.00)	General Fund	\$2,067.40

The subsistence rate for this location is \$197.00 per day. The hotel cost is \$279.65 for the first night, plus hotel tax of \$44.21, and for the remaining three nights the hotel cost is \$211.65 per night, plus hotel tax of \$33.46 per night. The Department is requesting additional subsistence of \$126.60 for the hotel and \$40.00 per day for meals and incidentals. The registration fee of \$545.00 was prepaid on a City-issued procurement card assigned to Mr. Dhirenda Sinha. The amount to be disbursed to Mr. Murphy is \$1,522.40.

Department of Public Works

2. Rudolph S. Chow	International Water & Climate Forum San Diego, CA Dec. 7 - 10, 2015 (Reg. Fee \$695.00)	General Fund	\$2,243.02
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The subsistence rate for this location is \$213.00 per day. The hotel cost is \$199.00 per night, plus hotel taxes of \$21.25 per night. The Department is requesting additional subsistence of \$26.00 per day for meals and incidentals. The registration fee of \$695.00 was prepaid on a City-issued procurement card assigned to Ms. Lyque O'Connor. The amount to be disbursed to Mr. Chow is \$1,548.02.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
3. Joana Pei	2015 MWMA Fall Summit Evanston, IL Oct. 12 - 14, 2015 (Reg. Fee \$99.00)	General Fund	\$ 893.93

The subsistence rate for this location is \$129.00 per night. The cost of the hotel is \$159.00 per night, plus hotel taxes of \$21.46 per night. The Department is requesting additional subsistence of \$30.00 per day for the hotel and \$40.00 per day for meals and incidentals. The airfare in the amount of \$294.00 and the registration fee in the amount of \$99.00 were prepaid on a City-issued credit card assigned to Ms. Tianna Haines. Ms. Pei will be disbursed \$500.93.

Police Department

4. Edmund Goode	Secured Cities Conference Houston, TX Nov. 09 - 12, 2015 (Reg. Fee \$235.00)	FY14 Homeland Security Grant	\$1,240.20
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Department of Planning

5. Holly Freishtat	Milan Expo World Food Day Milan, Italy Oct. 14 - 17, 2015 (Reg. Fee \$0.00)		\$ 0.00
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Pursuant to AM-240-3, the City representative's absence involves one or both weekend days and will require travel

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Dept. of Planning - cont'd</u>			

outside the continental United States, and therefore requires Board of Estimates approval. The Baltimore Community Foundation will cover all expenses for this training conference and travel.

RETROACTIVE TRAVEL APPROVAL

6.	Jenny Guillaume Amy Gilder- Busatti	Green Cities, Clean Water: GSI Practitioner Exchange Sept 16 - 18, 2015 Philadelphia, PA	\$ 265.44
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Ms. Guillaume and Ms. Gilder-Busatti travelled to Philadelphia, PA to attend the Green Cities, Clean Water GSI Practitioner Exchange held on September 16 - 18, 2015. The subsistence rate for this location is \$232.00. The registration and hotel costs were paid by the Urban Sustainability Directors Network.

This request is late because there was insufficient time to submit the request to the Board of Estimates for approval. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

<u>Ms. Guillaume</u>	<u>Ms. Gilder-Busatti</u>
\$ 94.00 - Train	\$ 94.00 - Train
41.13 - Food	36.31 - Food
<u>\$135.13</u>	<u>\$130.31</u>

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System (ERS)</u>			
7. Deborah Moore-Carter	19 th Annual NASP - New York Symposium New York, NY Oct. 18 - 20, 2015 (Reg. Fee \$150.00)	Special Funds ERS	\$1,408.00

The subsistence rate for this location is \$375.00. The hotel rate is \$339.00 per night plus hotel taxes of \$107.50. The ERS is requesting additional subsistence of \$48.00 for food and incidentals.

UPON MOTION duly made and seconded, the Board approved the travel requests, the retroactive travel approval, and the travel reimbursement. The Comptroller **ABSTAINED** on item no. 7. The Director of Public Works **ABSTAINED** on item no. 2.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR12310, Reconnecting West
Baltimore/Fulton Avenue
Bridge Over US 40
BIDS TO BE RECV'D: 11/25/2015
BIDS TO BE OPENED: 11/25/2015

2. Department of Public Works/
Office of Eng. & Construct - WC 1190, Montebello
Filtration Plant 1
Improvements -
Electrical Distribution
BIDS TO BE RECV'D: 12/09/15
BIDS TO BE OPENED: 12/09/15

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

MINUTES

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

Department of General Services - GS15805, Courthouse East Beams Repairs

BIDS TO BE RECV'D: 11/18/2015

BIDS TO BE OPENED: 11/18/2015

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 Purchases - B50003904, Healthcare Consultant and Actuarial Services (Price Opening)

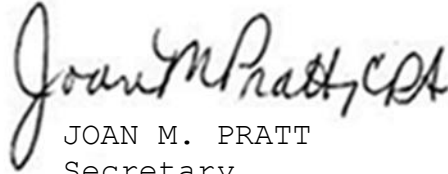
The Segal Company Eastern States, Inc.
AON Consulting, Inc.**

**After legal review, the Price Proposal of AON Consulting, Inc. was fully completed, and was forwarded to the Bureau of Purchases for evaluation.

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, October 21, 2015.



Handwritten signature of Joan M. Pratt, CPA in black ink.

JOAN M. PRATT
Secretary