

MINUTES**REGULAR MEETING**

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

President: "Good morning. The December 20, 2017, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the hearing. Failure to comply may result in a charge of trespassing. I would to direct the Board members attention to the memorandum from my office dated December 18, 2017, 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."

MINUTES

City Solicitor: "Mr. President, I move approval of the routine agenda by the Board."

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**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:

Concrete Services, Inc.	\$ 8,000,000.00
Concrete Technology Services Mid Atlantic, Inc.	\$ 8,000,000.00
Hayward Baker, Inc.	\$148,830,000.00
Humanim, Inc.	\$163,010,000.00
Hunt Valley Contractors, Inc.	\$ 6,250,000.00
Lee's Electrical Contracting, Inc.	\$ 1,500,000.00
Reglas Painting Co., Inc.	\$ 30,500,000.00

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:

CSI Engineering P.C.	Engineer Architect
Foundation Test Group, Inc.	Engineer

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

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5486 - 5487

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>			
1.	\$1,500,000.00	9910-922012-9587	9910-904380-9588
	2 nd Community	Whole Block	Whole Block
	& Economic Devel-	Demolition	Demolition FY 18
	opment Bonds	(Reserve)	

This transfer will provide funds to support the Citywide Whole Block Demolition Program.

Baltimore Development Corporation

2.	\$ 303,000.00	9910-994001-9600	9914-914412-9588
	Mayor & City	Unallocated	EBDI Infrastructure
	Council Revenue	Reserve	FY 2015

This transfer will provide funds to be used by Department of Transportation and/or Department of Public Works for infrastructure work associated with new residential development on Rutland Avenue.

Department of Transportation

3.	\$ 12,000.00	9950-924080-9513	
	Federal	Constr. Reserve	
		Traffic Safety	
		Impr. -	
		Citywide	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
3,000.00	" "	
GF (HUR)		
\$ 15,000.00	-----	9950-912042-9512 Geometric Safety Impr. II

This transfer will fund costs of prints and other related costs necessary to advertise Project TR 13310, Geometric Safety Improvement II.

Bureau of Accounting and Payroll Services

4.	\$1,000,000.00 General Funds	9908-921034-9149 Technology Improvements - Reserve	9908-910335-9146 Real Property Tax System Upgrade
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This transfer is to partially fund the implementation and upgrade of the City's Real Property Tax System. The new system will provide upgraded controls and functionality including computations for all property tax credit programs and Payment(s) in Lieu of Taxes (PILOT) agreements.

MINUTES

Department of Real Estate/ - Supplemental Lease Agreement No. 1
Department of Transportation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Supplemental Lease Agreement No. 1 with the State of Maryland, acting for the use of the Department of Transportation, State Highway Administration, lessee, for the rental of two parcels of land located under (I-83). Parcel One is in the vicinity of Guilford Avenue, Centre Street, Madison Street and the Fallsway. Parcel Two is located under (I-83) in the vicinity of Guilford Avenue, Eager Street, Madison Street and the Fallsway. The Supplemental Lease Agreement No. 1 extends the period of the lease for four years beginning January 1, 2018 through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

	<u>Period</u>	<u>Annual</u>	<u>Monthly</u>
Year 1	1/1/2018 - 12/31/2018	\$279,732.85	\$23,311.07
Year 2	1/1/2019 - 12/31/2019	\$279,732.85	\$23,311.07
Year 3	1/1/2020 - 12/31/2020	\$286,726.17	\$23,893.85
Year 4	1/1/2021 - 12/31/2021	\$286,726.17	\$23,893.85

BACKGROUND/EXPLANATION:

On July 31, 2013, the Board approved the lease agreement for the period of January 1, 2014 through December 31, 2017, with the right to renew for one 4-year term. The use is for surface parking in order to accommodate employees, guests and invitees of the State Highway Administration.

MINUTES

Department of Real Estate/ - cont'd
Department of Transportation

All other terms, conditions and provisions of the lease agreement dated July 31, 2013 will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Supplemental Lease Agreement No. 1 with the State of Maryland, acting for the use of the Department of Transportation, State Highway Administration, lessee, for the rental of two parcels of land located under I-83.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Coldspring Partners DE, LLC, Developer. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 - 9950-907074-9512-000000-490375

BACKGROUND EXPLANATION:

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for the Cold Spring Mixed-Use Project located at 2001, 2011, 2013, and 2015 West Cold Spring Lane, constructing the following: Phase 1: 280 residential units and 9,150 square feet of retail; and Phase 2: 200 residential units, 100,000 square feet of medical office space, 100,000 square feet of general office space, and 15,000 square feet of retail space. The Developer agrees to make a one-time contribution in the amount of \$40,000.00 to fund the City's multimodal transportation improvements for Falls Road at West Cold Spring Lane.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Coldspring Partners DE, LLC, Developer.

MINUTESDepartment of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	THREE BROTHERS! LLC	1534	\$ 21,945.00

Three Brothers! LLC. would like to install new utilities to their proposed new building located in the vicinity of 1818 Maryland Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$21,945.00 has been issued to Three Brothers! LLC which assumes 100% of the financial responsibility.

2.	RELP HOLABIRD, LLC	1550	\$ 40,809.00
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Relp Holabird, LLC would like to install new utilities to its proposed new building located in the vicinity of 5300 Holabird Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$40,809.00 has been issued to Relp Holabird, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

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

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement between the Mayor and City Council of Baltimore (City), the Maryland Department of Transportation, Maryland Transit Administration (MTA) and the Baltimore City Board of School Commissioners of the Baltimore City Public Schools System (BCPSS). The Amendment No. 1 period is for one school year, 2017/2018 commencing on the first scheduled school day in August/September 2017 through the end of the 2017/2018 school year.

AMOUNT OF MONEY AND SOURCE:

\$5,484,423.00 - 9950-907074-9512-000000-490375

BACKGROUND/EXPLANATION:

On May 25, 2016, the MTA and the BCPSS entered into an agreement to render regular general public transit services to students attending public schools in Baltimore City. The Department of Transportation has been requested to provide funding to support the daily transportation services to students attending public schools in Baltimore City.

This Amendment No. 1 to Agreement includes the City as a party to the original Agreement as amended and the City assumes certain obligations as set forth in this Amendment No. 1. The Amendment No. 1 to Agreement: 1) changes the hours of operation from between 5:00 a.m. and 6:00 p.m. to between 5:00 a.m. and 8:00 p.m.; 2) defines the policies for students' use of the Student Smart Cards; 3) strikes the term City Schools and replaces it with Baltimore City throughout the agreement; 4) instructs the operators to submit

MINUTES

Department of Transportation - cont'd

quarterly invoices to Baltimore City and how to calculate fares and expense charges; and 5) changes the term from 2016/2017 to 2017/2018.

This Amendment No. 1 to the Agreement is late because of delays in the administrative process.

MBE/WBE PARTICIPATION:

This request is not associated with the procurement of bids, services, or goods, therefore, minority participation goals do not apply.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amendment No. 1 to Agreement between the Mayor and City Council of Baltimore, the Maryland Department of Transportation, Maryland Transit Administration and the Baltimore City Board of School Commissioners of the Baltimore City Public Schools System.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5495 - 5515

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Board **NOTED** item no. 30 on page nos. 5513 - 5515.

The Mayor **ABSTAINED** on item no. 30 a. The President
ABSTAINED on item nos. 30 b, d, and e. The Comptroller

ABSTAINED on item no. 30 c.

MINUTES**PERSONNEL**Circuit Court1. Reclassify the following vacant position:Position No.: 5480-51469

From: Master (Magistrate)
 Job Code: 00834
 Grade: 251 (\$90,656.00 - \$140,118.00)

To: Associate Administrator Courts
 Job Code: 00842
 Grade: 929 (\$67,218.00 - \$107,406.00)

Savings: (\$32,159.00) - 1001-000000-1100-109400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Dept. of Communication Services - Municipal Post Office

	<u>Rate of Pay</u>	<u>Amount</u>
2. TSERING PALDEN	\$19.48	\$29,376.00

Account: 2032-000000-1360-159100-601009

Mr. Palden will work as a Contract Services Specialist II (Office Support Specialist III/Driver I). His duties will include, but are not limited to picking-up and sorting US and Interdepartmental mail for City of Baltimore agencies, metering outgoing mail for delivery to the United States

MINUTES**PERSONNEL**Dept. of Communication Services - Municipal Post Office - cont'd

Postal Service, and handling packaging for United Parcel Service (UPS). Mr. Palden will also drive a van to pick-up and deliver mail, prepare the mail by traying, labeling and strapping for delivery to the Business Mail Entry Unit - United States Postal System, operating various mailing equipment, such as the Sorter, Inserter and Mailing Machines and lifting/carrying up to 50 pounds. The period of the agreement is effective upon Board approval for one year.

Fire Department3. Reclassify the following vacant position:

Position No.: 13850

From: Fire Operations Aide ALS
Job Code: 41231
Grade: 358 (\$40,963.00 - \$64,890.00)

To: HR Generalist I
Job Code: 33676
Grade: 088 (\$42,996.00 - \$52,092.00)

Savings: \$36,236.00 - 1001-000000-2101-225000-601061

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNEL

Fire Department - cont'd

- 4. Abolish the following position for Office of Emergency Management Only (OEM):
-

Classification: Fire Lieutenant OEM
 Job Code: 41271
 Grade: 340 (\$56,610.00 - \$69,074.00)
 Position No.: 13123

Cost: (\$122,965.00) - 1001-000000-2131-228200-601061

The OEM is in the process of separating from the Fire Department to become an independent all civilian department, therefore the sworn position of Fire Lieutenant OEM will not be needed.

Department of General Services

	<u>Rate of Pay</u>	<u>Amount</u>
5. FRANKLIN JENKINS	\$32.95	\$39,540.00

Account: 2030-000000-1890-189300-601009

Mr. Jenkins, retiree, will work as a Contract Services Specialist I (Safety Enforcement Officer III/ Safety Enforcement Officer III). His duties will include, but are not limited to assisting Fleet Management Division with investigating and reporting on serious occupational injuries, assisting with conducting major investigations as a result of employee incident reports, reported safety hazards, vehicle related safety problems or request from City agencies,

MINUTES**PERSONNEL**Department of General Services - cont'd

maintaining all Safety Data Sheets for all Fleet Management locations, updating and maintaining Chemical Information List and submit to the State. He will also enforce safety rules and regulations within Fleet Management and keep personnel informed, inspect locations regularly for fire extinguishers, eye-wash bottles (in supply and not expired) and oil drums debris and tripping hazards, oversee storm water pollution prevention initiatives, and ensure follow-up procedures are followed for clean-up at all site of major spills. Mr. Jenkins will perform inspections of agency vehicle yards and create reports and spreadsheets documenting inspections, coordinate seasonal focus on snow vehicles, mowing equipment, milling/pavement equipment, assist in maintaining real-time, accurate count of City's snow fleet, and represent the Division at the Emergency Operation Center. This is a 2% increase in the hourly rate from the previous contract period is in compliance with AM 212-1, Part I. The period of the agreement is January 5, 2018 through January 4, 2019.

6. Reclassify the following filled position:

Position No.: 24280

From: Painter I
 Job Code: 52271
 Grade: 426 (\$29,230.00 - \$31,319.00)

To: Painter II
 Job Code: 52272
 Grade: 429 (\$30,867.00 - \$34,004.00)

Cost: \$3,676.00 - 1001-000000-1982-192500-601001

MINUTES

PERSONNEL

Department of General Services - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

7. Reclassify the following filled position:

From: Painter II
Job Code: 52272
Grade: 429 (\$30,867.00 - \$34,004.00)
Position No.: 34146

To: Painter III
Job Code: 52273
Grade: 430 (\$31,694.00 - \$35,225.00)

Cost: \$1,922.00 - 1001-000000-1982-192500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

	<u>Rate of Pay</u>	<u>Amount</u>
8. EVAN COOK	\$33.29	\$63,251.00

Account: 1001-000000-1981-194700-601009

Mr. Cook will work as a Contract Services Specialist II (Operations Research Analyst). His duties will include, but are not limited to collecting and organizing quantitative data in order to evaluate the effectiveness of operations in meeting established goals and objectives, conducting quarterly and ad-hoc fiscal projections to inform decision-making and

MINUTES**PERSONNEL**Department of General Services - cont'd

recommendations for current year budget and planning year budget, analyzing data required for use in management and direction of department operations. He will also provide assistance in resolving operational and administration issues, identifying issues and conducting research to find alternative solutions, and make and assist in the implementation of recommendations. He will assist in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies, as well as perform analysis, auditing, and reporting of energy use in Internal Service Fund facilities, and design recommendations to lower associated energy and fuel costs. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is February 1, 2018 through January 31, 2019.

Health Department9. Reclassify the following filled position:

Position No.: 3001-14218

From: HR Assistant I
Job Code: 33681
Grade: 081 (\$33,372.00 - \$39,536.00)

To: HR Assistant II
Job Code: 33683
Grade: 085 (\$38,163.00 - \$45,985.00)

Cost: \$5,956.57 - 1001-000000-3001-262600-601001

MINUTES**PERSONNEL**Health Department

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Law Department - Amendment to Agreement

	<u>Rate of Pay</u>	<u>Amount</u>
10. THOMAS P. G. WEBB	\$45.72	\$84,582.00

Account: 2036-000000-1752-175200-601009

On October 25, 2017 the Board approved an agreement for the period of January 31, 2018 through January 30, 2019, at the rate of \$45.72 per hour, for 1,850 hours, not to exceed \$84,582.00.

This amendment will change the period of the agreement from the January 31, 2018 through January 30, 2019 to January 13, 2018 through January 12, 2019.

Mr. Webb will continue work as a Contract Services Specialist II (Special Assistant Solicitor). His duties will include, but are not limited to assisting the Chief Solicitor in defending City departments and agencies and representing the City.

11. Reclassify the following filled position:

Position No.: 1751-15547

From: HR Generalist I
Job Code: 33676
Grade: 088 (\$42,996.00 - \$52,092.00)

MINUTES**PERSONNEL**Law Department - Amendment to Agreement - cont'd

To: HR Business Partner
Job Code: 33679
Grade: 931 (\$72,420.00 - \$115,770.00)

Cost: \$17,862.00 - 1001-000000-1751-175200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office12. Reclassify the following filled position:

Position No.: 15963
From: Operations Officer V
Functional: Chief of Strategic Alliances
Job Code: 00089
Grade: 936 (\$79,152.00 - \$126,582.00)

To: Operations Manager II
Functional: Deputy Chief of Staff
Job Code: 00091
Grade: 942 (\$88,842.00 - \$146,472.00)

Cost: \$13,749.00 - 1001-000000-1250-775500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**

Mayor's Office - cont'd

13. Reclassify the following filled position:

Position No.: 16003

From: Service Aide II
Job Code: 00007
Grade: 914 (\$29,890.00 - \$41,038.00)

To: Operations Assistant I
Functional: Correspondence Representative
Job Code: 00078
Grade: 902 (\$41,718.00 - \$66,708.00)

Cost: \$65,198.00 - 1001-000000-1250-775400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

14. Create the following position:

From: Operations Officer I
Functional: Human Trafficking Coordinator
Job Code: 00085
Grade: 923 (\$59,446.00 - \$95,370.00)
Position No.: To be determined by BBMR

Cost: \$88,247.00 - 4000-484317-2252-526880-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Mayor's Office - cont'd15. Reclassify the following filled position:Position No.: 15991

From: Secretary to the Mayor
 Functional:
 Job Code: 00019
 Grade: 925 (\$49,595.00 - \$70,490.00)

To: Operation Officer I
 Functional: Lead Neighborhood Liaison
 Job Code: 00085
 Grade: 923 (\$59,466.00 - \$95,370.00)

Cost: \$88,247.00 - 1001-000000-3470-321800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office of Information Technology

	<u>Rate of Pay</u>	<u>Amount</u>
16. HASSAN DAVIS	\$25.00	\$52,000.00

Account: 1001-000000-1474-778100-601009

Mr. Davis will work as a Contract Services Specialist II (Information Technology Specialist/Network Cable Installer). He will establish VoIP and data networks by installing,

MINUTES**PERSONNEL**Mayor's Office of Information Technology - cont'd

testing, and documenting copper and fiber optic cable infrastructure; mounts data network equipment such as cable trays, wireless devices, routers and switches by following set industry standards; terminates and test new cables to ensure that they are properly incorporated into the system and are in good working order; responds to enterprise trouble tickets, troubleshoots and repairs network issues while providing excellent customer service; installs and maintains cable pathway systems such as J-hooks, D-rings and cable racks; maintains and uses necessary tools and equipment pertinent to network cabling projects; documents networks by labeling equipment and cables and recording diagrams and specifications; tests circuits and components to isolate malfunctioning systems by using copper and fiber test meters; and assembles and installs communication equipment such as wiring, power apparatus and networks. The period of the agreement is effective upon Board approval for one year.

Department of Public Works17. Reclassify the following filled position:

Position No.: 34770

From: Secretary III
Job Code: 33233
Grade: 084 (\$36,275.00 - \$43,295.00)

To: Public Building Manager
Job Code: 53222
Grade: 087 (\$40,495.00 - \$48,950.00)

Cost: \$6,179.00 - 1001-000000-1901-190300-601001

MINUTES**PERSONNEL**Department of Public Works - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Recreation and Parks

	<u>Rate of Pay</u>	<u>Amount</u>
18. TAYLOR B. BRANN	\$26.23	\$49,994.38

Account: 1001-000000-4783-583800-603026

Ms. Brann will work as a Contract Services Specialist II, (Environmental Conservation Analyst/Forest Restoration Project Coordinator). He will survey natural resources and identify areas for preservation, protection or restoration. He will develop, implement, and oversee comprehensive vegetation management plans. In addition, he will develop and deliver community educational outreach materials and workshops, coordinate planting schedules and purchase resources for projects, prepare reports for GIS mapping, data tracking, and project status. The period of the Agreement is effective upon Board approval for one year.

19. MALLORY RICHARDS	\$32.00	\$ 9,152.00
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Account: 6000-680517-4792-369500-406001

Ms. Richards will continue to work as a Contract Services Specialist II (Ice Skating Instructor). She will plan and organize a program of instruction in ice skating, instruct groups in the skill and technique of ice skating, and maintain

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
order among program participants. She will maintain records and prepare reports and produce events to showcase pupils' achievement. The period of the Agreement is effective upon Board approval for one year.		
20. DAVID P. NASH	\$10.00	\$12,000.00

Account: 5000-577717-4781-363900-601063

Mr. Nash, a retiree, will work as a Contract Services Specialist I (Laborer/Park Steward). He will care for and maintain lawns, hedges, trees and landscape beds by cleaning, picking-up trash and pulling trash, planting, watering, fertilizing, trimming, mowing, sweeping, and raking; assist in planting shrubbery and plants, sod installation and propagating plants; and cleaning comfort stations pavilions, water fountains, barbecue pits and facilities located at public parks and recreational areas. He may operate vehicles to transport equipment, materials and employees to travel from one park to another, haul trash to dumpsters; and operates light motorized or power equipment and tools. In addition, he may make minor maintenance repairs such as painting touch ups and graffiti removal, repairing signs and decking, and may make simple oral or written reports. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Office of the State's Attorney

	<u>Rate of Pay</u>	<u>Amount</u>
21. RICHARD T. DILLON	\$27.20	\$51,861.00

Account: 1001-000000-1150-118000-601009

Mr. Dillon will work as a Contract Services Specialist II, (SAO Investigator). He will investigate felony, homicide, and violent crime cases; locate and interview witnesses and acts as a liaison with police agencies. The period of the agreement is December 21, 2017 through December 20, 2018.

Department of Transportation22. Reclassify the following vacant positions:

Position No.: 5480-51472

From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)

To: Chief of Fiscal Services I
 Job Code: 34426
 Grade: 931 (\$72,420.00 - \$115,770.00)

Position No.: 5480-51471

From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)

MINUTES

PERSONNEL

Department of Transportation - cont'd

To: Administrative Analyst II
Job Code: 31312
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$171,461.00 - 2024-000000-5480-395700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

23. Reclassify the following vacant position:

Position No.: 5480-51469

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Accountant II
Job Code: 34142
Grade: 923 (\$59,466.00 - \$95,370.00)

Position No.: 5480-51470

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: HR Assistant II
Job Code: 33685
Grade: 085 (\$38,163.00 - \$45,985.00)

Costs: \$130,326.00 - 2024-000000-5480-395700-601001

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

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

24. Reclassify the following two vacant positions:

Position Nos.: 5480-51481; 51482

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Laborer Crew Leader II
Job Code: 52943
Grade: 429 (\$32,114.00 - \$35,378.00)

Costs: \$95,836.00 - 2024-000000-5480-395700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

25. Reclassify the following two vacant positions:

Position Nos.: 5480-51476; 51477

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Laborer Crew Leader I
Job Code: 52942
Grade: 486 (\$30,576.00 - \$31,970.00)

Costs: \$95,836.00 - 2024-000000-5480-395700-601001

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

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

26. Reclassify the following two vacant positions:

Position Nos.: 5480-51478; 51479

From: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

To: Motor Vehicle Driver II

Job Code: 54412

Grade: 490 (\$33,342.00 - \$35,547.00)

Costs: \$101,572.00 - 2024-000000-5480-395700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

27. Reclassify the following two vacant positions:

Position Nos.: 5480-51493; 5480-51494

From: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

To: Motor Vehicle Driver I

Job Code: 54411

Grade: 487 (\$31,221.00 - \$32,635.00)

MINUTES

PERSONNEL

Department of Transportation - cont'd

Costs: \$93,469.00 - 2024-000000-5480-395700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

28. Reclassify the following seven vacant positions:

Position Nos.: 5480-51480; 51498, 51499; 51500;
5480-51501; 51502; 51446

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Laborer
Job Code: 52931
Grade: 482 (\$29,453.00 - \$30,430.00)

Costs: \$302,772.00 - 2024-000000-5480-395700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office

	<u>Rate of Pay</u>	<u>Amount</u>
29. JAMES E. BENTLEY, III	\$24.00	\$25,000.00

Account: 1001-000000-1250-775200-601009

MINUTES**PERSONNEL**Mayor's Office - cont'd

Mr. Bentley will work as a Contract Services Specialist II (Media/Producer Director I/Program Manager). His duties will include, but are not limited to providing production of on-air interviews, writing and editing scripts, and developing story lines for special vignettes about the Mayor's initiatives and policies. Mr. Bentley will also serve as a mentor and produce activities for interns and public school students who want to learn about news/media. The period of the agreement is effective upon Board approval for six months.

Department of Human Resources

30. Adjust the salary of the following classifications, effective January 1, 2018:

- a. Classification: Mayor
Job Code: 00100
From: Grade 88E (\$175,926.00)
To: Grade 88E (\$180,325.00)
- b. Classification: President City Council
Job Code: 01165
From: Grade 87E (\$116,490.00)
To: Grade 87E (\$119,402.00)
- c. Classification: Comptroller
Job Code: 00740
From: Grade 87E (\$116,490.00)
To: Grade 87E (\$119,402.00)
- d. Classification: Vice President City Council
Job Code: 01167
From: Grade 83E (\$74,888.00)
To: Grade 83E (\$76,760.00)

MINUTES**PERSONNEL**Department of Human Resources - cont'd

- e. Classification: Council Member
Job Code: 01166
From: Grade 81E (\$67,756.00)
To: Grade 81E (\$69,450.00)

- f. Classification: Chairman Liquor Board
Job Code: 00290
From: Grade 89A (\$30,468.00)
To: Grade 89A (\$31,230.00)

- g. Classification: Commissioner Liquor Board
Job Code: 00286
From: Grade 88A (\$29,943.00)
To: Grade 88A (\$30,692.00)

Costs: To be determined by BBMR.

BACKGROUND/EXPLANATION:

Council Bill 04-0007, established the Compensation Commission for Elected Officials. The Commission's recommendation concerning the compensation of elected officials was codified in Council Bill 07-0612. This bill passed the Baltimore City Council in December 2007 and authorizes pay increases for the Mayor, Comptroller, President City Council, Vice President City Council, and Council members. The terms of the legislation stipulate that elected officials are entitled to receive an annual salary increase equal to 2.5% of their respective salaries only if at least one of the following employee groups, i.e. AFSCME, CUB, FOP, IAFF, or MAPS receive an increase in compensation during the fiscal year that began the preceding July.

MINUTES**PERSONNEL**Department of Human Resources - cont'd

AFSCME, CUB, IAFF and MAPS received 2% cost of living adjustments effective July 1, 2017.

The Senate Bill 846 and House Bill 831 stipulates adjustments to salaries of the classes of Chairman and Commissioner of the Liquor Board based on the cost of living increases available to members of the City Council.

Therefore, the Board is requested to **NOTE** that the adjustments of the above classes that are in compliance with the law and are effective January 1, 2018. Although not required by Council Bill 07-0612, the Department of Human Resources, in an effort to be fully transparent, has presented the salary increases to the Board of Estimates.

MINUTES

EXTRA WORK ORDER

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following pages:

5517 - 5518

The EWO was reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDER**

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

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

- | | | | |
|---|---|------------------------|----------------|
| 1. EWO # 001, \$0.00 - SC 919, Improvements to Sanitary Sewers in the Outfall Sewershed | | | |
| \$19,872,493.80 | - | AM-Liner East,
Inc. | 182 35
days |

The DPW/OE&C requests approval to provide a time extension of 182 days non-compensable, which will extend the completion date from February 24, 2018 to August 25, 2018. This extra work order is within the scope of the work and is requested by the agency. The extension is for the contractor to convert Open Cut Repair to the Cured-In-Place Piping Lining. The SC 919 contract documents required the contractor to remove and replace 55 segments. Upon commencement of the sewer replacement, it was discovered that the segments did not need to be replaced. The segments were closed circuit television. The Design Consultant, Gannett Flemming, Inc., reviewed the segments and found it acceptable to line the sewer instead of replacing it for a credit back to the City. AM-Liner East, Inc. was directed to submit a schedule time impact analysis that was reviewed by Project Controls. After careful review, AM-Liner East, Inc. submitted material and the isolating of each series of events that played a role in the time impact analysis. The Office of Engineering & Construction is recommending a non-compensable time extension of 182 days to be added to the project duration. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MINUTES**EXTRA WORK ORDER**

DPW/OE&C - cont'd

The scope of the construction project includes: cleaning, cured-in-place piping lining, open Cut Repair and Replacement of Sanitary Sewer Lines, Rehabilitation of Manholes, and Reinstatement of Sanitary House Connections.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle. 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 16% and WBE: 17%.

MINUTESHealth Department - Agreements, Ratification of Amendment to Agreement and Amendment to Agreement

The Board is requested to approve and authorize execution of the Agreements, Ratification of Amendment to Agreement, and the Amendment to Agreement.

AGREEMENTS**1. ASSOCIATED CATHOLIC CHARITIES, INC. \$25,029.90**

Account: 4000-433318-3254-316200-603051

This agreement will allow Associated Catholic Charities, Inc. to provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services (OHS) grant funding from the City.

The City will pay Associated Catholic Charities, Inc. the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 630 days of service provided to recipients per year for all combined. This rate includes transportation services for the recipient.

Associated Catholic Charities, 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. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because the Department was waiting for grant information and signatures from Associated Catholic Charities, Inc.

MINUTES

Health Department - cont'd

2. **BLACK MENTAL HEALTH ALLIANCE** **\$65,000.00**
FOR EDUCATION AND CONSULTATION, INC.

Account: 5000-570318-3041-605800-603051

The Black Mental Health Alliance for Education and Consultation, Inc. will work with the Department on tobacco control issues that relate to the illegal sale of tobacco products. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

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

Account: 4000-433318-3254-316200-603051

This agreement will allow Today's Care & Family, Inc. to provide adult medical day care 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 the provider the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 1,200 days of service provided to recipients per year, for all combined. This rate includes transportation services for the recipient.

Today's Care & Family, Inc., will develop an appropriate care plan to each recipient in accordance with policies as specified

MINUTES

Health Department - cont'd

in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because the Department was waiting for grant information and signatures from Today's Care & Family, Inc.

4. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 15,695.00**

Account: 1001-000000-3023-274003-603051

Healthcare Access Maryland, Inc. (HCAM) will collaborate with the Department's Needle Exchange program on a special project called "The Block Project." These services will take place from 7:00 p.m. to 11:00 p.m. each Thursday of the month during the agreement period. HCAM will provide an outreach worker on the van during "The Block Project" to assist clients with applying for health insurance benefit: this includes screening clients for eligible services including completing a health insurance questionnaire. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late due to a delay in the administrative review process.

5. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$400,000.00**

Account: 5000-531118-3070-518500-603051

On September 13, 2017, the Board approved the Inter-governmental Agreement (IGA) with the State of Maryland,

MINUTES

Health Department - cont'd

Department of Public Safety and Correctional Services/ Division of Parole and Probation (DPSCS/DPP) in the amount of \$400,000.00 for the period of July 1, 2017 through June 30, 2018.

The IGA established the terms and conditions of the grant award from DPSCS/DPP for the purpose of funding the Behavioral Health System Baltimore, Inc. to contract with providers for substance abuse treatment services.

Behavioral Health System Baltimore, Inc. will administer substance abuse treatment services to certain offenders in the criminal justice system. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because of a delay in receiving the required documentation.

MWBOO GRANTED A WAIVER.

6.	THE JOHNS HOPKINS UNIVERSITY	\$75,000.00
	Accounts: 5000-520118-3080-288900-603051	\$50,000.00
	6000-613017-3080-275200-603020	\$ 5,000.00
	6000-630717-3080-295900-603051	\$20,000.00

The Johns Hopkins University will provide access to reproductive health services to the uninsured and underinsured citizens of Baltimore City. Services include, but are not limited to education, contraception, screening and referral of reproductive-related cancers and education and screening for sexual transmitted infection. The period of the agreement is July 1, 2017 through June 30, 2018.

MINUTESHealth Department - cont'd

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

MWBOO GRANTED A WAIVER.

7. **THE JOHNS HOPKINS UNIVERSITY** **\$16,360.00**

Account: 1001-000000-3160-795900-601001

The Bunting Neighborhood Leadership Program (BNLP) is a one-of-a-kind initiative led by Johns Hopkins' Urban Health Institute. The BNLP cultivates and train neighborhood-level and community-based leaders to build with them the knowledge, skills, and mentorship to improve neighborhood health outcomes.

The Department assigned a Youth Violence Prevention Health and Policy Analyst (Fellow) to the BNLP for a yearlong once a week full day training. The Johns Hopkins University's Urban Health Institute's BNLP will reimburse the Department for 20% of the Fellow's salary for calendar year 2017.

The agreement is late because it is a new initiative and recently finalized by the Department.

RATIFICATION OF AMENDMENT TO AGREEMENT

8. **CHESAPEAKE REGIONAL INFORMATION SYSTEM** **\$ 0.00**
FOUR OUR PATIENTS (CRISP)

On May 3, 2017, the Board approved the original agreement in the amount of \$75,000.00 for the period of September 22, 2016 through July 14, 2017.

MINUTESHealth Department - cont'd

On August 9, 2017, the Board approved the acceptance of the second No-Cost Time Extension with Robert Wood Johnson (RWJ) Foundation extending the period of the grant through November 15, 2017.

This ratification will extend the agreement with CRISP to November 15, 2017, which will allow CRISP to complete its deliverables and reports.

The amendment is late because of revisions that delayed processing.

AMENDMENT TO AGREEMENT**9. INTERNEER, INC. \$43,750.00**

Account: 1001-000000-3001-262200-605008

On June 15, 2016, the Board approved the original agreement in the amount of \$61,250.00 for the period of June 1, 2016 through May 31, 2019.

On May 3, 2017, the Board approved the first amendment to agreement which increased the original agreement by \$13,125.00 for additional services making the total amount \$74,375.00.

This second amendment will increase the agreement amount by \$43,750.00 for additional services, making the total agreement amount \$118,125.00.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and	- Community Development Block
<u>Community Development (DHCD)</u>	<u>Grant Agreements</u>

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements with the Service Providers. The period of the CDBG Agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

- 1. **NEIGHBORHOOD DESIGN CENTER, INC. \$ 98,000.00**

Account: 2089-208918-5930-436080-603051

Neighborhood Design Center, Inc. will provide pro bono design services, planning and technical assistance to 39 community-based revitalization projects in Baltimore City's low- and moderate-income neighborhoods. The funds will be utilized to subsidize the organization's operating budget.

FOR 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$33,670.00, AS FOLLOWS:

MBE: 9,090.00
WBE: 3,367.00

- 2. **ACTION IN MATURITY, INC. \$ 35,000.00**

Account: 2089-208918-5930-709327-603051

Action in Maturity, Inc. will provide transportation services, information, and social service assistance to seniors and disabled non-elderly persons residing in HABC-mixed population housing developments and HUD-subsidized senior apartment communities to support their ability to live independently. The funds will be utilized to subsidize the organization's operating costs.

MINUTES

DHCD - cont'd

On June 28, 2017 the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2017 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution and submission of the Annual Action Plan to HUD on July 14, 2017, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Park Heights Renaissance. The term of the Agreement is effective upon Board approval through July 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 482,732.40 - Racetrack Impact Funds
 579,314.55 - Slot Revenue
\$1,062,046.95 - 9910-903152-9588

BACKGROUND/EXPLANATION:

The Park Heights Renaissance (PHR) is a nonprofit organization established in 2007 to implement the Park Heights Master Plan. The PHR provides a variety of community services in addition to undertaking development initiatives that reflect the Master Plan's recommendations.

The City has provided funds to support PHR's operations since it was established, using a variety of funding sources. In Fiscal Year 2018, the PHR has a total of \$1,141,458.58 available to support its programs and operations. This includes the following sources:

- \$340,000.00 - in FY18 Slots Revenue to support a community clean-up program, educational programming including Community Schools and HIPPY, Safe Streets and predevelopment efforts,
- \$500,000.00 - in former Racetrack Impact Funds to support PHR's core personnel and operations,
- \$265,458.58 - in unspent Fiscal Year 2017 Slots Revenue to support future positions, community association support and communications, supplement community clean up initiatives and support development efforts, and

MINUTES

DHCD - cont'd

- \$36,000.00 - from other HCD resources to support future positions.

The PHR has requested that \$1,062,046.95 be approved through this Grant Agreement and the balance of funds through future amendments.

MBE/WBE PARTICIPATION:

The Grantee has signed a Commitment to Comply with the Minority and Women's Business Enterprise Program, Article 5 Subtitle 28 of the Baltimore City Code.

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 482,732.40	9910-903963-9587 Racetrack Funds	
328,000.00	9910-903963-9587 Pimlico Local Impact Aid - VLT	
<u>251,314.55</u>	9910-904122-9588	
<u>\$1,062,046.95</u>	Pimlico Local Impact Aid - VLT	

MINUTES

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 482,732.40	-----	9910-903152-9588 PHR - FY 2018 Racetrack Impact Funds
<u>579,314.55</u>	-----	9910-903152-9588 PHR - FY 2018 Racetrack Impact Funds
<u>\$1,062,046.95</u>		

This transfer will provide appropriations to support Park Heights Renaissance's programs and operations for fiscal year 2018. Parts of these appropriations are from a carry-forward from fiscal year 2017.

UPON MOTION duly made and seconded, the Board **DEFERRED** the foregoing Grant Agreement with Park Heights Renaissance and the Transfer of Funds until January 10, 2018.

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:

5532 - 5537

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.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 18004, Recon- struction of Alleys Citywide	P & J Contracting Company, LLC	\$ 785,995.00
MBE:	P & J Contracting, Company, LLC *	\$225,000.00 28.62%
WBE:	2 Fyne Enterprises, LLC Digz Transport System, LLC**	\$ 52,200.00 6.64%
		50,000.00 6.36%
		<u>\$102,200.00 13.00%</u>

* Indicates Self-Performance

** The WBE subcontractor is not in good standing with the Department of Assessments and Taxation. The Bidder will be allowed to substitute an approved WBE if Digz Transport System, LLC is not in good standing at the time of award.

MWBOO FOUND VENDOR IN COMPLIANCE.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$548,994.00 GF (HUR)	9950-909200-9504 Constr. Reserve Alleys	
394,200.00 Others	" "	
<u>\$943,194.00</u>		
\$785,995.00	-----	9950-906470-9504-6 Structure & Improvements

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
117,899.25	-----	9950-906470-9504-5 Inspection
<u>39,299.75</u>	-----	9950-906470-9504-2 Contingencies Reconstruction of Alleys Citywide
<u>\$943,194.00</u>		

This transfer will funds costs associated with award of TR 18004, Reconstruction of Alleys Citywide with P & J Contracting Co., LLC in the amount of \$785,995.00.

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

- 3. SC 910, Improvements Spiniello Companies \$23,553,300.00
to Sanitary Sewer
Collection System
in Herring Run
Sewershed Part 2:
Chinquapin Run

DBE/MBE:	Machado Construction Co., Inc.	\$ 340,105.00	1.44%
	Chavis Enterprises, LLC	<u>3,961,000.00</u>	<u>16.82%</u>
		<u>\$4,301,105.00</u>	<u>18.26%</u>
DBE/WBE:	Empire Landscaping, LLC	\$2,282,000.00	9.69%
	Advantage Manhole & Conc Svc., Inc.	40,300.00	.17%
	R&R Contracting Utilities, Inc.	<u>1,500,900.00</u>	<u>6.37%</u>
		<u>\$3,823,200.00</u>	<u>16.23%</u>

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$16,552,202.16	9956-907624-9549	
County Appropriations	Constr. Reserve	
	Rehab Program -	
	Herring Run	
10,728,955.84	" "	
Wastewater		
Revenue Bonds		
4,550,000.00	" "	
State Water		
<u>Quality Loans</u>		
\$31,831,158.00		
\$ 2,355,330.00	-----	9956-905653-9551-2
		Extra Work
2,355,330.00	-----	9956-905653-9551-3
		Design
2,154,000.00	-----	9956-905653-9551-5
		Inspection
23,553,300.00	-----	9956-905653-9551-6
		Construction
<u>1,413,198.00</u>	-----	9956-905653-9551-9
\$31,831,158.00		Administrative

The funds are needed to cover the cost of SC 910, Improvements to the Sanitary Sewer Collection System in the Herring Run Sewershed Part 2 - Chinquapin Run.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**DPW/OE&C - cont'd

5. SC 962, Improvements to the Sanitary Sewers in the Southeast Area of Baltimore City
- REJECTION** - On September 13, 2017, the Board opened six bids. The bids ranged from a low of \$8,133,000.00 to a high of \$13,642,815.00. The Department has determined that it is best interest of the City to reject all bids. The Department will request permission to rebid and re-advertise the contract at a later date.

Bureau of Procurement

6. B50005143, Re-creational Vehicle and Motor Home Repairs
- Efficiency Enterprises of Maryland, LLC
- \$300,000.00

(Department of General Services, Fleet Management)

MBE/WBE PARTICIPATION:

On May 31, 2017, MWBOO set goals of 2% MBE and 1% WBE.

WBE: Not listed

MBE: The Fitch Dustdown Co. \$637.50 .21%
The Fireline Corp. See Note below*

*Bidder did not achieve the MBE/WBE goals. Bidder requested a waiver of the MBE goal, however, they did not exercise a good faith effort in meeting the MBE goal. Furthermore, the Bidder listed The Fireline Corporation for WBE participation but did not properly execute Part B: Statement of Intent form.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement - cont'd**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

It is recommended that the vendor be given 10 days to come into compliance from the date of Board approval.

- | | | | |
|----|--|---------------------------|--------------|
| 7. | B50005170, Gradall
XL4100 Hydraulic
Excavators | Elliott & Frantz,
Inc. | \$348,860.00 |
|----|--|---------------------------|--------------|

(Department of General
Services, Fleet Management)

On May 15, 2017, MWBOO determined that no goals be set because of no opportunity to segment the contract. This is a purchase of vehicles from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.Department of Finance

- | | | |
|----|--|--|
| 8. | 2017 Annual Bulk
Tax Sale Auction
of Tax Liens | <p>REJECTION - Bidders were solicited by publishing in The Baltimore Sun on March 15, 2017; the Daily Record on March 29, 2017, and in the Daily Record again on September 20, 2017. One bid, in the amount of \$342.53, was received and opened on October 25, 2017. It is requested that the Board reject the bid because it was unresponsive. The minimum bid was to</p> |
|----|--|--|

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Finance - cont'd

be the total amount of the liens which is over \$10,000,000.00 on the 330 properties in the sale. The bidder apparently misunderstood and attempted to bid on just one of the 330 properties.

MINUTES

Circuit Court - FY 2018 Sub-Vendor Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2018 Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. The period of the FY 2018 Sub-Vendor Contract is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$263,018.00 - 5000-500718-1100-117400-405001

BACKGROUND/EXPLANATION:

The FY 2018 Sub-Vendor Contract will provide for all court ordered competency and responsibility evaluations that occur as a result of actions before the Circuit and District Courts in Baltimore City. These evaluations are conducted by the Medical Services Division of the Circuit Court. A principal function of this program is to divert those who would normally be hospitalized in either Clifton T. Perkins Hospital Center or the various regional facilities within the state. In approximately 80% of all referrals, defendants who would be hospitalized from 30-60 days are diverted into either community resources or resources within the local detention centers. The Pre-Sentence evaluation portion of the contract provides for evaluations after verdicts that provide proper use of outpatient facilities.

The contract is late because of delays in the signature process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the FY 2018 Sub-Vendor Contract with Behavioral Health System Baltimore, Inc.

MINUTES

Fire Department - Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2018 Grant Award Agreement with the Maryland Institute for Emergency Medical Services System (MIEMSS). The period of the Grant Award is November 13, 2017 through June 15, 2018.

AMOUNT OF MONEY AND SOURCE:

\$25,688.00 - 5000-558318-3191-309500-405001

BACKGROUND/EXPLANATION:

This is a State grant administered through the Maryland Institute for Emergency Medical Services System for Advanced Life Support (ALS) Education.

The purpose of the grant is to enable the Baltimore City Fire Department to complete FY2018 ALS training courses. There are no future obligations of the Fire Department or the City as a result of the receipt of this grant.

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 FY 2018 Grant Award Agreement with the Maryland Institute for Emergency Medical Services System.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of General Services - GS 16804, Eastern Clinic
Renovations on 1200 E. Fayette
BIDS TO BE RECV'D: 02/14/2018
BIDS TO BE OPENED: 02/14/2018

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

MINUTES

Baltimore Development Corporation (BDC) - Fifth Amendment to Disposition and Development Agreement and Fifth Amendment to Construction, Operation and Reciprocal Easement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of:

- 1) Fifth Amendment to Disposition and Development Agreement among Baltimore Center Associates Limited Partnership, a Maryland Limited Partnership (BCA), Baltimore Center Garage Limited Partnership, a Maryland Limited Partnership (BCG), Sunstone East Pratt, L.P., a Maryland Limited Partnership (SEP), and Baltimore City Department of Housing and Community Development, and
- 2) Fifth Amendment to Construction, Operation and Reciprocal Easement Agreement among Baltimore Center Associates Limited Partnership, a Maryland Limited Partnership (BCA), Baltimore Center Garage Limited Partnership, a Maryland Limited Partnership (BCG), Sunstone East Pratt, L.P., a Maryland Limited Partnership (Hotel), and Baltimore City Department of Housing and Community Development for the property located on Development Areas 5 and 6 of the Inner Harbor Project I Urban Renewal Plan Area (Block 673, Lot 001 (the property)).

AMOUNT OF MONEY AND SOURCE:

N/A

MINUTES

BDC - cont'd

BACKGROUND/EXPLANATION:

The City, BCA, BCG and SEP are parties to a Disposition and Development Agreement (DDA) and Construction, Operation and Reciprocal Easement Agreement (COREA) for property located on Development Areas 5 and 6 of the Inner Harbor Project I Urban Renewal Plan Area. Commonly known as The Gallery and the Gallery Garage, the development on the site consists of Hotel, Retail, Office and Garage uses (the Development), each of which are specifically defined to have certain uses and locations under the agreement.

The BCA, the BCG, and the SEP wish to amend the DDA and COREA to account for the re-subdivision of the retail and hotel space as a result of the elimination of escalators between the fourth and fifth floors of the Development.

The Fifth Amendments will make the necessary changes to the Disposition and Development Agreement and the Construction, Operation and Reciprocal Easement Agreement, in order to conform with newly approved subdivision plat.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Fifth Amendment to Disposition and Development Agreement among Baltimore Center

MINUTES

BDC - cont'd

Associates Limited Partnership, a Maryland Limited Partnership, Baltimore Center Garage Limited Partnership, a Maryland Limited Partnership, Sunstone East Pratt, L.P., a Maryland Limited Partnership, and Baltimore City Department of Housing and Community Development, and the Fifth Amendment to Construction, Operation and Reciprocal Easement Agreement among Baltimore Center Associates Limited Partnership, a Maryland Limited Partnership, Baltimore Center Garage Limited Partnership, a Maryland Limited Partnership, Sunstone East Pratt, L.P., a Maryland Limited Partnership, and Baltimore City Department of Housing and Community Development for the property located on Development Areas 5 and 6 of the Inner Harbor Project I Urban Renewal Plan Area (Block 673, Lot 001).

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlement</u>			
1. D & F Realty, Inc. (Prior Owner - Forfeited)	19 N. Carrollton Avenue	L/H	\$ 2,987.00

On December 7, 2016, the Board approved the acquisition of the Leasehold interest by condemnation, in the property located at 19 N. Carrollton Avenue for \$29,875.00, based upon the higher of two independent appraisal reports. The property owner filed an Answer contesting the fair market value and the parties agreed to settle the case for the amount of \$32,862.00, a 10% administrative increase, an additional \$2,987.00. Therefore, the Board is requested to approve an additional \$2,987.00.

Funds will be drawn from account 9910-914135-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the above Payment of Settlement.

MINUTES

Mayor's Office of Human Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Bon Secours of Maryland Foundation, Inc. The period of the Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$205,309.00 - 5000-523118-3571-765000-603051

BACKGROUND/EXPLANATION:

Under the terms of this Agreement, Bon Secours of Maryland Foundation, Inc. will use the funds to provide services to assist family units at risk of being evicted from their permanent housing. The services will include, but will not be limited to counseling, training, and rental assistance. Bon Secours of Maryland Foundation, Inc. will serve 250 clients annually.

The Agreement is late because of delays in budget negotiations with Bon Secours of Maryland Foundation, Inc.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Bon Secours of Maryland Foundation, Inc.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|--|---------|---------|
| 1. <u>E.J. WARD, INC.</u>
Contract No. 08000 - 08000 - E.J. Ward Fuel Control System
Equipment Maintenance Agreement - Department of General
Services - Fleet Management - P.O. No. P532264 | \$ 0.00 | Renewal |
|--|---------|---------|

On February 1, 2017, the Board approved the initial award in the amount of \$165,514.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period February 1, 2018 through January 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is sole source procurement.

- | | | |
|---|---------|---------|
| 2. <u>ROBNET, INC.</u>
Contract No. B50003871 - Automotive Hardware and Fasteners -
Department of General Services - Fleet Management P.O. No.
P530010 | \$ 0.00 | Renewal |
|---|---------|---------|

On January 28, 2015, the Board approved the initial award in the amount of \$300,000.00. On July 19, 2017, the Board approved an increase in the amount of \$150,000.00. This renewal in the amount of \$0.00 is for the period February 1, 2018 through January 31, 2019. 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

MBE/WBE PARTICIPATION:

On November 13, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity only contract in which no services are provided. The vendor is a certified WBE.

MWBOO GRANTED A WAIVER.

3. LEXISNEXIS RISK SOLUTIONS

FL INC.	\$100,000.00	Renewal
Contract No. 060000 - Investigative Search Licensing - Inspector General's Office, State's Attorney's Office, etc. - P.O. No. P535078		

On April 6, 2016, the Board approved the initial award in the amount of \$33,000.00. Subsequent actions have been approved. The award contained two 2-year renewal options. LexisNexis is an investigative tool currently in use by the Inspector General's Office, Sheriff's Office, States Attorney's Office and many other agencies. The vendor provides background assistance, fraud investigation, locating warranted individuals, case law, appeals and many other services and information. This renewal in the amount of \$100,000.00 is for the period January 1, 2018 through December 31, 2018. 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

MBE/WBE PARTICIPATION:

On November 13, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This contract was previously awarded under the MBE/WBE threshold of \$50,000.00; however, due to the increasing usage under the contract, a request was submitted to MWBOO to see if the contract could be segmented.

MWBOO GRANTED A WAIVER.

4. LAWMAN SUPPLY COMPANY, INC. (Item No. 16)	\$ 0.00	
HOWARD UNIFORM COMPANY (Item Nos. 2-4, 7, 10 & 15)	280,000.00	
F & F AND A. JACOBS & SONS, INC. (Item Nos. 1, 5, 6, 8, 9, 11-14 & 16)	310,000.00	
	\$590,000.00	Renewal

Contract No. B50003266 - Police Uniforms - Police Department
- P.O. Nos. P526078, P526079 and P526080

On January 8, 2014, the Board approved the initial award in the amount of \$670,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This fourth renewal in the amount of \$590,000.00 is for the period January 8, 2018 through January 7, 2019, with one 1-year renewal option remaining.

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

MBE/WBE PARTICIPATION:

On September 27, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|-----------------------------|
| 5. SB & COMPANY,
LLC | \$ 21,000.00 | Ratification
and Renewal |
| Contract No. B50004686 - Auditing Services for Baltimore Convention Center - Baltimore Convention Center - P.O. No. P536472 | | |

On August 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$17,500.00. The award contained two 1-year renewal options. Due to an administrative error, the renewal option was not exercised in a timely manner. This ratification is necessary for additional funds to make final payment under the contract which expired on August 11, 2017. This first renewal in the amount of \$21,000.00 is for the period December 20, 2017 through August 11, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Procurement</u>		
6. JOHNSON, MIRMIRAN & THOMPSON, INC.	\$ 22,070.00 <u>22,070.00</u> \$ 44,140.00	Ratification and Renewal

Contract No. 06000 - OnBase Enterprise Content Management System Software Maintenance and End User License Agreement - Department of Public Works - Bureau of Water and Wastewater - P.O. No. P528229

On June 25, 2014, the Board approved the initial award in the amount of \$35,070.23. The award contained four 1-year renewal options. Subsequent actions including two increases and three renewals have been approved. Due to an administrative error, the fourth renewal option was not approved prior to the start of the annual maintenance period. The fourth renewal is necessary to provide the required continuity of software maintenance of the OnBase software application modules used to integrate various business applications for the Department of Public Works to manage projects (i.e. IT, utilities, construction, demolition, etc). The period of the ratification is September 1, 2017 through December 19, 2017. The period of the renewal is December 20, 2017 through August 31, 2018. 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.

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

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00. The vendor is the sole provider to the OnBase maintenance.

- | | | |
|---|--------------|----------|
| 7. PORT CITY EQUIPMENT
CO., | \$103,410.00 | Increase |
| Contract No. B50005073 - Altoz TRX 660i Zero Turn Lawn Mowers
- Department of General Services, Fleet Management - P.O. No.
P540696 | | |

On August 23, 2017, the Board approved the initial award in the amount of \$68,940.00. This increase in the amount of \$103,410.00 is necessary to purchase six additional lawn mowers. There was only one bid received and this vendor is the manufacturer's only authorized distributor located in Baltimore City. This increase will make the award amount \$172,350.00. The contract expires on August 22, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is for a purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty parts.

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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|--|--------------|----------|
| 8. IDEALEASE OF BALTIMORE,
LLC | \$ 66,000.00 | Increase |
| Contract No. B50004905 - Rental of Two Tandem Axle Tractors with Wet Lines - Department of General Services, Fleet Management - P.O. No. P538826 | | |

On March 8, 2017, the Board approved the initial award in the amount of \$44,624.00 for two tractors, however Fleet Management underestimated the actual number of tractors needed as well as the ancillary costs of renting these tractors, which includes mileage and any fees incurred. This increase in the amount of \$66,000.00 is necessary to allow Fleet Management to continue renting these tractors which are needed to supplement the tractors in the City's inventory that are used in the new small hauler Northwest Transfer Station dumping program implemented in April 2017. This increase will make the award amount \$110,624.00. The contract expires March 2018.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|----------------------------|
| 9. VEOLIA ENERGY BALTIMORE
CORPORATION | \$800,000.00 | Steam Service
Agreement |
| Contract No. 08000 - Steam Services - Baltimore Convention Center - Req. No. R764131 | | |

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 Board is requested to approve an award and approve and authorize execution of a Steam Service Agreement with Veolia Energy Baltimore Corporation. The period of the agreement is December 20, 2017 through May 14, 2027 with two 10-year renewal options at the discretion of the City.

The vendor is the sole supplier of steam services used at the Baltimore Convention Center. 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 meets the requirement for certification as a sole source procurement as these services are only available from the vendor, and no other alternatives exist.

10. ROCHESTER SOFTWARE	\$ 53,345.00	Ratification
ASSOCIATES, INC.	<u>200,000.00</u>	Term
	\$ 253,345.00	Agreement

Contract No. 08000 - RSA Maintenance Agreement - Mayor's Office of Information Technology, Finance - Req. No. R774659

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 Board is requested to approve and authorize execution of Maintenance Agreement. The period of the agreement is December 20, 2017 through June 30, 2020.

The vendor is the manufacturer and sole proprietor of software support and maintenance for all RSA products outlined in the agreement. The ratification of the maintenance period was delayed because of an administrative error. The period of the ratification is July 1, 2017 through December 19, 2017. The period of the agreement is December 20, 2017 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.

11. DAVIS LOGIC INC.,
 t/a ALL HANDS CONSULTING \$ 45,000.00 Selected Source
 Solicitation No. 06000 - THIRA Consulting - Threat & Hazard
 Identification and Risk Assessment for FEMA Requirements -
 Baltimore Fire Department - Req. No. R779487

Award is recommended to be made as a selected source to the responsible bidder. The Mayor's Office of Emergency Management (MOEM) selected the vendor, All Hands Consulting to prepare an

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

update on Threat & Hazard Identification and Risk Assessment (THIRA) requirements. This update is a requirement by FEMA and the Comprehensive Planning Guidance 201, and is applied to all FEMA Preparedness Grant recipients. All Hands Consulting was selected because the vendor has completed all of FEMA workshops and has maintained an advanced high level of knowledge pertaining to the THIRA process. The MOEM has confidence in the vendor's ability and previous work experience that the vendor will help them to meet the FEMA requirements by the deadline of December 31, 2017. The period of the award is December 26, 2017 through August 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

12. BFI WASTE SERVICES, LLC
d/b/a ALLIED WASTE SERVICE
OF BALTIMORE

\$	0.00	Extension
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Contract No. B50002466 - Trash Removal Services for Baltimore Convention Center - Baltimore Convention Center - P.O. No. P522081

On October 24, 2012, the Board approved the initial award in the amount of \$426,096.00. The award contained two renewal options. Both renewals have been exercised. An extension is

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

necessary to allow time to complete the bidding process of a new contract B50005246. Bids are due on February 21, 2018. The extension is for the period January 1, 2018 through April 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 16, 2012, MWBOO set goals of 8% MBE and 2% WBE. BFI Waste Services, LLC d/b/a Allied Waste Service of Baltimore was found in compliance on November 16, 2017.

	<u>Commitment</u>	<u>Performed</u>	
MBE: L & J Waste Recycling, LLC	8%	\$9,898.92	11%
WBE: A2Z Environmental Group, LLC	2%	\$1,648.00	2%

MWBOO FOUND VENDOR IN COMPLIANCE.

13. GEORGE ASSOCIATES, INC. \$ 0.00 Extension
 Contract No. 06000 - O.E.M. Parts and Service for Mauldin
 Manufactured Equipment - Department of General Services - Fleet
 Management - P.O. No. P522689

On February 6, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained two renewal

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

options, which have been exercised. An extension is necessary to continue services for various City agencies while a new solicitation, B50005253, is awarded. The extension is for the period February 1, 2018 through July 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 20, 2012, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the foregoing Steam Service Agreement with Veolia Energy Baltimore Corporation (item no. 9) and the RSA Maintenance Agreement with Rochester Software Associates, Inc. (item no. 10).

MINUTES

Department of Public Works/Office - Partial Release of
of Engineering and Construction Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement to Allan Myers MD, Inc. for SC 918S, Advanced Site Preparation for Headworks Improvements at the Back River Waste Water Treatment Plant.

AMOUNT OF MONEY AND SOURCE:

\$379,485.00 - 9956-907689-9551-000000-200001

BACKGROUND/EXPLANATION:

As of September 21, 2017, Allan Myers MD, Inc. has completed 100% of all work for SC 918S. The Contractor requested a partial release of retainage in the amount \$379,485.00. Currently, the City is holding \$499,950.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$120,465.00. The remaining amount of \$120,465.00 is sufficient to protect the interest of the City.

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 Partial Release of Retainage Agreement to Allan Myers MD, Inc. for SC 918S, Advanced Site Preparation for Headworks Improvements at the Back River Waste Water Treatment Plant.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 01 to CC Johnson & Malhotra, PC, under Project No. 1238C, On-Call Mechanical Engineering Services. The period of the task assignment is 14 months.

AMOUNT OF MONEY AND SOURCE:

\$ 62,610.16 (Baltimore City)
38,097.84 (Baltimore County)
\$100,708.00 - 9956-904017-9551-900020-703032

BACKGROUND/EXPLANATION:

The Department needs continued assistance from CC Johnson & Malhotra, PC to perform a study and evaluation of the Dundalk Pumping Station. This will allow for mechanical consulting engineering services for various water and wastewater facilities including treatment plants and pumping stations on an as needed basis.

MBE/WBE PARTICIPATION:

The Vendor will comply with MBE/WBE programs in accordance with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement.

MBE: 28.20%

WBE: 10.11%

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$155,425.00	9956-918017-9549	
Wastewater	Constr. Res. Eastern	
Revenue	Ave. Pump Replacement	
Bonds		
94,575.00	" "	
County		
<u>\$250,000.00</u>	-----	9956-904017-9551-3
		Design

The funds will cover the cost of Project 1238C - Task 1 (SC 979), Dundalk Pumping Station Study.

UPON MOTION duly made and seconded, the Board approved the foregoing assignment of Task No. 01 to CC Johnson & Malhotra, PC, under Project No. 1238C, On-Call Mechanical Engineering Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Post Award Services Agreement with Sidhu Associates, Inc., under SC 857, Chlorination/Dechlorination Facilities Process Conversion at the Patapsco Wastewater Treatment Plant.

AMOUNT OF MONEY AND SOURCE:

\$40,756.24 - 9956-903572-9551-900020-703032

BACKGROUND/EXPLANATION:

The Department's Office of Engineering and Construction is requesting additional funds for Post Award Services. The construction of this project extended beyond the original completion date due to the coordination impediments associated with the Enhanced Nutrient Removal (ENR) Project, SC 845R and SC 852R.

The Contractor is still working to install and correct the control instrumentation equipment and wiring which requires additional input from the Design Consultant, Sidhu Associates, Inc. and visits to the Plant. The loop drawings submitted by the Contractor were not approved and need to be verified in the field during loop testing after which Sidhu Associates, Inc. will have to witness and verify the loop testing.

Sidhu Associates, Inc. will guide the Contractor through this process to ensure that this installation conforms to the contract documents and are coordinated with SC 845R, which upgraded the plant-wide process control system and that accurate loop drawings are provided to the plant. There are several items which still need the Consultant's review and approval. There will be additional meetings that require attendance.

MINUTES

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

Once the installation is completed, Sidhu Associates, Inc. will have to develop As-Built drawings and review final Operation and Maintenance manuals. This service will continue into the warranty period.

The scope of the original agreement includes the installation of new process equipment that will be installed in the chlorine contact chambers, new process and control systems for chlorination and dechlorination of plant effluent, modifications to the existing Dechlorination Building, Chlorine Injector Building, High Pressure Effluent Water Pumping Station, Return Sludge Pumping Station No. 2, and associated work.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the goals of 20.02% MBE and 7% WBE assigned to the original agreement.

This Amendment No. 2 to Post Award Services Agreement contains goals of 0% MBE and 0% WBE.

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 foregoing Amendment No. 2 to the Post

MINUTES

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

Award Services Agreement with Sidhu Associates, Inc., under SC 857, Chlorination/Dechlorination Facilities Process Conversion at the Patapsco Wastewater Treatment Plant.

MINUTES

Department of Public Works/Office - Emergency Procurement
Of Engineering and Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Emergency Procurement Agreement with Civil Construction, LLC, under SDC 7791, Monument Street Emergency Storm Water Culvert Rehabilitation. The period of the Emergency Procurement Agreement is effective upon Board approval for three months.

AMOUNT OF MONEY AND SOURCE:

\$1,939,509.82 - 9958-907102-9520-900020-706063

BACKGROUND/EXPLANATION:

On September 19, 2016, a sink hole six feet long by three feet wide was reported in the 2400 block of East Monument Street along the center line. As a result, the sink hole was immediately closed and secured to ensure traffic safety. Investigation discovered a storm drain manhole had collapsed above the 120-inch storm drain culvert and caused the sink hole.

Investigation further revealed that directly below the manhole shaft, there was a 2.5 feet high by 3.5 feet long area of bulged bricks with active water infiltration in the culvert, Civil Construction, LLC was directed to do the rehabilitation of the 120-inch culvert and repair the sink hole on September 19, 2016.

The scope of work includes, but is not limited to the installation of manhole, cleaning, rehabilitation of approximately 190 feet of a 120-inch storm drain culvert through the cured-in-place pipe method, and restoration of the damaged road and utilities caused from the collapse.

MINUTES

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

Due to the nature and gravity of the incident, written notice requesting approval was given to the Director of Finance on October 17, 2016, pursuant to the Baltimore City Charter, Article VI, (11(e) (ii), to proceed with the Monument Street Emergency Storm Water Culvert Rehabilitation. On October 19, 2016, the Director of Finance approved and authorized the Department of Public Works to proceed with the emergency procurement.

The agreement is late because during Audit's review, several discrepancies were found in the calculation of the fees. It was necessary to receive and review documentation from the contractor. This process was recently finalized with the cost reduced to \$1,939,509.82.

MBE/WBE PARTICIPATION:

MWBOO participation does not apply because this is an Emergency Project.

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION 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>
\$1,119,331.00	9958-905093-9522	
GO Bonds	Const. Res.	
26 th Rec. & Parks	Race Street Box	
Loan	Culvert	
170,000.00	"	"
MVR		

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
450,000.00	9958-904099-9522	
GO Bonds	Const. Res.	
26 th Rec. & Parks	Small Storm Drain	
	Inlet	
432,000.00	9958-934013-9522	
SW Utility	Const. Res.	
	Urgent Needs Storm	
	Drain	
28,669.00	9958-924008-9522	
SW Utility	Const. Res.	
	Stormwater Mitigation	
	Projects	
\$2,200,000.00		
\$2,078,344.46	-----	9958-907102-9520-6
		Contract
121,655.54	-----	9958-907102-9520-9
<u>121,655.54</u>		Administration
\$2,200,000.00		

This transfer will fund the costs of SDC 7791, Emergency Sinkhole Repair at Monument Street.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Emergency Procurement

MINUTES

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

Agreement with Civil Construction, LLC, under SDC 7791, Monument Street Emergency Storm Water Culvert Rehabilitation. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department</u>			
1. Adrienne Edwards	Nurse Family Partnership - Unit 2 Education 2018 Denver, CO Jan. 8 - 12, 2018 (Reg. Fee \$4,668.00)	MIECHV Grant MD Dept. of Health	\$7,498.51

The subsistence rate for this location is \$249.00 per night. The cost of the hotel is \$155.00 per night, plus hotel taxes of \$22.86 per night. The airfare cost of \$1,090.06 was prepaid on a City-issued procurement card assigned to Ryan Hemminger. The registration cost of \$4,668.00 and publications and materials cost of \$593.00 will be paid by the FY18 NFP MIECHV Grant.

Therefore, the amount to be disbursed to Ms. Edwards is \$1,147.45.

Baltimore City Sheriff's Office

2. Eness Brown	CVSA II Advanced Examiner Certification Conference Orlando, FL Jan. 7 - 12, 2017 (Reg. Fee \$500.00)	General Funds	\$2,006.53
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Sheriff's Office - cont'd</u>			

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$149.00 per night, plus taxes of \$20.12 per night.

The Department is requesting additional subsistence of \$1.00 per day to cover the cost of meals and incidentals. The airfare cost of \$350.95 has been paid using a City-issued credit card assigned to Edna Taylor and the registration fee of \$500.00 was prepaid using EA-000211481. Therefore, the disbursement to Ms. Brown is \$1,105.58.

RETROACTIVE TRAVEL APPROVALCity Council

3.	Leon Pinkett, III	Big Jump Kick-off Meeting and Places for Bikes Conference Madison, WI June 28 - 30, 2017	Elected Official Expense Account	\$ 425.79
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This trip provided an opportunity for key leaders from each Big Jump City to meet and discuss the opportunities and challenges of growing bike use in their unique focus areas, and brainstorm ways to advance bike network planning, implementation, and activation in all communities.

The subsistence for this location was \$174.00 per night in accordance with AM-240-5-1, Subsistence High Rate Geographic

MINUTES**RETROACTIVE TRAVEL APPROVAL**City Council - cont'd

Area. The hotel, airfare, and registration fees were paid by the Conference sponsors. Mr. Pinkett had to attend a community event in Baltimore City the next day and needed to seek alternative transportation to return to Baltimore because the return flight from Newark, NJ was cancelled and the next flight was not available until the next day in the afternoon. Therefore a rental car was obtained by Mr. Pinkett. Mr. Pinkett incurred out of pocket expenses and requests reimbursement as follows:

TRAVEL REIMBURSEMENTCity Council - cont'd

\$374.21	- Rental Vehicle
14.00	- Tolls
12.58	- Food
25.00	- Luggage
<u>\$425.79</u>	

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Approval, and the Travel Reimbursement. The President **ABSTAINED** on item no. 3.

MINUTES

Mayor's Office of Employment - Acceptance of Grant Award
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Maryland State Department of Labor, Licensing and Regulation (DLLR) for professional services. The period of the Grant Award is October 01, 2017 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,749,976.00	-	4000-807518-6312-456000-404001
82,151.00	-	4000-807518-6312-456000-404001
<u>972,378.00</u>	-	4000-806718-6312-456000-404001
\$2,804,505.00		

BACKGROUND/EXPLANATION:

This grant to the Mayor's Office of Employment Development (MOED) will allow MOED to align with core partners to design and deliver services of the Workforce Innovative Opportunity Act (WIOA) to eligible adults, youth, and dislocated workers. In accordance with collaborative partners, MOED will provide basic academic and career services to priority populations including but not limited to veterans, low income individuals, people with disabilities, ex-offenders and other individuals with barriers to employment. The obligation level payable to MOED under this award will not exceed \$2,804,505.00.

The grant award was delayed because additional time was necessary to reach a comprehensive understanding between the parties.

APPROVED FOR FUNDS BY FINANCE

MINUTES

MOED - cont'd

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

UPON MOTION duly made and seconded, the Board approved authorized acceptance of the foregoing Grant Award from the Maryland State Department of Labor, Licensing, and Regulation for professional services.

MINUTES

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

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MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agency issued an addendum extending the date for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works/Office - SC 964, Improvements to the
of Engineering & Construction Sanitary Sewers in the North
West Area of Baltimore City
BIDS TO BE RECV'D: 1/10/2018
BIDS TO BE OPENED: 1/10/2018

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

Department of Public Works - SC 965, Improvements to
Sanitary Sewer in the North
East Area of Baltimore City

Spiniello
Pleasants Construction, Inc.
AM-Liner East, Inc.
Metra Industries
Anchor Construction Corp.

MINUTES

Department of Public Works - WC 1369, Water Infrastructure Replacement and Rehabilitation at Various Locations

J. Fletcher Creamer & Son, Inc.
Spiniello
Monumental Paving & Excavating, Inc.
R.E. Harrington
Civil Construction, LLC

Deputy Comptroller: "B50005 -- Oh, I'm sorry. Hold on a second please. Um -- I need to call back WC 1369. There's a gentleman here who wanted to address the Board. I apologize --"

Department of Public Works - WC 1369

Deputy City Solicitor: "Okay."

Deputy Comptroller: "So Sir, if you would come forward, and when you come forward we're going to ask you to approach one of the mics here. If you would please state your name clearly and the name of your company and then you can tell us what you'd like us to hear Sir. I apologize."

Unidentified Person: "Thank you and good morning all. Ah -- I just apologize ah -- to be late ah -- with ah -- with a bid document."

Deputy Comptroller: "Would you state your name please Sir --"

MINUTES

Department of Public Works - WC 1369

Unidentified Person: "I'm sorry."

Deputy Comptroller: "-- and your company."

Unidentified Person: "Carlos with MGE."

Deputy Comptroller: "Okay."

Mr. Carlos: "Ah -- one of my assistant's came early to drop off our bid documents and unfortunately ah -- she was given the wrong directions. She was actually walking for an hour around the buildings. In three buildings. Ah -- two on Holliday and one on Calvert and unfortunately, she give the -- all the people gave her the wrong directions and that's why we were making like 11:15 a.m. downstairs and I am trying to approach to you guys if it's possible to us dropping off instead this time."

Deputy Comptroller: "Okay. We have a representative here from the Comptroller's Office who was present when you came in Mr. Carlos. Ah -- would you please state your name please and the office in which you are working?"

Ms. Ivory Cooper: "I am Ivory Cooper. I work for the Comptroller's Office, Board of Estimates."

MINUTES

Department of Public Works - WC 1369

Deputy Comptroller: "Okay. Thank you. Ah -- Ms. Cooper, when you saw Mr. Carlos -- when he came in today -- what time did he arrive, approximately, with his bid?"

Ms. Cooper: "He came in approximately 11:39 a.m."

Deputy Comptroller: "Okay. And what did he request of you?"

Ms. Cooper: "He asked me to take the bid and I explained to him that we were unable to, it was after eleven o'clock. I explained to him and I asked him -- I gave him some tape to cover up his bid completely. Told him he was able to come into the bid room at twelve o'clock and address the Board members and they would be able to either accept or throw out his bid."

Deputy Comptroller: "I thank you. Ah -- Mr. Carlos um -- we appreciate the effort and the time with preparing your bid as well as having uh -- someone else come back down. Unfortunately, the Board has no discretion to accept the bid when it's late by our Charter or like our Constitution states that bids must be received by eleven o'clock a.m. Ah -- for your information um -- downstairs if someone's running late, if they get here close to eleven, we

MINUTES

always have someone posted there who could assist with accepting it. But um -- I wish it were a different answer for you, but regrettably we have no discretion to accept your bid. But, we do thank you for coming forward today."

Mr. Carlos: "No problem."

Deputy Comptroller: "Alright. Thank you, sure."

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MINUTES

Bureau of Purchases

- B50005223, Light Towers & Solar
Powered Arrow Boards

Garden State Highway Products*
National Capital Industries
Dimensional Products, Inc.

*UPON FURTHER MOTION, the Board found the bid of Garden State Highway Products **IRREGULAR** because of the company's failure to proffer a bid guarantee as mandated by the solicitation's instructions.

Bureau of Purchases

- B50005185, Skid Steer Loaders

Finch Services, Inc.
Correlli, Inc.**
Metro Bobcat, Inc.**

UPON FURTHER MOTION, the Board found the bids of Correlli, Inc. and Metro Bobcate, Inc. **IRREGULAR because of the companys' failure to proffer a bid guarantee as mandated by the solicitation's instructions.

Bureau of Purchases

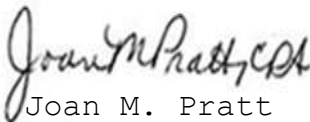
- B50005184, Trucks with a Conventional Cab & Chassis, Steel Dump Body, Hoist & Lift Gate

Beltway International, LLC

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, January 10, 2018.



Joan M. Pratt
Secretary